

GUNN HIGH SCHOOL – ASSOCIATED STUDENT BODY

780 Arastradero Road – Palo Alto – California 94306 | FAX: 650.493.7801

Purchasing Requisition

Request for Funds _____	Purchase Order _____
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Payee/Vendor _____ Date of Request _____

Address _____ Date Needed _____

City/State _____ Date of Service _____

Date of P.O. _____ P.O. # _____ Ck/P.O. Rec'd by _____

Quantity	Description of Items/Services	Unit Price	Amount
<p style="text-align: center;">INCOMPLETE REQUISITIONS WILL BE RETURNED</p> <p>Conferences and other field trips must have approval from District and school before payment will be processed.</p> <p>All requests for purchases must be ASB Student Executive Council approved before any money is spent and before orders are placed with vendors. Requests for reimbursement must also be pre-approved.</p> <p>All pending Purchase Orders will become void on at the end of each school year.</p>		Subtotal:	
		Sales Tax (If applicable)	
		Shipping (If applicable)	
		TOTAL:	

Account Name _____ Club Officer Signature _____ Date: _____

Account Number _____ Club Advisor Signature _____ Date: _____

Field Trip Paperwork submitted? _____ Yes _____ No [Confirmation from Mrs. Hall _____]

SAO Auditor _____ Date: _____

SEC Use Only (Purchase Requisition):

Approved: _____ Not Approved: _____

Date: _____

Signature of ASB Treasurer: _____

Signature of Activities Director: _____

Not Approved Based on Following:

- _____ No Active Club Paperwork on File
- _____ Missing Signatures
- _____ Missing Club Minutes
- _____ Lack of Funds
- _____ Activity Less than 14 days Away
- _____ Missing Budget Plan
- _____ Missing Other Required Paperwork (list):

**GUNN HIGH SCHOOL – ASSOCIATED STUDENT BODY
Club Meeting Minutes**

Club Name: _____

The meeting was called to order by: _____

Location: _____

Date and Time: _____

The minutes of the previous meeting were: _____ Read and Approved
_____ Corrected & Approved (as corrected)

The following requisitions were submitted for approval:

Vendor	Purpose	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Motion: _____ Moved by: _____ Seconded: _____

Communication and Reports: _____

Old Business: _____

New Business: _____

ATTENDANCE: PLEASE LIST ATTENDEES ON BACK.

Submitted by Club Secretary: _____ Date: _____

Please continue on back of this form or attach additional information as needed.