ASB ACCOUNT PURCHASE ORDER

VENDOD	a: L. C. MADIOLIC VENDODO	For Pookkeeper Use
VENDOR	Circle for VARIOUS VENDORS	For Bookkeeper Use
		P.O. NUMBER
		Today's DATE:
NAME OF EVENT:		ACCOUNT(S):
DATE OF EVENT:		

EXPENDITURE AREA (i.e. substitutes, transportation, supplies)	DESCRIPTION (Quantity)	COST PER	PRICE
NOTES		Sub-total	
		Tax & Shipping	
Bus Transportation: \$49 per hour + \$	ute: \$142 per day / Custodial: \$42 per hour \$2.25 per mile / / Campus Supervision: \$25 per hour ands: Add 14% for employee tax	TOTAL	

average / Stipends: Add 14% for employee tax		
APPROVAL:		eme
Student Requestor / Club Officer		ssoc 1555
Club Advisor / Coach	-	eme 951)
ASB Executive Board Officer	POSTING DATE:	
Activities Director	- ASB APPROVAL #:_	
Principal	* Please, referenc youi	e thi billi

** REMINDER: Student funds cannot be used to purchase gifts cards or staff/coach gifts.

BILL TO: Temecula Valley High School

Associated Student Body 31555 Rancho Vista Rd

Temecula, California 92592

(951)695 - 7300

POSTING DATE:

* Please, reference this purchase order number on your billing statements.

** Purchases orders are not valid unless fully signed and numbered.

ASB ACCOUNT PURCHASE ORDER

VENDOR	Circle for VADIOUS VENDODS HAVE	For Bookkeeper Use
	circle for VARIOUS VENDORS multiple people-	P.O. NUMBER
here.	e venos with mon pane	Today's DATE:
NAME OF EVENT:	What is it for?	ACCOUNT(s): i.e. Boys Goccer
DATE OF EVENT:	Could also be "23-24 School Year"	Dance ASB: Events etc.

EXPENDITURE AREA (i.e. substitutes, transportation, supplies)	DESCRIPTION (Quantity)	COST PER	PRICE
List off all the	Short description	Cotinate	
types of purchases for		costs	
the event.			
·	(Example)		
ford	pizza chips drinks (100 ppl)	\$17 each	# 700
Supplies	decerations naplans plates	4	#150
5Ubstitutes	2 teachers all day (142 each)	# 300 Pach	#300
NOTES		Sub-total	estimates.
	These might be helpful.	Tax & Shipping	0
COMMON COSTS: Substitute Bus Transportation: \$49 per hour + \$	te: \$142 per day Custodial: \$42 per hour 2.25 per mile Campus Supervision: \$25 per hour nds: Add 14% for employee tax	TOTAL	estimate #1150

APROVAL.	O Gas	BILL TO:	Temecula Valley High School
	- Symotim		Associated Student Body
Student Requestor / Club Officer	Jeur Jeur		31555 Rancho Vista Rd
	I gran		Temecula, California 92592
Club Advisor / Coach	7.		(951) 695 – 7300
		For ASB Use —	
ASB Executive Board Officer		POSTING DATE: _	
Activities Director		ASB APPROVAL #	# :
		* Please, refere	ence this purchase order number on
Principal ** REMINDER: Student funds of	connect he wood to	у	our billing statements.
i Rewinder: Student lungs t	uiiiiui pe usea to	strate and	

purchase gifts cards or staff/coach gifts.

APPROVAL:

** Purchases orders are not valid unless fully signed and numbered.