



Requisition Request

Reedley High School
Associated Student Body

Account Name: _____

Date: _____

Account #: _____

PO #: _____

Check: _____

Vendor: _____

Credit Card: _____

Vendor Fax Number (if requesting Finance Office to submit order) _____

Item:	Price:	Total:
Sub Total		
Tax		
Shipping		
Total		

Advisor Signature

Student Signature

Activities Director Signature

Administrator Signature

Initials: _____ Date: _____ 1

Purchase Order Requested
***Obtain signatures prior to submitting (Advisor, Student, Activities Director)**
***Attach Club Meeting Minutes and Quote**

Initials: _____ Date: _____ 2

Items and Invoice Received
***Attach Invoice**

Initials: _____ Date: _____ 3

OK to Pay
***Final Amount to be paid**

Initials: _____ Date: _____ 4

Check Printed