



# CLUB Purchase Order Info Form

**Complete for purchases requiring a purchase order  
and submit with quote if applicable.**

Name of Club:						
Name of Advisor:						
Advisor's contact preference:	<input type="checkbox"/> <i>Campus Email</i>					
	<input type="checkbox"/> <i>Phone/Ext</i>					
Advisor's Approval signature:	<b>X</b>					
Name of VENDOR:						
Contact Person:						
Email:						
Address:						
City, State, Zip:						
Phone ( <i>prefer toll free</i> ) #:						
FAX #:						
<b>IMPORTANT!</b> Vendor's preferred method of receiving PO: <i>EMAIL:</i> <input type="checkbox"/> <i>USPS:</i> <input type="checkbox"/> <i>FAX:</i> <input type="checkbox"/>						
<b>ITEMS to be Purchased:</b>						
Qty	Item #	Item Description	Size	Color	Cost	Extended Cost
<i>10</i>	<i>100112</i>	<i>T-shirt, s-sleeve (EXAMPLE)</i>	<i>XL</i>	<i>grey</i>	<i>\$ 7.00</i>	<i>\$ 70.00</i>
<b>Shipping &amp; Handling Fees:</b>						
<b>Total:</b>						

Please return this completed form to the Office of Student Activities & Cultural Events (B29 - Information Desk).

