

ASB MEMO

To: CMHS/MS Faculty and Staff
From: Carey Scott Delzer, Activities Director

Re: Blue PO Form REMINDER 2020/2021 School Year

Dear Mustang Staff,

Welcome to another school year as a Club Advisor. We wanted to simply remind you, as you begin to plan for the year that the following BLUE Purchase Order Process is still in place!

Here is the process:

- 1.) BLUE PO sheets (or anything needing approval) will be due on ***Tuesday's (by 2pm) only! Please respect this deadline.***
- 2.) Blue PO sheets (and any paperwork) will be approved one day only...***Thursday's!***

Thus meaning, that if we do not have your BLUE PO form by 2pm on Tuesday, it will not be submitted to council until the following week. As always, you will get a notification in your box once your PO has been approved.

Important Reminder: In order to be reimbursed for any funds spent from your account a PO must have prior approval.

Questions? I would be happy to answer them! x8753