



# Club Request for Purchase Order (RPO)

Activities Director: Kyle Prince - [princek@esuhsd.org](mailto:princek@esuhsd.org)

ASB Executive Officers - [overfelta@outlook.com](mailto:overfelta@outlook.com)

You must attach meeting minutes (on 2nd page of this doc) to this form

**This Section is for Administrative Use Only - Signature indicates approval of RPO and Meeting Minute forms attached together**

Signature of Executive Officer	<b>DO NOT</b>	<b>Date:</b>
Signature of Activities Director	<b>TOUCH</b>	<b>Date:</b>
Administrative Signature	<b>THIS SECTION</b>	<b>Date:</b>

Vendor Information		
Payment Type <i>Put an X in the appropriate box</i>	Check Directly to Vendor	
	Check to Reimburse Individual	
	School Purchases from Amazon	
Name of Vendor or Individual to be Reimbursed  Put "Amazon" if Amazon purchase	If your advisor pays for the item and needs to be reimbursed, check the second box. If the school is mailing a check (taking money out of your account) then check the first box.	
Address <i>Include City, State, &amp; Zip Code</i>	This would be where we mail the school check to a vendor. If it's a reimbursement, you can put the school address.	
Phone Number		

Club Account Information (ASBworks)	
Club Name	Club name
Account #	Club account number can be accessed through ASBworks
Encumbered Balance <i>Your current balance in the most recent school bank report</i>	Money you have
Projected New Balance <i>Current Balance subtracted by Expenses</i>	How much money after you buy what you want to buy

Item Descriptions (Please be specific with what is being purchased) <i>All expenditures must benefit a current group of students</i>		Quantity	Unit Price	Total
Description of items you will buy		How many	\$ Price for each item	\$ Total
			\$	\$
			\$	\$
			\$	\$
Tax	\$	Shipping	\$	Not to Exceed Total  \$ Add all lines together for total

## Special Instructions for Finance Clerk for Payment Type

Pick Up Check     Mail Check     Check in Mailbox % (staff member) \_\_\_\_\_

Club Officer Name & Position	<b>DON'T FORGET THESE!</b>	Officer Signature	<b>DON'T FORGET THESE!</b>	Date	
Advisor Name	<b>DON'T FORGET THESE!</b>	Advisor Signature	<b>DON'T FORGET THESE!</b>	Date	

**You must have a meeting with any RPO (before you buy things)**

**William C. Overfelt High School**

***Club Meeting Minutes***

*Must be attached to RPO*

Meeting Date		Meeting Time	
Location		This meeting was called to order by	

*The following purchase orders were approved*

Vendor/Person Name	Amount	Purpose of Expenditure
Say who you're buying from (like Amazon for example)	How much approximate \$\$\$ you plan to spend	Why you're buying these things from this vendor

*Club proposal voting and consensus tally*

Motion by		Second by			
Vote Count		Number Opposed		Number For	

*Club Reports*

Old Business	New Business

Club Secretary Name		Officer Signature		Date	
Advisor Name		Advisor Signature		Date	