

PURCHASE REQUISITION / PURCHASE ORDER

P.O. # _____

For Students

Alabama School of Mathematics and Science 1255 Dauphin St. Mobile, AL 36604

Finance Office: 251-441-3181

Club or Event:Student Shopper:			Date of Event:			
			Email:			
Additional information about purchase: funding, grant, postmark deadline, attachments, etc.						
Check One:						
check one.	Vendor will provide invoice		Invoice attached, issue Check			
	Vendor requires purchase ordown Walmart Charge Card Personal Reimbursement (atta		American Express Char		ge Card	
Vendor or che	ck payable to:					
Vendor Addre	ss:					
Vendor Contac	ct:					
Allow extra pr	ocessing time for a new vendor for	or required documenta	ation such a	s a Fed. Form	W-9	
Item #	Description	Qty	Unit Type	Unit Cost	Total Cost	
			+			
		Estima	<u> </u>	g/Handling:		
				Total:		
Approval Signo	atures:					
Club Presiden	t:			Date:		
Sponsor:			Date:			
SGA Treasurer:			Date:			
	or of Student Affairs with Activity Form or ary or helpful for the approval process.	and/or Room Reservation F	form, and any	supporting docu	imentation that	
Director of Student Affairs:			Date:			
ASMS President:			1	Date:		