



making things happen...

PURCHASE ORDER DISBURSEMENT REQUISITION

Club/ Requester Name _____

Date _____

Vendor Name/ Address _____

PO # _____

Account

Hold for Pickup: _____
Mail to Vendor: _____

H00 _____ (FOR VENDOR IF APPLICABLE)

DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT

TOTAL _____

Requested By _____
 Club Advisor

Approved By (1) _____ **(2)** _____
 Senate Advisor **Senate Treasurer**

Paid _____ **Date** _____ **Check No.** _____
 Amount