

# Valley Oak ASB Purchase Requisition

(This is not a Purchase Order)

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ VENDOR \_\_\_\_\_  
 CLUB \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

Budget No. \_\_\_\_\_

Fund (3 digits)	Resource (5 digits)	Year (1 digit)	Goal (5 digits)	Function (5 digits)	Object (5 digits)	Site (3 digits)	Type (4 digits)	Mgr. (3 digits)	Amount

VENDOR \_\_\_\_\_ CITY \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

QUANTITY	UNIT	DESCRIPTION of items (include model, brand, catalog no., etc.)	ESTIMATED COST	
			UNIT COST	EXTENSION

**REQUESTED BY**

CLUB ADVISER \_\_\_\_\_  
 STUDENT REP. \_\_\_\_\_

**APPROVED BY**

Principal \_\_\_\_\_  
 Activities Director \_\_\_\_\_  
 ASB Officer \_\_\_\_\_  
 Approval Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Meeting Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SUB-TOTAL	
SALES TAX	
*SHIPPING	
TOTAL ESTIMATED COST	