

EHS ASB PRE-APPROVAL PURCHASE FORM

ASB procedures require student approvals prior to ANY ASB purchase. Please use this form BEFORE making any ASB purchases and turn it in with all ASB purchase paperwork- PO Forms, Credit Card Processing, Print Center Jobs & Reimbursement Forms.

DATE: _____ ASB CLUB/TEAM: _____ ACCOUNT #s: _____/_____/_____

ASB ADVISOR NAME: _____ ASB ADVISOR SIGNATURE: _____

ASB STUDENT LEADERS (NAMES & POSITIONS):

We, the above listed student leaders, have met with our ASB Advisor and have discussed and approved the following ASB purchases. This form will be retained as official Minutes and approvals. Purchases are property of EHS ASB and must remain with ASB materials.

Item	Purpose	Quantity	Price	Tax (10%)	Shipping	Total	Account #

We, the ASB Student Leaders listed above, give our approval for the purchase of all items listed here, not to exceed the grand total of \$_____ which includes tax, delivery fees, etc. Signatures and dates below....

Name: _____ Date: _____ Name: _____ Date: _____

Name: _____ Date: _____ Name: _____ Date: _____