

ASB

REQUEST TO PURCHASE

THIS IS NOT A PURCHASE ORDER

When completed take to the school business secretary at the high school for a purchase order. This form must be completely filled out before being processed by the business office.

Suggested Supplier _____

Date _____

Address _____

P.O. No. _____

Organization: _____

Quantity	Unit Price		Description	Size, etc.	Total Price	

Purpose: What is this purchase for?

Principal _____

ASB Treasurer _____

Activity Advisor _____

Secretary (Business Office) _____

When completed, take to the school bookkeeper to obtain an official purchase order