Date:

Club/Organization: Choose your club

Please list any additional Clubs and Budgets that will pay for this purchase:

Purpose of Purchase:

Items to be purchased:

**Total Cost of Event (purchases) including all expenses & tax**
**Please remember that this is the amount the students are approving you to spend. Do not overspend this limit.**

**Date of Event**

[ ]  **Requesting a Procurement Card (VISA) – Completed at least 1 week in advance**

Date & Time to pick up P-Card

Date & Time to return P-Card

[ ]  **Requesting a Personal Service Contract Purchase Requisition (please attach completed PSC paperwork, along with any performer contracts or riders) - Completed at least 5 weeks in advance**

[ ]  **Requesting a Purchase Requisition for items not able to be purchased with VISA (please attach completed quote or information about the item) – Completed at least 4 weeks in advance (Do not pre-purchase items before the Purchase Requisition has been completed. Purchasing will complete the purchase transaction.)**

**[ ]  Requesting Food Service from A Catered Affair – Completed at least 2 weeks in advance**

Student Signature Director of Student Funded Programs

Advisor Signature Dean of Student Support Services