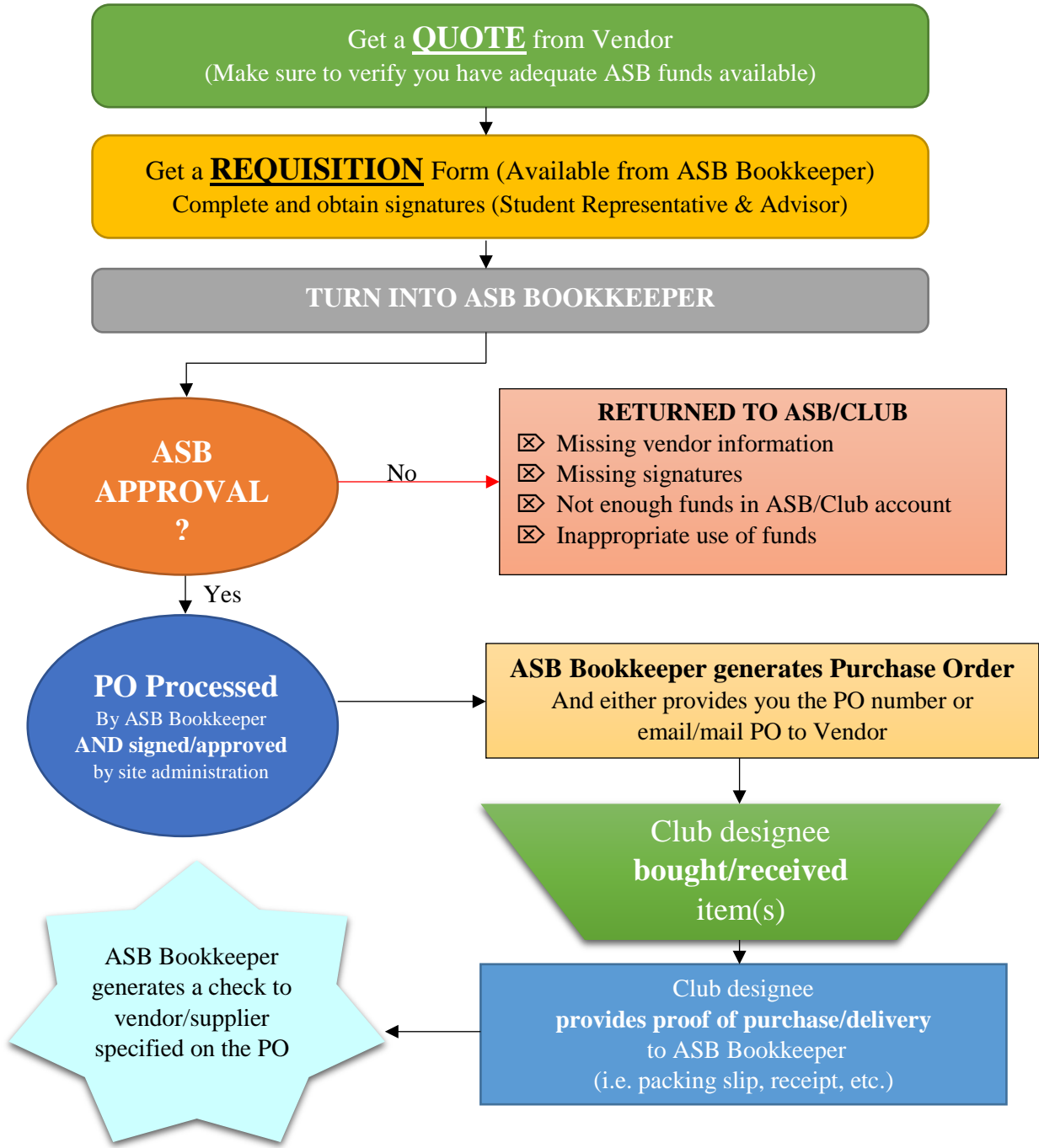


# Purchase Order (PO) Process

## How to access / use your Associated Student Body (ASB) Funds



- REMINDERS:**
- ALL EXPENDITURES must be pre-approved prior to placing or receiving an order.
  - Allow a two(2) week lead time for processing
  - Student funds cannot be used for any purpose other than the direct benefit of the students
- \*\*A PURCHASE ORDER IS A PROMISE TO PAY\*\***