

ASSOCIATED STUDENT PURCHASE REQUISITION

Club Name <input style="width: 90%;" type="text"/>	Date of Request <input style="width: 90%;" type="text"/>
Vendor <input style="width: 90%;" type="text"/>	Activity <input style="width: 90%;" type="text"/>
Street Address <input style="width: 90%;" type="text"/>	Club # <input style="width: 50%;" type="text"/> <input type="checkbox"/> Purchase Order <input type="checkbox"/> Check
City <input style="width: 50%;" type="text"/> State <input style="width: 50%;" type="text"/> Zip <input style="width: 50%;" type="text"/> Expense <input style="width: 90%;" type="text"/>	

NOTE: All required documents must be completed and submitted with this Purchase Requisition. Including, but not limited to: completed requisition, club minutes with expenditure approval, invoice(s), and vendor estimate (which includes vendor's telephone number, address, itemized list and date of estimate).

Please allow for the Following:
CHECK - 10 Working Days
PURCHASE ORDER - 5 Working Days

QTY.	UNIT	COMPLETE DESCRIPTION OF ITEM	UNIT COST	TOTAL COST
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 98%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
TOTAL			<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

CHECK Mail to Vendor Deliver to Advisor

Club Advisor **Date**

Student Club Member **Date**

FAX Purchase Requisition and all required supporting documentation to:
ATTN: Campus Life, 530-749-3884
FOLLOW UP: 530-741-6992, leave a voice mail
MAIL: All originals to Campus Life after you receive verification everything is in order.

FOR OFFICE USE ONLY
APPROVED

Dean/CLC **Date**