

# ASB ACCOUNT PURCHASE ORDER



VENDOR \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Circle for VARIOUS VENDORS

For Bookkeeper Use \_\_\_\_\_  
 P.O. NUMBER \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

Today's DATE: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

ACCOUNT(S): \_\_\_\_\_

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

## APPROVAL:

\_\_\_\_\_  
*Student Requestor / Club Officer*

\_\_\_\_\_  
*Club Advisor / Coach*

\_\_\_\_\_  
*ASB Executive Board Officer*

\_\_\_\_\_  
*Activities Director*

\_\_\_\_\_  
*Principal*

**BILL TO:** Temecula Valley High School  
 Associated Student Body  
 31555 Rancho Vista Rd  
 Temecula, California 92592  
 (951) 695 – 7300

For ASB Use \_\_\_\_\_  
 POSTING DATE: \_\_\_\_\_  
 ASB APPROVAL #: \_\_\_\_\_

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

**\* 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 VARIOUS VENDORS <sup>if buying/paying multiple people.</sup>

For Bookkeeper Use

P.O. NUMBER

If only one vendor, write their name here.

Today's DATE: \_\_\_\_\_

NAME OF EVENT:

What is it for?

ACCOUNT(S):

i.e. Boys Soccer,

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
<u>List off all the types of purchases for the event.</u>	<u>short description</u>	<u>estimate costs</u>	
	<u>Example</u>		
<u>food</u>	<u>pizza, chips, drinks (100 ppl)</u>	<u>\$7 each</u>	<u>\$700</u>
<u>supplies</u>	<u>decorations, napkins, plates</u>		<u>\$150</u>
<u>substitutes</u>	<u>2 teachers all day (\$142 each)</u>	<u>\$142 each</u> <u>\$300</u>	<u>\$300</u>
NOTES		<b>Sub-total</b>	<u>Add up estimates.</u>
	<u>These might be helpful.</u>	<b>Tax &amp; Shipping</b>	<u>—</u>
<b>COMMON COSTS: Substitute: \$142 per day   Custodial: \$42 per hour</b> <b>Bus Transportation: \$49 per hour + \$2.25 per mile   Campus Supervision: \$25 per hour average   Stipends: Add 14% for employee tax</b>		<b>TOTAL</b>	<u>over estimate</u> <u>\$1150</u>

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ASB Executive Board Officer

\_\_\_\_\_  
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