

RANCHO ALAMITOS HIGH SCHOOL

Associated Student Body

11351 Dale St.

Garden Grove, CA 92841

Tel (714) 663-6453 Fax (714) 663-6439

DISBURSEMENT REQUEST

Request for (check one)

Purchase Order #

Check

Mail out check to vendor

Pick up check at the bookstore

Date:

Account Name:

Account Number:

The above purchase order number must appear on all related correspondence, shipping papers, and invoices to insure prompt payment.

Please issue Check or Purchase Order to:

Vendor

Address

City/State/Zip

Phone/Fax

BILL and SHIP to:

Rancho Alamitos High School, ASB

Attn:

11351 Dale St.

Garden Grove, CA 92841

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

PURPOSE:

NOT TO EXCEED:

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL	\$

Not responsible for any expenditure except items listed above.

- Please send two copies of itemized invoice to:
Rancho Alamitos High School, Bookstore
- Please notify us immediately if you are unable to ship.

CLUB AND ADMINISTRATIVE APPROVAL

I hereby certify that this request has been approved by

Club or Organization

President of Club or Organization

Faculty/Staff Advisor

Administrator

ASB P.O./DISBURSEMENT APPROVAL

I hereby certify that this purchase order/disbursement has been approved by resolution of the Associated Student Body Cabinet.

ASB President

Date

ASB CHECK APPROVAL

ASB President

Date