

TUHSD Request For Purchase Order Form/Meeting Minutes

*You **MUST** complete all fields for the PO to be processed. Please return signed form to BOOKSTORE MANAGER.*

STUDENT FUNDS (850)		TAX CREDIT FUNDS (526)	
AUXILIARY FUNDS (525)		GIFTS & DONATIONS FUND (530)	

Name of Club: _____

Club Number: _____

Sponsor Name: _____

Date: _____

REQUESTED POs:

Vendor Name & Address	Fund (account to be used) 850/526/525/530	Brief description of items/ services purchasing	Amount	Motioned by / Seconded and approved by (student names)	Date for PO to be closed

MEETING MINUTES:

Meeting called to order at: _____

Meeting end: _____

Members present:

Summary of Meeting Topics:

- _____
- _____
- _____
- _____

Club Sponsor Signature _____

Club Sponsor Name Printed _____

Club Officer Signature _____

Club Officer Name Printed _____