



## 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: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Student Shopper: \_\_\_\_\_ Email: \_\_\_\_\_

Additional information about purchase: funding, grant, postmark deadline, attachments, etc.

Check One:

Vendor will provide invoice

Invoice attached, issue Check

Vendor requires purchase order and will invoice

## Walmart Charge Card

## American Express Charge Card

Personal Reimbursement (attach original receipts)

Vendor or check payable to: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Allow extra processing time for a new vendor for required documentation such as a Fed. Form W-9

[illegible]

*Approval Signatures:*

Club President: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date: \_\_\_\_\_

SGA Treasurer:

Date: \_\_\_\_\_

***Submit to Director of Student Affairs with Activity Form and/or Room Reservation Form, and any supporting documentation that would be necessary or helpful for the approval process.***

Director of Student Affairs:

Date:

ASMS President:

Date: \_\_\_\_\_