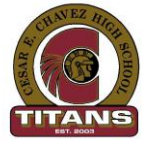




**Cesar E. Chavez High School
Associated Student Body
PURCHASE REQUISITION FORM**



PLEASE READ

1. Use a separate requisition form for each supplier.
2. Attach a completed CLUB meeting minutes form to this requisition.
3. The club/organization Advisor's signature and Treasurer's signature must be on this form.
4. The requisition will be processed ASAP from date of ASB approval - allow at least 5 days for POs and 2 weeks for checks.
5. Attach any invoices, receipts, evidence of payment to this requisition if necessary.
6. The Purchase Order copy will be placed in the club's mailbox when ready.

CLUB/ORGANIZATION: _____ ACCOUNT #: _____ DATE: _____

PURPOSE: _____

Date activity will take place _____ Location of Activity: _____

TO: _____

ADDRESS: _____

CITY, ST, ZIP: _____


PHONE #: _____

FAX # OR
E-MAIL _____

PLEASE NOTE:

The Vendor PO copy will be mailed
UNLESS told otherwise

- Return PO to Club to place order
- Pre-Pay (Mail Check to Vendor)
- Return check to Club
- E-MAIL
- OTHER _____

Quantity	DESCRIPTION (Please be specific)	UNIT PRICE	TOTAL
 NEVER ORDER OR PURCHASE A PRODUCT WITHOUT FIRST OBTAINING A PURCHASE ORDER!		SUB-TOTAL	
		TAX	
		Shipping & Handling	
		TOTAL	

Advisor/Coach Signature (x) _____ Date _____

Advisor/Coach Phone# _____ (Please provide a contact number)

Club Treasurer (or designee) Signature (x) _____ Date _____

Administrator (x) _____ Date _____

ASB OFFICE USE ONLY

ASB Treasurer _____ Purchase Order # _____

Director of Activities _____ Date: _____