

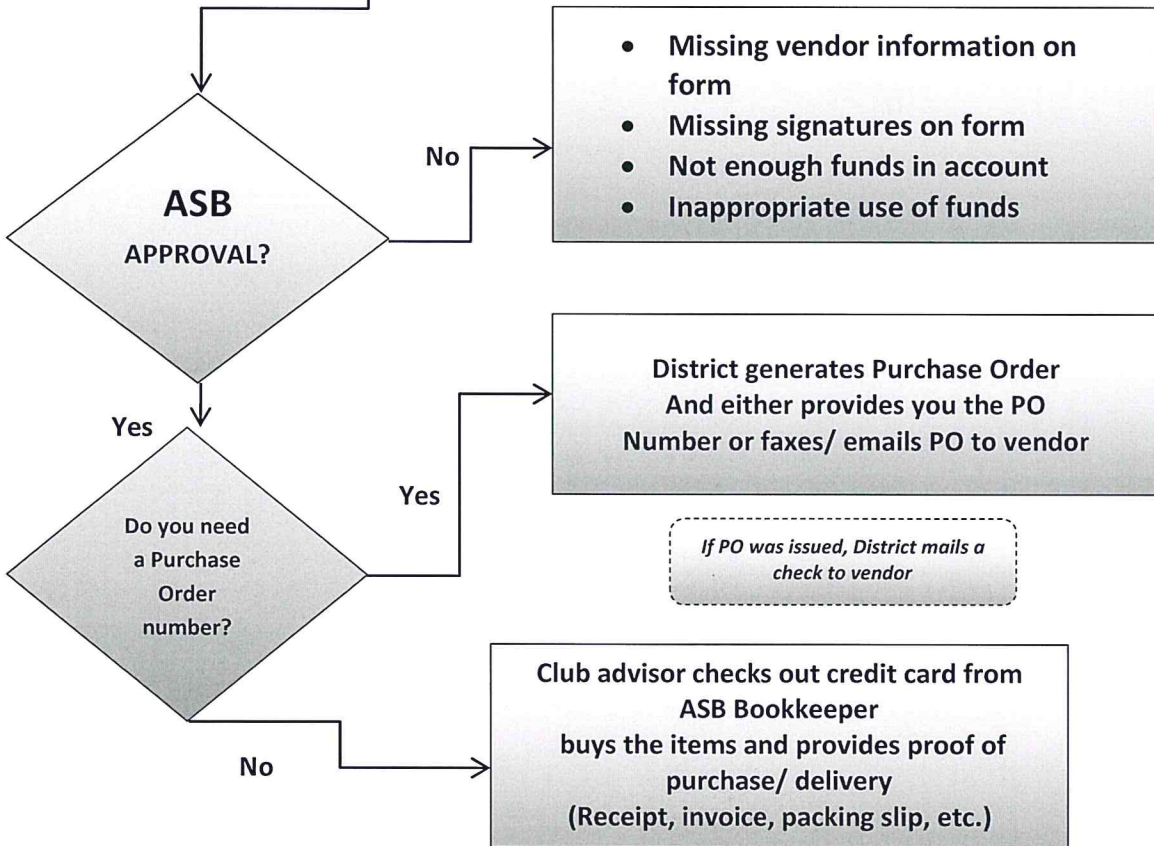
Purchase Order Process

How to access/ use your ASB funds

Verify your ASB account funds
Get Quote from vendor

Fill out request to purchase
ASB office/ school website
Complete and sign (Student representative & Advisor)
Attach club meeting minutes

TURN INTO ASB BOOKKEEPER
For ASB Executive Board Approval
(ASB President, ASB Vice President, ASB Secretary, ASB Treasurer)



Reminders:

- 1) ALL EXPENDITURES must be approved by ASB Executive Board prior to placing or receiving an order.
- 2) Consider 2 weeks lead time to work on your request.
- 3) Student funds cannot be used for any purpose other than the direct benefit of the students which is Cultural, Athletic, Recreational, or Social nature only, extra-curricular, non-credit, optional

Note: a purchase order is a promise to pay