

### RPO Checklist!

- Completed RPO with Club Officers & Club Advisor Signatures
- Club Minutes with Sign-in Sheet and Signatures (look to back of this page)
- Quotes/ Receipts must be attached

### Account Information

Club Name: \_\_\_\_\_

Acct # \_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

Current Balance: \_\_\_\_\_

Projected New Balance: \_\_\_\_\_

### Vendor/Payee Info (Your information for reimbursement)

Vendor Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Check One:

- PO for Reimbursement (check request/out of pocket expense)
- Payment w/PO (payment needed first)
- Order w/PO (order first, payment later)
- Open PO (reoccurring expenses from same vendor)

Description	Quantity	Total
<b>**All expenditures must benefit current groups of students</b>	Tax	
	Shipping	
	Total Expense	

When completed bank clerk should order by: Mail \_\_\_\_\_ Place in Box \_\_\_\_\_ Special Instructions: \_\_\_\_\_

### Club Authorization Signatures

**\* Minutes must be attached-**

Student Designee (print)	Student designee signature	____/____/____ Date
Advisor (print)	Advisor Signature	____/____/____ Date

### ASB Approval

We certify that this request has been approved and recorded by ASB

ASB Treasurer	____/____/____ Date
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Activities Director	____/____/____ Date
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Date: \_\_/\_\_/\_\_

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

Communication and Reports:

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Old Business:

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New Business:

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The meeting was called to order by: \_\_\_\_\_.

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved).

**Request for Purchase Order (RPO):**

Vendor/Payee Name	Amount	Acct/Club Name	Purpose of Expenditure

**Fundraisers:**

Fundraiser/Vendor Name	Date	Time	Location	Acct/Club Name

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number for: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Secretary: Signature and Date: \_\_\_\_\_

Advisor: Signature and Date: \_\_\_\_\_

