

Murrieta Valley High School
Associated Student Body

PURCHASE ORDER

CHECK REQUEST

Date:

Purchase Order #:

Vendor:

Charge To:

Address:

Acct. Name:

Account #:

Phone:

INVOICE OR RECEIPTS MUST BE ATTACHED

Item	Qty	Description	Unit Price	Total Price
Invoice #				
Return Check to Requestor			Tax	
Mail check to Vendor Address Above			Shipping	
			Total	

 Club Advisor

 Director of Student Activities

 Club Treasurer

 ASB Treasurer

 Board Designee