

# 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.**