



SANTA MARIA HIGH SCHOOL



REQUEST FOR CHECK OR PURCHASE ORDER Associated Student Body Accounts

DATE: _____ ACCOUNT _____

THIS IS A REQUEST FOR: _____ PAYMENT _____ PURCHASE ORDER _____ TRANSFER _____

CHECK OR PURCHASE ORDER IS TO BE _____ MAILED _____ PICKED UP _____ OTHER _____

IMPORTANT: ALL CHECK REQUESTS MUST HAVE PRIOR APPROVAL BEFORE PURCHASES ARE MADE

Quantity	Description	Price Each	Total Price
PLEASE ENTER APPROXIMATE P.O. AMOUNT HERE →			
Make Check/Purchase Order Payable To: _____ Street or P.O. Box _____ City, State, Zip _____		SUB TOTAL	
		TAX	
		TOTAL	\$

<p>_____ CLUB OFFICER ADVISOR/COACH</p> <p>_____ ATHLETIC DIRECTOR (For Athletic Requests Only)</p> <p>_____ ASB OFFICER ASB ACTIVITY DIRECTOR</p> <p>_____ SITE ADMINISTRATOR</p> <p><u>PLEASE NOTE:</u> *Use separate requests for each vendor *Obtain all signatures * AFTER P.O. IS ISSUED AND YOUR PURCHASE IS MADE/RECEIVED PLEASE RETURN ALL DETAILED RECEIPTS/INVOICES TO THE ASB BUSINESS OFFICE ASAP. ORIGINAL ITEMIZED/DETAILED RECEIPTS MUST BE PROVIDED FOR REIMBURSEMENT.</p>	<table border="1"> <tr><th colspan="2">ASB USE ONLY</th></tr> <tr><td colspan="2">RECEIVED ON:</td></tr> <tr><td colspan="2">REFER TO THE MINUTES OF:</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"> </td></tr> </table> <table border="1"> <tr><th colspan="2">FOR BUSINESS OFFICE USE ONLY</th></tr> <tr><td colspan="2">RECEIVED ON:</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2">P.O. #</td></tr> <tr><td colspan="2"> </td></tr> <tr> <td>Amount of Check</td> <td>\$</td> </tr> <tr> <td>Date Paid</td> <td> </td> </tr> <tr> <td>Check Number</td> <td>#</td> </tr> </table>	ASB USE ONLY		RECEIVED ON:		REFER TO THE MINUTES OF:																FOR BUSINESS OFFICE USE ONLY		RECEIVED ON:				P.O. #				Amount of Check	\$	Date Paid		Check Number	#
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