

Purchase Requisition

Reason for Request: _____

Vendor Name: _____
 Vendor Phone: _____
 Vendor Email: _____
 Vendor Address: _____

Organization Name: _____
 Officer Name: _____
 Officer Email: _____

Will items be delivered to campus? Yes No
 If no, student and/or advisor authorized to pick up items:
 Name: _____
 Phone: _____

Is this request for an event? Yes No
 Is the event registered through eConnect? Yes No
 Date/Time of Event: _____
 Location of Event: _____
 Is this a Petty Cash Reimbursement request?* Yes No

Description of Product	Quantity	Unit Cost	Total Cost
If additional space is needed, please complete an additional Purchase Requisition.	Grand Total:		

Complete and submit this form to the S-Building lobby front desk at least **15 business days** prior to when products are needed. A quote from the vendor must be attached to this form. 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, an event, nor is an authorization to purchase. If you have any questions, contact the Student Body Treasurer at sgtreasurer@sfcollege.edu or 352-381-3781.

***Petty Cash Guidelines:** Petty Cash purchases cannot exceed \$100.00 **per event**. Complete and submit this form to the S-Building lobby front desk at least **5 business days** before funds are needed. A quote is not needed for the Petty Cash process. If approved, an email from the Student Life Business Office will be sent to the contact person designated on this form. Purchases must be made by the student organization member or advisor. In order to receive reimbursement, provide the itemized original receipt to the Student Life Business Office in S-147.

Organization Officer Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Advisor Email (please print): _____

www.sfcollege.edu/sg
For SG Treasurer Use Only

Student Body Treasurer:	Date Received:	Date Approved:
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