



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!!