**REQUISITION 2018-2019**

For assistance in completing this form, see reverse side and/or contact:

**A.S. FINANCE & BUSINESS COMMITTEE**
**UCEN RM# 1523A, EXT. 2566**

**PAYABLE TO**
**AS Recycling**

**STREET ADDRESS**

**CITY, STATE & ZIP CODE**

**PHONE**

**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>INVOICE#</th>
<th>YES</th>
<th>NO</th>
<th>contract attached</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VENDOR#</th>
</tr>
</thead>
</table>

**DATE REQUESTED**

**NAME OF ACCOUNT**
**Your ORG**

**ACCT. NO.**

**CATEGORY NO.**

**EVENT #**

**P.O.# (FOR OFFICE USE ONLY)**

- [x] Purchase Order
- [ ] Paper
- [ ] Paperless
  (see instructions below)
- [ ] Check
- [x] Journal Entry
- [ ] Cash Advance
- [ ] Bookstore Fast Access Card

**FOR CHECK, MUST SELECT ONE:**

- [ ] To be mailed
- [ ] To be picked up by: [ ]

Checks are generally available within five working days at the A.S. Cashiers & Ticket Office.

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**PURCHASE ORDER INSTRUCTIONS**
(Include fax number or e-mail below if you want the P.O. # faxed or e-mailed)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION (WHO, WHAT, WHERE, WHEN, WHY)</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Bins</td>
<td>$5</td>
<td>$15</td>
</tr>
<tr>
<td>2</td>
<td>Labor</td>
<td>$13.25</td>
<td>$26.50</td>
</tr>
<tr>
<td>1</td>
<td>Sustainability Deposit</td>
<td>$15</td>
<td>$15</td>
</tr>
</tbody>
</table>

Passed by __________________________ on ____________

**NAME OF A.S. GROUP**

**DATE OF MEETING**

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**TWO AUTHORIZED SIGNATURES**

A PERSON CANNOT SIGN A REQUISITION MADE PAYABLE TO HIM/HERSELF

1) __________________________
   PRINTED NAME
   SIGNATURE
   PHONE # (required)
   E-MAIL (required)
   DATE

2) __________________________
   PRINTED NAME
   SIGNATURE
   PHONE # (required)
   E-MAIL (required)
   DATE

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**OFFICE USE ONLY**

Logged by: __________________________

AP/AR: __________________________

Financial Officer: __________________________

**TOTAL PRICE**

$56.50