

Purchase Request Form

Prior to requesting a purchase from District and/or ASB funds, the following form must be completed. All forms must have the proper back up documentation (quotes, invoices, etc.) as well as Department Head signature (if applicable) **before** submittal to the Finance Office for fund approval. The Finance Office will submit to Administration for final approval. If the vendor accepts Purchase Orders a PO will be given.

Incomplete forms will be returned to the requestor.

Type of Purchase: PO Visa

Name: _____ Date: _____

Department: _____

Vendor: _____

Purchase Description*:

***All food purchases for events/meetings must include a list of attendees. Agendas must also be included if the purchase is for a meeting.**

Approximate Amount: _____

ASB or District Funds: ASB District

Department Head Approval: _____

<u>FINANCE OFFICE USE ONLY</u>	
Date Received: _____	
Funds Available: _____	
Finance Approval: _____	Date: _____
Admin Approval: _____	Date: _____

All original receipts must be turned into the Finance Office