

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

ASB APPROVAL ?

No 

RETURN TO ASB CLUB or TEACHER

- ⇒ Missing vendor information
- ⇒ Missing signatures
- ⇒ Not enough funds in ASB Club/Teacher account
- ⇒ Inappropriate use of funds

Yes 

PO Processed
By ASB Bookkeeper
AND signed/approved
by site administration

ASB BOOKKEEPER GENERATES PURCHASE ORDER
And places the order either online or emails the vendor the PO
****Orders must be delivered to school site****

Club designee/Teacher
Provides proof of purchase/delivery
to ASB Bookkeeper
(i.e. packing slips, receipt, etc.)

ASB Bookkeeper
generates a check to
vendor /supplier
specified on the PO

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 ***