

## Purchase Requisition

(Does **NOT** constitute an authorization to purchase)

Date of Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Vendor Phone: \_\_\_\_\_

Club Officer: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Club Officer Email: \_\_\_\_\_

Are Items being delivered to Campus? Yes  No

If no, person(s) authorized to pick up item?  
\_\_\_\_\_

Is this a Petty Cash Request?\* Yes  No

Is this request for an Event?\*\* Yes  No

\*If Yes, Please See Guidelines Below

\*\* If Yes, Attach Event Registration

Item #	Description of Product: (Please be Specific)	Quantity	Unit Cost	Total Cost

\*\*If you need additional room, please fill out an additional Purchase Requisition

Complete and submit this form to the S-Building Front Desk at least **15 Business Days** prior to when you need product. Submission of this form *does not* constitute an approval of the request. The responsibility to provide the requested information and/or documentation rests with the club contact named on this form. If you have any questions, please contact the Student Body Treasurer at [sgtreasurer@sfcollege.edu](mailto:sgtreasurer@sfcollege.edu) or at 352-381-3781.

\*Petty Cash Guidelines: Petty Cash purchases cannot exceed \$100.00 *per event*. Complete and submit this form to the S-Building Front Desk at least **5 Business days** before you wish to use Petty Cash. Once approved by the Student Body Treasurer, Petty Cash Purchases must be made by a club member or advisor. In order to be reimbursed, please provide and *Original, itemized* receipt to the S-Building Front Desk.

Club Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Advisor Email (please print): \_\_\_\_\_

Student Body Treasurer:	Date Received:	Date Approved:
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