

Associated Students San Bernardino Valley College

PURCHASE - REQUISITION

Club Accounts

NO.

P.O. To: _____
 Check To: ABC Party Supply

Date September 11, 2007

Address 250 S. Main Street

City Anywhere, CA

Quantity	Description	Unit	Price	Total Amount
100	Red, 11" Balloons Item #12345	Each	\$.50	\$50.00
100	Blue, 11" Balloons Item #67890	Each	\$.50	\$50.00
For Homecoming Celebration, October 11, 2007 in the Quad, sponsored by the Wolverine Club. (Quote from vendor and club minutes attached)				

Tax	\$7.75
Total	\$107.75

Account to be Charged 67890

Name of Club Wolverine Club

Requisitioned by Mr. Joe Advisor
(Faculty Sponsor) - Print Name

& Amy Money
Organization Treasurer - Print Name

Approved by: _____
Director of Student Life - Print Name

Dean of Counseling & Matriculation

Date: _____

Signature Date

Signature Date

Signature Date

Check Rec'd By _____

Check Mailed _____