

Fund 2 Imprinted Item Request

****Complete Separate Form for Each Item****

(Please print all information)

Imprinted Item Requested: _____
Purpose of Request: _____

Organization Name: _____
Organization Contact: _____ Contact Email: _____

Has artwork been created? Yes No

Quantity of Product: _____ Number of Imprint Colors: _____
Item Colors: _____ Number of Imprint Sides: _____
(Example: front & back of item counts as 2 sides)

Is there a preferred style for the item? Yes No

If yes, provide a link for the item: _____

Is there a preferred vendor? Yes No

If yes, provide the vendor contact information: Vendor Name: _____
Vendor Phone: _____ Vendor Email: _____
Vendor Address: _____

Is the imprinted item a t-shirt or polo? Yes No

If yes, list the quantity for each size listed below:

XS	S	M	L	XL	XXL	XXXL

Indicate the price range for this item: _____
(Example: \$8.00 - \$10.00 per item)

Indicate the total amount allocated for this purchase: _____
(Include set-up fees, artwork fees, etc.)

Complete and submit this form to the S-Building lobby front desk at least **30 business days** prior to when the product is needed. It is the responsibility of the contact person designated on this form to respond to emails from the Student Body Treasurer and Student Life Business Office staff. Submission of this form **does not** constitute an approval of the request. If you have any questions, contact the Student Body Treasurer at sgtreasurer@sfcollge.edu or 352-381-3781.

Organization Officer Signature: _____ Date: _____ Phone: _____

Advisor Signature: _____ Date: _____ Phone: _____

Advisor Email (please print): _____

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For SG Use Only

Student Body Treasurer:	Date Received:	Date Approved:
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