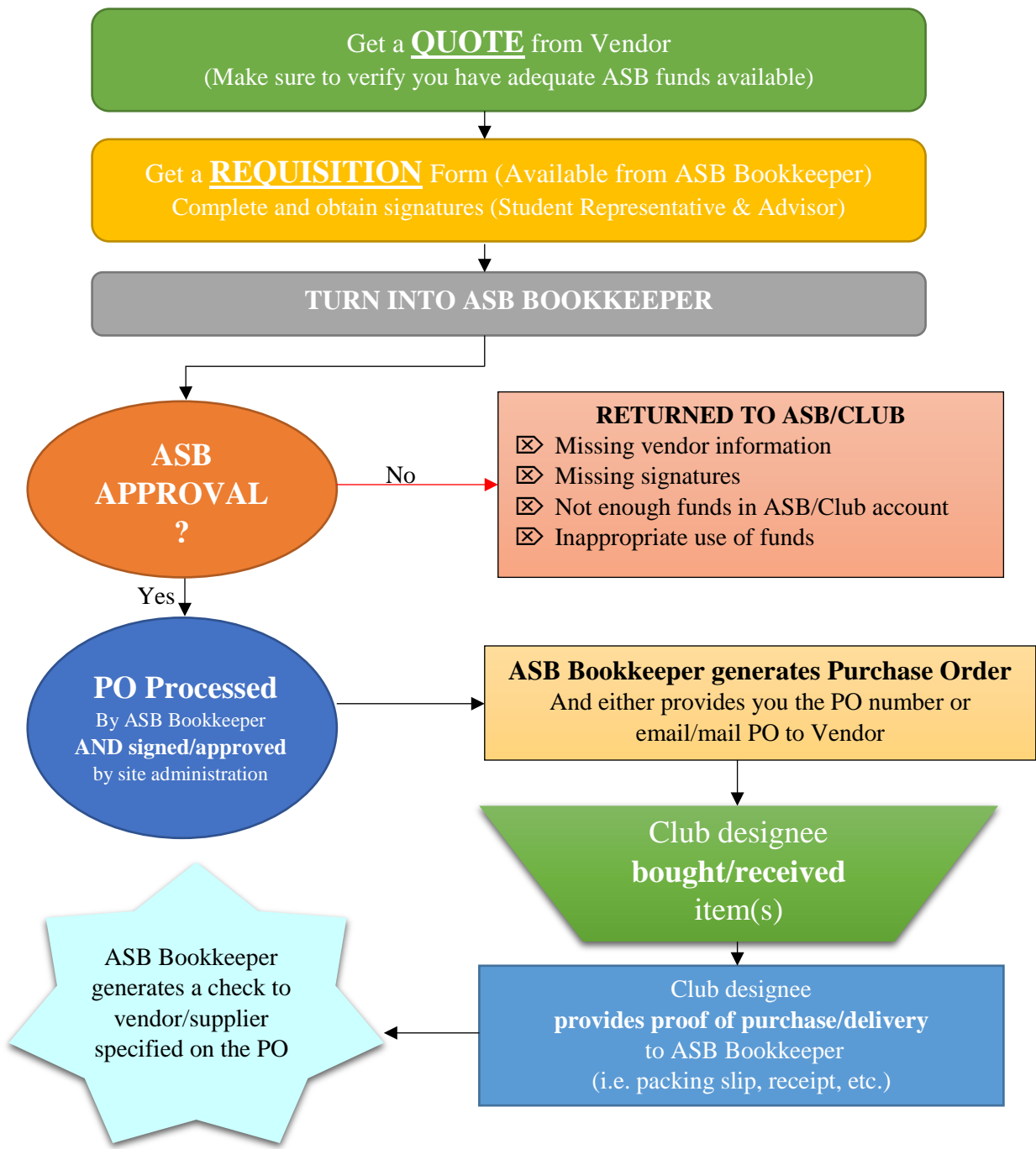


Purchase Order (PO) Process

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



- REMINDEES:**
- **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****