



ASB Account Name: \_\_\_\_\_

ASB Account # \_\_\_\_\_

Today's Date: \_\_\_\_\_

**What is this request?  
(Circle Selection)**

Cultural                      Athletic

Recreational                Social in Nature

# ASB PURCHASE REQUEST

(Provide complete vendor information w/address)

Vendor: \_\_\_\_\_

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

City \_\_\_\_\_ State/Zip \_\_\_\_\_ Vendor Phone \_\_\_\_\_

OR  
(Provide complete event information)

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Quantity	Description	Unit Cost	Total Cost
		<b>Subtotal</b>	
		<b>Shipping</b>	
		<b>Tax</b>	
		<b>Total</b>	

Request for Purchase Order?: Yes NO WWPS District PO# \_\_\_\_\_

Request for P-Card?: Yes NO P-Card Request Date: \_\_\_\_\_

Coach/ Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Coach delivers request to Athletics for approval/Club Advisor delivers request to ASB office basket)

Athletic Director/ASB Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

Student Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

ASB Bookkeeper: \_\_\_\_\_ Date: \_\_\_\_\_