JALC

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:	☐ *Campus Email*
	☐ *Phone/Ext*
Advisor's Approval signature:	X
Name of VENDOR:	
Contact Person:	
Email:	
Address:	
City, State, Zip:	
Phone *(prefer toll free) #:*	
FAX #:	

IMPORTANT! Vendor's preferred method of receiving PO: *EMAIL:* ☐ *USPS:* ☐ *FAX:* ☐

ITEMS to be Purchased:

Qty	Item #	Item Description	Size	Color	Cost	Extended Cost
10	*100112*	*T-shirt, s-sleeve* ***(EXAMPLE)***	*XL*	*grey*	*$ 7.00*	*$ 70.00*
					Shipping & Handling Fees:	
					Total:	

Please return this completed form to the Office of Student Life (C207).

ITEMS to be Purchased *(continued)* :

Qty	Item #	Item Description	Size	Color	Cost	Extended Cost
10	*100112*	*T-shirt, s-sleeve* ***(EXAMPLE)***	*XL*	*grey*	*$ 7.00*	*$ 70.00*
					Shipping & Handling Fees:	
					Total:	

Please return this completed form to the Office of Student Life (C207).