

ASSOCIATED STUDENTS of FREEDOM HIGH SCHOOL  
 1050 Neroly Rd., Oakley, California 94561

## REQUEST for PURCHASE ORDER

This form must be filled out completely, properly signed, and presented to the Student Accounts Office for final approval and verification of funds before a Purchase Order will be issued.

This Form is **NOT** an authorization to place **ANY orders** or make **ANY purchases**.

**If/When** approval is granted, a dated, numbered Purchase Order will be issued.

The \_\_\_\_\_ (Club/Sport Name)

Advisor Name \_\_\_\_\_

Account # \_\_\_\_\_ requests that a Student Body Purchase Order be issued to:

Recommended Vendor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Purpose/Event \_\_\_\_\_

**(ALL ABOVE LINES MUST BE COMPLETED. ANY FORM WITH BLANK LINES WILL BE RETURNED TO YOU UN-PROCESSED)**

QUANTITY	UNIT	CATALOG NUMBER/DESCRIPTION OF ITEMS	PRICE EACH	PRICE TOTAL
<ul style="list-style-type: none"> <li>▪ Purchase orders can take between <b>3-5 DAYS TO BE APPROVED</b>.</li> <li>▪ <b>PLACE NO ORDERS</b> until you receive the final approved purchase order.</li> <li>▪ Unauthorized purchases are considered a personal purchase and will not be paid through student accounts funds.</li> </ul>			SUB TOTAL	
			SALES TAX	
			EST. FREIGHT	
			GRAND TOTAL	

**Signatures Required:**

Student Accounts Administrator \_\_\_\_\_

Date \_\_\_\_\_

Club/Sport Advisor \_\_\_\_\_

Student Treasurer \_\_\_\_\_

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE/ACCOUNTING OFFICE USE ONLY\*\*\*\*\*  
 DATE COMPLETED FORM RECEIVED BY STUDENT ACCOUNTS OFFICE \_\_\_\_\_

Purchase Order Number

Financial Office Verification (funds available) Initials \_\_\_\_\_