



Student Life Request for Purchasing

Contact Information

Contact/Requestor Name: *	<input type="text"/>	Affiliated Group or Department:	<input type="text"/>
Contact Email Address: *	<input type="text"/>	Contact Phone Number:	<input type="text"/>
Organizational Advisor/Supervisor Name: *	<input type="text"/>	Organizational Advisor/Supervisor Contact Number:	<input type="text"/>

Event Information:

Event Name: *	<input style="width: 100%;" type="text"/>		
Date Items Needed: *	<input type="text"/>	Time Items are Needed:	* <input type="text" value="-- Please Select --"/> ▾
			* <input type="text" value="-- Please Select --"/> ▾

Preferred Vendor:

(Stating a Preferred Vendor does not guarantee that items will be purchased from named vendor)

Vendor Name: <input type="text"/>	Vendor Contact: <input type="text"/>
Phone #: <input type="text"/>	Email Address: <input type="text"/>

Order Information:

Item Description: <small>(Item #, Brand, Color, Flavor, Size, etc.)</small>	Quantity: <small>(Number of units or items needed?)</small>	Unit Price:	Total Price:	URL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total Cost of Expenses: *

Required Purchase Documentation

Agenda or Meeting Outline for Event *

Copy of Flier or Publicity for Event *

RSVP List (i.e. Doodle, Meeting Wizard, etc)

Additional Documentation

*Required if Purchase Form is for Food Items



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DECISIONS

You are about to complete your part of the Request for Purchasing. Please review the information carefully and provide your decision. If while reviewing the form, you see additional information is needed, DO NOT deny the form, rather reject the request back to the form owner so that they may provide the additional information that is required. If you will be denying the request, please explain your reason for denial in the space provided and then select "Next" to sign off on your decision.

Organizational Advisor or Supervisor

Decision:

Please explain your decision below:

Student Life

Decision:

Please explain your decision below:

Administrative Assistant

Decision:

Please explain your decision below:

Registrant Signature	_____	Date: _____
Advisor/Supervisor Signature	<input type="text" value="Electronic Signature Pending"/>	
Student Life Signature	<input type="text" value="Electronic Signature Pending"/>	

Form Administrator
Signature

Electronic Signature Pending