

Purchase Request

Please attach an invoice with instructions on how and who to pay for items.

Name of Club:		Today's Date:	
Name of person completing Purchase Request:		Position in club:	
Item	Quantity	Price	Total
		Total Price	
VENDOR INFORMATION			
Name of Vendor:		Contact Name:	
Address:		Phone Number:	
Website:		Email Address	
Best way to make purchase: <input type="checkbox"/> Credit Card (allow one week) <input type="checkbox"/> Check (allow a month prior to due date of check) <input type="checkbox"/> Other: _____			

Please attach an invoice with instructions on how and who to pay for items. Please note by submitting this form Campus Recreation holds all rights whether or not to purchase the items. All equipment purchased by Campus Recreation shall be held as University property and if damaged club/individuals will be held responsible for replacement.