	KU Spo	ort Club)S	Doc. 11			
Purchase Request (\$4999 & below)							
Sport Club	Requested by		Date submitted				
Supplemental Restricted Budget Other							
Equipment Descri (size, color, etc		Quantity	Cost per Item	Sub-Total Cost			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
			\$	\$			
**Cost should	\$						
**Cost should not include tax, as KU Sport Clubs is a tax-exempt Plus S&H				\$			
org	TOTAL COST	\$					

ATTENTION:

All six boxes (below) must be marked **"Yes"** (or N/A) before the Sport Club Office will process paperwork. No purchases will be made until the following items are submitted.

Yes	No	Is vendor's W9 attached? * W9 not required for hotels		
Yes	No	Is a quote attached?		
Yes	No	N/A	If apparel: are 2 quotes attached?	
Yes	No	N/A	Is the fax number of the vendor listed below?	
Yes	No	N/A	Is the email of the vendor listed below?	
Yes	No	N/A	If apparel: is the mockup artwork attached?	







PAYMENT/SHIPMENT CLARIFICATIONS:

Yes	No	Can the supplier accept a Purchase Order?
Yes	No	Can the supplier ship the order prior to receiving the payment?

VENDOR:

Company	 Contact Name	
Address	 Phone	
	 Email	
	 Fax	



