



# H.M. JACKSON HIGH SCHOOL

## ASB Purchase Order Request Form *prior approval required for all purchases*

### OFFICE USE ONLY

ACCT : 33 \_\_\_\_\_

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

PR#: \_\_\_\_\_

Open P.O. ☐ P-Card ☐

Purchase Order Information Club/Athletic Team: \_\_\_\_\_

ASB Acct Code: 33 \_\_\_\_\_ Advisor/Coach: \_\_\_\_\_

Items/ Services to be purchased: \_\_\_\_\_ (attach quote or supporting documents)

Purchase Order Amount: \$ \_\_\_\_\_ (maximum anticipated amount including shipping and sales tax)

☐ Prepay (vendor does not accept POs)

☐ Open PO (to use PO for multiple orders)

☐ Online order (attach list of items to purchase)

**\*\*For hotel PO requests attach completed ASB Travel Requests for all paid adults going on trip and rooming list\*\***

Other Notes: \_\_\_\_\_

Vendor/Company Information Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact: \_\_\_\_\_ Number: \_\_\_\_\_

Email: \_\_\_\_\_ Other Notes: \_\_\_\_\_

### Contracts and Contracted Services

**YES / NO** Are you renting a venue or hiring a contract service (DJ, speaker, security)?

You must complete a contractual services agreement and submit to Ms. Neelam for approval along with P.O. request form. See Ms. Neelam for the agreement form.

**YES / NO** Are you entering into a contract agreement (vendor, venue, fundraiser agreement)?

Attach contract to P.O request form, Ms. Neelam to obtain approval from principal or superintendent. Coaches, advisors or students cannot sign contracts.

**It may take up to 7 days for a purchase order number to be assigned. Receipts/packing slips/invoices must be turned in to the ASB treasurer within 3 days of receiving purchased items with the purchase order # clearly written on them.**

Club/Team Rep: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Club Advisor/Coach: \_\_\_\_\_ Date: \_\_\_\_\_

School ASB Treasurer (Ms. Neelam): \_\_\_\_\_ Date: \_\_\_\_\_

ASB/Athletic Administrator: \_\_\_\_\_ Date: \_\_\_\_\_