



Associated
Student
Body

Requisition

(High School Use Only)

VENDOR: ABC SUPPLIES
ADDRESS: 1234 S. NOWHERE LN
WHOVILL, CA 93277

DATE: 8/15/2018
CLUB NAME: ASB
CLUB ACCT: 2303

ESTIMATED COST			
QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
500	T-SHIRTS (VARIOUS SIZES)	\$10.00	\$5,000.00
SUBTOTAL			\$5,000.00
SALES TAX			\$425.00
SHIPPING/FREIGHT			\$100.00
TOTAL			\$5,525.00

Requested by: (PLEASE PRINT)

CLUB ADVISORS NAME
(Club Advisor)

CLUB OFFICERS NAME
(Club Officer)

Approval:

Student Officer (Signature)
(ASB Student Officer)

Student Officer, President 8/15/18
(Printed Name & Title) (Date)

Site Administration (Signature)
(Site Administration)

Site Administration, Principal 8/15/18
(Printed Name & Title) (Date)

Office Use Only

Purchase Order: _____ Issued By: _____