

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">Purchase orders can take between 3-5 DAYS TO BE APPROVED.PLACE NO ORDERS until you receive the final approved purchase order.Unauthorized purchases are considered a personal purchase and will not be paid through student accounts funds.			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 _____