

Purchase Request Form Fiscal Year 2021-2022



**Note**: All purchase requests must be submitted at least <u>TEN (10) BUSINESS</u> <u>DAYS</u> prior to the time that items and/or services are required. Please take into consideration required production and shipping times of the supplier.

Organization (if applicable )		Allocation #, Senate Bill #, or BL #				Today's Date		
Initiator's Name ( Print) P	hone	Advisor's Name (Print)				Event Date (if applicable)		
Email Address	Advisor's Signature				Event Location (if applicable			
			010018.140					
Supplier Name		Contact Name				(A&SF Business Office Use Only)		
					,		,,	
Supplier Address	City		State	Zip				
Phone	Email							
Item # Description - Attach all quotes and/or documentatio			Quant	tity	Unit Price	1	「otal	
Supplier Payment Option Credit Card Check					Grand Total			
Justification or Use of Item(s) - REQUIRED								
Benefit to Student Body - <b>REQUIRED</b>								
Name (Print ) Authorized Signature I Ri Chen				D	Date			
2 <sup>nd</sup> Authorized Name ( <i>Print</i> )		2 <sup>nd</sup>	Authorized	Signature	e	[	Date	
Shivani Gupta				Ŭ				
IDT BY Other ASF Dept Name		Dept # Acct #						
P.O. P-card P-cardholder Name						Date		
Accounting Specialist Signature	Di	ite		Requisitio	on #	Initials	Date	

Important Note:

1. Only those individuals or positions on the A&SF Business Office's authorized signature list may sign above, 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 follow all guidelines set forth by the Student Government Finance Code, A&SF Business Office's Financial Training, and University guidelines.
<u>DO NOT</u> purchase any items(s) unless instructed by the assigned Accounting Specialist, as we do not offer reimbursements after-the-fact.

4. All authorized signatories must have successfully completed the A&SF Business Office's Financial Training.

5. By signing above, you are certifying that you understand these rules and will abide by them.