This form is to request the college to purchase items for a registered event hosted by a student club.

VENDOR INFORMATION					
Company Name:	W	/ebsite Address:			
Company Phone Number:					
ONLY FILL OUT FOR PURCHASES FRO	M A RESTAURAN	T, ITEMS TO BE PICK	ED UP, OR ORDERS PLACED		
OVER THE PHONE – SKIP IF THIS DOE	S NOT APPLY				
•	Does this vendor accept credit cards over the phone:				
Name on order:					
	Did you notify them that we are tax exempt?				
Choose one: Delivery or Pickup _	Time of de	elivery/pickup:	Date:		
Location of delivery:					
SHIPPING INFORMATION					
Name of person to ship items to:					
REQUESTING CLUB INFORMATION			Code (for office use):		
Date Submitted:					
Club Name:					
Club Head Name:					
Email:					
Reason for purchase (Event Title):					

REMINDERS

Complete all sections of form. Requests due by 5pm on Tuesdays. Allow two weeks for processing. Photographs of forms cannot • be submitted. Sign your name. Use legal names. Tax should not be included. Shipping should be included if applicable.

Description of Purchase	Quantity	Unit Price	Amount
		Total:	

Club Head (print): _____ Club Head (sign): _____ Office of Student Activities: