



La Costa Canyon High School - ASB

Purchase Order Request 2026-2027

Instructions:

- This request must be completed & approved PRIOR to making any purchases.
- Please complete steps 1 - 4 & submit request to the ASB Finance Office. Please print clearly.
- Purchase Order Request must be submitted with Club/Team/Committee Meeting Minutes.
- After all approvals, you will receive a confirmation with a Purchase Order #, you can now make purchases.

1. Account Information:

Purpose: _____

Club/Team/Committee: _____ GL#: _____

Advisor Name: _____ Requested by: _____

2. Vendor Information:

Vendor Name: _____ Contact Info. (phone/email): _____

Vendor Address: _____

3. Purchase Information: Please attach documentation of estimated cost of proposed purchase.

Qty.	Item Description	Unit Price	Total Amount
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Subtotal			\$
Sales Tax			\$
Shipping			\$
Grand Total			\$

4. Certification by the Student Body Organization (Club/Team/Committee). Meeting Minutes must be attached.

Student Representative: _____
Print Name Signature Date

Certified Advisor: _____
Print Name Signature Date

PO#: _____ Approved by ASB and recorded on the ASB Minutes Meeting dated: _____