

ASB ACCOUNT PURCHASE ORDER



**TEMECULA VALLEY
HIGH SCHOOL**

VENDOR _____

Circle for VARIOUS VENDORS

For Bookkeeper Use _____

P.O. NUMBER _____

Today's DATE: _____

NAME OF EVENT: _____

ACCOUNT(S): _____

DATE OF EVENT: _____

EXPENDITURE AREA (i.e. substitutes, transportation, supplies)	DESCRIPTION (Quantity)	COST PER	PRICE
NOTES		Sub-total	
		Tax & Shipping	
COMMON COSTS: Substitute: \$132 per day / Custodial: \$42 per hour Bus Transportation: \$45 per hour + \$1.50 per mile / / Campus Supervision: \$22 per hour average / Stipends: Add 14% for employee tax		TOTAL	

APPROVAL:

Student Requestor / Club Officer

Club Advisor / Coach

ASB Executive Board Officer

Activities Director

Principal

BILL TO: Temecula Valley High School
 Associated Student Body
 31555 Rancho Vista Rd
 Temecula, California 92592
 (951) 695 – 7300

For ASB Use _____

POSTING DATE: _____

ASB APPROVAL #: _____

*** Please, reference this purchase order number on your billing.**

**** Purchases orders are not valid unless fully signed and numbered.**

**** REMINDER: Student funds cannot be used to purchase gifts cards or staff/coach gifts.**