



# ASG Purchase Order & Check Request



\*Note: This request must be submitted *at least 2 weeks* in advance of the activity/event.

**Club Requesting:**

**Date Submitted:**

**Event Name:**

**Event Date:**

**Total Requested:**

**Items Requested:**

*(Short description of items needed for event)*

Purchase Order      \$

Check                      \$

Debit Card              \$

Reimbursement      \$

Cash Box                \$

**& Change Denominations:**

\$1s                              \$5s

\$10s                          Quarters

Dimes                        Nickels

Pennies

**Refer to Minutes Dated:**

*(Attach a complete copy of the minutes)*

**Vendor Information:**

**Name:**

**Address:**

**City:**

**State/Zip:**

**Person Designated for Pick-Up:**

**Trip Chaperones *(if required):***

**Signatures:** All signatures (listed on the right) are required for the Purchase Order to be processed by the Business Office.

\_\_\_\_\_  
VP Student Services

\_\_\_\_\_  
Director of Student Life

\_\_\_\_\_  
Club Advisor

\_\_\_\_\_  
Club Officer

*If additional items are needed you will be contacted by the Director of Student Life.*

***Thank you!!***