

NEW TECHNOLOGY HIGH SCHOOL
Associated Student Body - Purchase Request



Club/Committee: _____ Date Expenditure Was Approved: _____

Payee: _____ Estimated cost: \$ _____

Description of goods and/or services for which a check is in payment (attach invoice/cart):

Remarks for purchase order (if check is to be mailed, please give address):

Signatures:

Club Advisor

Club/Committee President or Treasurer

Minutes attached: _____

Budget attached: _____

ASB Advisor

ASB President or Treasurer

Authorized Signature (Principal or Assistant Principal)

Date check mailed: _____

Check Number: _____

Final amount: \$ _____

Acct. Number: _____