



# ASG Purchase Order & Check Request



\*Note: This request must be submitted *at least* 8 weeks in advance of the activity/event.

**Club Requesting:**

**Date Submitted:**

**Event Name:**

**Event Date:**

**Total Requested:**

Purchase Order	\$
Check	\$
Debit Card	\$
Reimbursement	\$
Cash Box	\$
& Change Denominations:	
\$1s	\$5s
\$10s	Quarters
Dimes	Nickels
Pennies	

**Items Requested:**

*(Short description of items needed for event)*

**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!!***