

**LAKE CHELAN SCHOOL DISTRICT
ASB FUND
REQUEST FOR PURCHASE**

ALL PURCHASES MUST BE PRE-APPROVED

1. Turn in completed PO Requisition Form to the ASB/Athletics office. POs will be processed weekly.
2. Form must be filled out completely in order to ensure it is submitted in a timely manner (without being returned to you for corrections).
3. Provide complete address and contact phone number for each vendor (each time).
4. Provide accurate description of all items being purchased (ASB approved uniforms - ONLY school colors, and WIAA approved uniforms, etc.).
5. Provide accurate quantities and list out sub-quantities (example - 4/Small, 6/Med, 8/Lg, 4/XL, 2/XXL).
6. Provide any SPECIAL INSTRUCTIONS in the Comments Section at the bottom of this form.
7. ATTACH ALL PERTINENT DOCUMENTS. (QUOTES, FLYER, ETC.) WHICH WILL ASSIST IN COMPLETING PO.
8. ALL ORDERS FOR TECHNOLOGY EQUIPMENT MUST BE SIGNED OFF BY THE TECH DEPARTMENT

This request is regarding (Check One): Athletic _____ Cultural _____ Recreational _____ Social In Nature _____

Date: _____ Date Needed By: _____ Invoice # _____

Vendor/Name: _____

Address: _____

Telephone/Fax: _____

ACTIVITY NAME: _____ ASB ACCOUNT# _____

Check One: Group Will Make Order _____ Please Fax Order _____

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
			Sub Total	
			Shipping est. (10%)	
			Tax Est. (8%)	
			GRAND TOTAL	

Approved by:

Club/Team Advisor

ASB Student Treasurer or President

Administrator

ASB Office Secretary

PLEASE ALLOW SUFFICIENT TIME FOR PROCESSING