

# PURCHASE REQUEST FORM

**(Please submit form 3 weeks in advance of date needed for processing time)**

*(If the purchase that you are requesting is tied to an event, you must submit an Event Request Form with this request to be considered for approval.)*

Club/Organization Name: \_\_\_\_\_

Person Submitting Request: \_\_\_\_\_ Student Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date:(MM/DD/YY) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. What are you requesting to purchase?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Amount of purchase: \$ \_\_\_\_\_

3. What type of purchase:  Online (*Please attach copy of online product and vendor information*)

In a store  Internal purchase (LCCC catering) (*Please attach copy of LCCC catering menu*)

4. What payment type is needed for this purchase?

Purchase Order (promissory note)  Check (for vendor, store)  A Reimbursement (check made out to you)

Vendor Credit Card ( Sam's Club,  Wal-Mart) (*An original receipt must be turned in after purchase*)

5. (If Club Advisor is making the purchase: Once the purchase is approved by Student Life, please submit your expense reimbursement through the online Travel Expense Form and submit a copy of your receipt for our records.)

**6. Please complete information below if you would like a purchase order or a check to be made. If the check is to be made out to you, please add your student number.**

Vendor *or* Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Vendor *or* Student Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Student #: \_\_\_\_\_

7. If Vendor Credit Card is to be used: Date Needed: \_\_\_\_\_ Time to be picked up: \_\_\_\_\_

8. If Check is needed to be picked up: Date Needed: \_\_\_\_\_

*Office Use Only:*  Approved  Not Approved

Manager of Student Life's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Club/Organization Notified by:  E-mail  Phone  In Person Date: \_\_\_\_\_ Initial: \_\_\_\_\_