

Sweetwater Union High School District

Prior Approval for Expenditure Form Purchase Order Request

Today's Date: _____

Amount not to exceed \$ _____

Please attach quote/estimate

Club/Trust Name: _____

Vendor Information: _____

List items to be purchased:

QTY	ITEM #	DESCRIPTION	UNIT PRICE	AMOUNT
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Date approved by club and recorded in
club meeting minutes: _____
*Club meeting minutes approving this expense must be
attached to this form.*

Subtotal \$ _____ S/H

\$ _____ Tax

\$ _____ TOTAL

Reason of expenditure: (Please be specific)

Approval: Student Representative (Club) _____

Approval: Club Advisor _____

** This is NOT a check request.*

STEPS FOLLOWING APPROVAL:

- * Goods and/or services are ordered and received
- * Complete a Check Request Form and submit original invoices and/or receipts
- * After the check is authorized it will be issued

ASB USE ONLY

Requisition # _____

ASB minutes approval date: _____

PO# _____

Funds Available: Y N (circle one) Approved _____ Denied _____

Approval: ASB Advisor/Admin _____

Approval: ASB Student Rep _____

Approval: Principal _____

