PURCHASE ORDER (PO) PROCESS

How to use your Associated Student Body (ASB Funds)

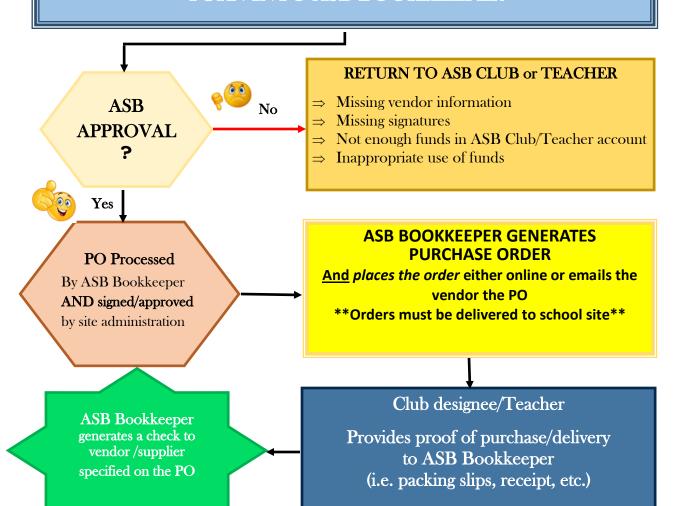
Get a *Quote* from Vendor

Make sure to verify you have adequate funds available

Get a **Requisition** Form (Available from ASB Bookkeeper)

Complete and obtain required signatures (Student Representative/Advisor, Teacher/Principal)

TURN INTO ASB BOOKKEEPER



Reminders:

- * ALL EXPENDITURES must be pre-approved prior to placing or receiving an order.
- * Student Funds cannot be used for any purposes other than the direct benefit of the current students
- * Allow a two week lead time for processing

* * * A Purchase Order is a promise to Pay * * *