Bard College

Student Club - Purchase Request

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

REQUESTING CLUB INFORMATION

Code (for office use): _____

Date Submitted: _____
Club Name: _____
Club Head Name: _____
Email: _____ Cell: _____
Reason for purchase (Event Title): _____ (Event Date): _____

VENDOR INFORMATION

Company Name: _____ Website Address: _____
Company Phone Number: _____

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

Has the order been placed: _____ Does this vendor accept credit card: _____
Name on order: _____
Date of delivery/pickup: _____ Time of delivery/pickup: _____
Location of delivery: _____

SHIPPING INFORMATION

Name of person to ship items to: _____

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: _____

Revised Jan 2023