

ASSOCIATED STUDENT BODY FUNDS PURCHASE ORDER

P.O. No. 0000559

TO: AK Athletics , 8015 Howe Industrial Pkwy, Canal Winchester, OH
(Vendor Name and Address)

X LOS ALTOS HIGH SCHOOL, 201 Almond Avenue, Los Altos, California 94022

The signature of Student Officer, Faculty Sponsor, and Bookkeeper, are required to authorize sales on accounts to student organizations. Send your invoice to the school checked above.

TO BE COMPLETED BY STUDENT OFFICER PRIOR TO OBTAINING SIGNATURES:

CLUB NAME/ORGANIZATION: LAHS Cheerleading **PURPOSE:** Tumbling Equipment

Items Needed (Separate P.O. needed for each vendor)

ESTIMATED COST

Folding Triangle Incline + shipping	\$ 299.00
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TOTAL ESTIMATED COST: \$ 299.00

AUTHORIZING SIGNATURES:

Student Officer _____ **Date:** 01/25/2022

Faculty Sponsor Alexandra Perez Date: _____

Dean of Student Activities _____ Date: _____

Bookkeeper _____ Date: _____

TO BE COMPLETED BY BOOKKEEPER AFTER RECEIVING INVOICE:

Club Minutes ☐

Invoice Extensions and Footings checked: _____
Initials Date

ASB Treasurer Signature: _____ Date of ASB Minutes: _____

Accounts to be charged:

TITLE

ACCOUNT NO.

AMOUNT

_____ \$ _____

_____ \$ _____

TOTAL PER INVOICE ATTACHED: \$ _____

Administration Approval: _____

Initials **Date**

Check No.	Date
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