ASSOCIATED STUDENT PURCHASE REQUISITION

Club Advisor		Date Student Club Membe	r	Date	
CHECK			TOTAL		
QTY.	UNIT	COMPLETE DESCRIPTION OF ITEM	UNIT	TOTAL COST	
	L	PURCHASE ORDER - 5 Working Days			
		Please allow for the Following: CHECK - 10 Working Days			
		quired documents must be completed and submitted with this P g: completed requisition, club minutes with expenditure approve			
City		State Zip Expense			
Street Ad	dress	Club#	urchase Order	Check	
Vendor Student I.D. #		Activity			
Club Nam	ne	Date of Request			

Campus Life Director

Date