

## 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

			Date of Event: Email:			
						Additional in
Check One:						
	Vendor will provide invoice		Invoice attached, issue Check			
	Vendor requires purchase order a Walmart Charge Card Personal Reimbursement (attach		American Exp		opress Charge Card	
Vendor or cl	heck payable to:					
Vendor Add	ress:			·		
Vendor Con	tact:					
Allow extra	processing time for a new vendor for r	required document	ation such a	s a Fed. Form	n W-9	
Item #	Description	Qty	Unit Type	Unit Cost	Total Cost	
		Fstim:	Lated Shinnin	g/Handling:		
		Estimo		Total:		
Approval Si signatures.	ignatures: Please make sure to secure the Class Officers need all except the SGA s	he following signatur ponsor signature.	res in order.		bs need all the	
Club / Organization President:				Date: _		
Club / Orga	nization Sponsor:		Date: _			
SGA or Clas	ss Treasurer (if applicable):			Date: _		
SGA Sponsor (if applicable):				Date: _		
Director of Student Affairs:				Date:		
Finance Office:				Date:		
ASMS Presi	ident:		Date:			