



**Purchase Request Form**  
**Fiscal Year 2018 - 2019**



Organization Name		Budget Line, Allocation #, or Senate Bill #		Today's Date	
Initiator (print) _____ Phone _____		Advisor Name (print) _____		Date of Event (if applicable) _____	
E-Mail Address _____		Advisor Signature _____		Event Location (if applicable) _____	
Recommended Vendor _____ Contact _____ Address _____ City/State/Zip _____ Phone _____ Email _____				(A&SF Business Office Use Only)	
<b>Item #</b>	<b>Description - Attach all quotes and/or any documentation</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>	
<b>Vendor Payment Options:</b> <b>Credit Card</b> <input type="checkbox"/> <b>Check</b> <input type="checkbox"/> <b>Grand Total</b>					
<b>Justification / Use of item(s) - REQUIRED</b>					
<b>Benefit to the Student Body - REQUIRED</b>					
<p>Only those individuals or positions on the A&amp;SF Business Office's authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SGA-approved allocation or bill may request funds for purchases. All purchase requests need to be made at least <b>TEN (10) BUSINESS DAYS</b> prior to the time that items and/or services are required. Please take into consideration required production/shipping times of the vendor. All purchase requests must follow all guidelines set forth by the Student Government Finance Code and the A&amp;SF Business Office's Financial Training. All authorized signatories must have successfully completed the A&amp;SF Business Office's Financial Training. By signing below, you are certifying that you understand these rules and will abide by them.</p>					
<b>IDT BY:</b> <b>Other</b> <input type="checkbox"/> <b>ASF</b> <input type="checkbox"/> <b>Dept Name</b> <input style="width:150px;" type="text"/> <b>Dept #</b> <input style="width:100px;" type="text"/> <b>Acct #</b> <input style="width:100px;" type="text"/>					
<b>P.O.</b> <input type="checkbox"/> <b>P-Card</b> <input type="checkbox"/> <b>P-Cardholder Name</b> <input style="width:350px;" type="text"/>					
Authorized Signature (1) _____		Authorized Signature (2) _____		ASFBO Accountant Signature _____	
Date _____		Date _____		Date _____	
Print Name _____		Print Name _____		<b>Requisition #</b> _____ Initials _____ Date _____	