

PURCHASE ORDER



PO NO. 949
PO DATE 04/21/2023
REQ NO.
REQ DATE 04/21/2023

MEMO C/O 2023 Grad Programs

BILLED TO

Ripon High School
301 N. Acacia Ave
Ripon, CA 95366
Phone: (209)599-4289

BILLED BY

The Parks Group
1515 Tenth St
Modesto, CA 95354
Phone: (209)576-2568
Fax: (209)526-6872(fax)

REQUESTED BY

Mortensen, Jill

AUTHORIZED BY

ITEM	ACCOUNT	QTY	UNIT COST	SUBTOTAL
C/O 2023 Grad Programs	2040 - Class of 2023			650.00

SUBTOTAL 650.00

SALES TAX 0.00

SHIPPING & HANDLING 0.00

TOTAL \$ 650.00

Student Representative

Date

Faculty Advisor

Date

Principal/Site Administrator

Date

Ripon High School

301 N. Acacia Ave.
Ripon, CA 95366
(209) 599-4287

Student Body Purchase Order/Requisition Form
(ALL PURCHASES MUST BE PRE-APPROVED BEFORE PURCHASED)

Student Body Account: Senior Class Date: April 16, 2023
Event: Gift for Advisor Requesters Name: Emily

Description of Product for Purchase:	Quantity	Unit Price	Amount
Botanical Garden Puzzle	1	16.99	Do NOT Exceed \$200
Customizable Coffee Cup		19.98	
Walt Disney Acrylic Paint		38.25	
Lord of the Rings Figurines		27.77	

Requesting a: TRANSFER FROM ACCT _____

Purchase Order Check Payable to: Amazon Business
Address: _____

Distribute Approval/Check by:
Choose One: (please circle) Mail Check Fax Purchase Order Other: _____

Ordering Uniforms – Uniforms **MUST** be approved by Principal or Athletic Director **BEFORE** ordering

_____ Date _____
Principal or Athletic Director Signature

Approved budget on file – available funds verified by _____
ASB Bookkeeper

Minutes of Club approving expenditures (copy of minutes must be attached)

Coach/Advisor: [Signature] Date 4/16/23

Activities/Athletic Director: [Signature] Date 4/16/23

Student Officer:) [Signature] Date 4/16/23
(President/Treasurer of club/organization or ASB Treasurer)

Principal: _____ Date _____
(Principal/School Administrator)

Office Use Only

PO # _____

Check # _____

Date Paid: _____

Amount Paid: _____