



ASSOCIATED STUDENTS, INC.

California State University, Fullerton

PO Box 6828, 800 N. State College Blvd., Fullerton, CA 92834-6828

Tel. 657.278.2404

PEID _____

PO # _____

For Office Use

Purchase Order Request

Budget Type: ASI TSC

Date _____

To _____

Quote # _____

Street _____

Phone # _____

City _____

State _____ Zip _____

Quantity	Description	Account #	Unit Price	Total Amount	Taxable Y/N

NOTE: | Qualifying trades purchases over \$7,500 and non-trades purchases over \$2,500 require at least three written bids. Attach written bids and the completed ASI Bid Form (available on-line at i:\Accounting Forms & Policies).

Subtotal _____

Shipping/Handling* _____

Sales Tax 7.75% _____

Freight* _____

Grand Total _____

*Freight is non-taxable. Shipping/handling is taxable.

Requestor

Print: _____

Signature: _____

Phone # _____

Authorized Approver

Print: _____

Signature: _____