

**Ripon High School**

301 N. Acacia Ave.

Ripon, CA 95366

(209) 599-4287

**Student Body Purchase Order/Requisition Form**

(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Student Council

Date: 4/25/23

Event: Class Adviser gift

Requesters Name: Gia Grewal

Description of Product for Purchase:	Quantity	Unit Price	Amount
• Bluey stuffed animal	x 1	9.99	DO NOT EXCEED \$60
• Nature mug	x 1	16.99	
• gold jewelry set	x 1	22.99	

Requesting a:  TRANSFER FROM ACCT

Purchase Order

Check

Payable to: Amazon Business

Address: \_\_\_\_\_

Distribute Approval/Check by:

Choose One: (please circle)

Mail Check

Fax Purchase Order

Other: \_\_\_\_\_

Ordering Uniforms – Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering

Date \_\_\_\_\_

Principal or Athletic Director Signature

Approved budget on file – available funds verified by \_\_\_\_\_

ASB Bookkeeper

OR

Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature]

Date 4/26/23

Activities/Athletic Director: [Signature]

Date 4/26/23

Student Officer: ) [Signature]

(President/Treasurer of club/organization or ASB Treasurer)

Date 4/26/23

Principal: \_\_\_\_\_

(Principal/School Administrator)

Date 4/26/23

**Office Use Only**

PO # \_\_\_\_\_

Check # \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

REVISED 02/23/2023