

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 Advisor 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] Date: 4/26/23
(President/Treasurer of club/organization or ASB Treasurer)

Principal: _____ Date: 4/26/23
(Principal/School Administrator)

Office Use Only

PO # _____

Check # _____

Date Paid: _____

Amount Paid: _____

REVISED 02/23/2023