

Purchase Request Form
Fiscal Year 2020 - 2021



Organization Name			Budget Line, Allocation #, or SB #		Today's Date	
Initiator's Name (<i>Print</i>)		Phone	Advisor's Name (<i>Print</i>)		Event Date (<i>If applicable</i>)	
Email Address			Advisor's Signature		Event Location (<i>If applicable</i>)	
Recommended Vendor _____ Address _____ City _____ Email _____ Contact _____ Phone _____ State _____ Zip _____					(A&SF Business Office Use Only)	
Item #	Description - <i>Attach all quotes and/or documentation</i>	Quantity	Unit Price	Total		
Vendor Payment Options		Credit Card	Check	Grand Total		
Justification or Use of Item(s) - REQUIRED						
Benefits to the Student Body - REQUIRED						
Only those individuals or positions on the A&SF Business Office's authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SG-approved allocation or bill may request funds for purchases. All purchase requests must be submitted at least TEN (10) BUSINESS DAYS prior to the time that items and/or services are required. Please take into consideration required production/shipping times of the vendor. All purchase requests must follow all guidelines set forth by the Student Government Finance Code and the A&SF Business Office's Financial Training. DO NOT purchase any items(s) unless instructed by the assigned Accounting Specialist as we do not offer reimbursements after-the-fact. All authorized signatories must have successfully completed the A&SF Business Office's Financial Training. By signing below, you are certifying that you understand these rules and will abide						
by them. IDT BY Other ASF Dept Name Dept # Acct #						
P.O. P-card P-Cardholder Name						
Name (<i>Print</i>)		Date		2 nd Authorized Name (<i>Print</i>)		Date
Authorized Signature		2 nd Authorized Signature		ASFB0 Accounting Specialist Signature		Date
				Requisition #		ASFB0 Approver
						Initials Date