

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

## VENDOR INFORMATION

Company Name: \_\_\_\_\_ Website Address: \_\_\_\_\_  
Company Phone Number: \_\_\_\_\_

## ONLY FILL OUT FOR PURCHASES FROM A RESTAURANT, ITEMS TO BE PICKED UP, OR ORDERS PLACED OVER THE PHONE – SKIP IF THIS DOES NOT APPLY

Has the order been placed: \_\_\_\_\_ Does this vendor accept credit cards over the phone: \_\_\_\_\_  
Name on order: \_\_\_\_\_  
Date of event: \_\_\_\_\_ Did you notify them that we are tax exempt? \_\_\_\_\_  
**Choose one:** Delivery \_\_\_\_ or Pickup \_\_\_\_ Time of delivery/pickup: \_\_\_\_\_ Date: \_\_\_\_\_  
Location of delivery: \_\_\_\_\_

## SHIPPING INFORMATION

Name of person to ship items to: \_\_\_\_\_

## REQUESTING CLUB INFORMATION

Date Submitted: \_\_\_\_\_  
Club Name: \_\_\_\_\_  
Club Head Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Code (for office use):

Reason for purchase (Event Title): \_\_\_\_\_ (Event Date): \_\_\_\_\_

## REMINDERS

- Complete all sections of form. Requests due by 5pm on Thursdays. 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: \_\_\_\_\_