

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: 12/10/21

Event: Spirit Counts

Requesters Name: Jill Mortenson

Description of Product for Purchase:	Quantity	Unit Price	Amount
Candy for spirit counts			not to exceed \$250.

Requesting a:

Purchase Order

Check

Payable to: US Bank
Address: _____

Return to me by this date: _____

OR Other Directions: (please circle): Mail Check

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 12-9-21

Activities/Athletic Director: [Signature] Date 12-9-21

Student Officer: [Signature] Date _____
(President/Treasurer of club/organization or ASB Treasurer)

Principal: _____ Date _____

Office Use Only
PO # _____
Check # _____
Date Paid: _____
Amount Paid: _____