

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: ASB

Date: April 5<sup>th</sup>, 2023

Event: Leadership banquet

Requesters Name: Morty / Bradley Calderon

Description of Product for Purchase:	Quantity	Unit Price	Amount
Leadership Scrapbook	X 1	\$179.43	<del>\$185</del> \$200

Requesting a:  TRANSFER FROM ACCT \_\_\_\_\_

Purchase Order       Check

Payable to: Shutterfly - US Bank  
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 \_\_\_\_\_  
OR ASB Bookkeeper

Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date 4-5-23

Activities/Athletic Director: [Signature] Date 4-5-23

Student Officer: ) [Signature] Date 4/5/23  
(President/Treasurer of club/organization or ASB Treasurer)

Principal: \_\_\_\_\_ Date \_\_\_\_\_  
(Principal/School Administrator)

**Office Use Only**

PO # \_\_\_\_\_

Check # \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

REVISED 02/23/2021

