Purchase Order

Sample Purchase Order

School Name

School Address

City, State, ZIP

P.O. Number: Date:

To:

|  |
| --- |
| 1. Vendor Name |
| 1. Vendor Address |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Item  Number | 1. Description | 1. Quantity | 1. Unit Price | 1. Total Amount |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Requested By:   (Name of Person) (Name of Club) | | 1. Subtotal | |  |
|  |  | 1. + estimated sales tax: | |  |
|  |  | 1. + estimated shipping charges: | |  |
|  | | 1. Total of this purchase order: | | |

1. Notice to the Vendor
2. Please mail the invoice to the address at the top of the purchase order, care of the ASB Bookkeeper.   
   Please indicate the purchase order number on the invoice. If all below signatures have not been obtained, this purchase order is not valid.

Accounts to be Charged (this section must be completed before submittal to the ASB bookkeeper)

Club or Class:

Club Account(s) to be Charged:

Certification

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

We certify that this request has been approved by ASB or Student Council:

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Verified by ASB Bookkeeper:

Signature, Title and Date

Recorded in ASB Student Council Minutes on:

Date