

# REQUEST FOR PURCHASE

 Purchasing Card

 Purchase Order

 Personal Reimbursement

**TO BE COMPLETED BY REQUESTING DEPT/ACTIVITY/CLUB**

SCHOOL: \_\_\_\_\_ Dept/Activity/Club: \_\_\_\_\_

**REQUESTED BY:**

Activity Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
*(High School Only)*

Activity Student Rep: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Student Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Prime ASB Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Request has been documented in meeting minutes, or agreed to by team:  
 Yes  No

**BOOKKEEPER USE ONLY**

**ACCOUNTING INFORMATION**

REQ. #: \_\_\_\_\_

P.O. #: \_\_\_\_\_

RECEIVED IN IFAS?

CREDIT CARD PURCHASE?

EMPLOYEE REIMBURSEMENT?

PURCHASE AMT: \$ \_\_\_\_\_

 NEW VENDOR?

VENDOR NAME: \_\_\_\_\_

PEID: \_\_\_\_\_

VENDOR ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_

VENDOR EMAIL: \_\_\_\_\_

**BUDGET NUMBER:** \_\_\_\_\_

| QTY | UNIT | ITEM DESCRIPTION | UNIT PRICE | EXTENSION |
|-----|------|------------------|------------|-----------|
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |
|     |      |                  |            |           |

*If applicable:*

OVERAGE AMOUNT: \$ \_\_\_\_\_

OVERAGE APPROVAL:

 \_\_\_\_\_  
Signature

 \_\_\_\_\_  
Date

|  |                                  |
|--|----------------------------------|
|  | <b>SUB TOTAL</b>                 |
|  | <b>S &amp; H (if applicable)</b> |
|  | <b>TAX</b>                       |
|  | <b>TOTAL</b>                     |

SPECIAL NOTES: \_\_\_\_\_

\_\_\_\_\_

- ◆ Required for all Secondary ASB purchases. Complete request prior to purchase(s) being made. Return to ASB Bookkeeper.
- ◆ Keep a copy of approved request for club minutes