



CLUB/ORGANIZATION REQUEST FOR SPENDING FORM

Date completing form: _____

Date of Event: _____

Choose your club/organization and budget number:** _____

****For the club/organization and budget number, here is a link to a list – [club/organization and budget numbers.](#)**

List any additional Clubs and Budgets used for purchase
– please remember to get signatures from them.

Purpose of Purchase: _____

Specific items to be purchased: _____

Total cost of event (purchases) including all expenses and tax _____

Do not overspend this limit

Requesting a Procurement Card – Completed at least 1 week in advance

Date and Time to pick up P-Card _____

Date and Time to return P-Card _____

Requesting a Personal Service Contract Purchase Requisition (please attach completed PSC paperwork, along with any performer contracts or riders) – Completed at least 5 weeks in advance

Requesting a Purchase Requisition for items not able to be purchased with VISA (please attach completed quote). Do not pre-purchase items before Purchase Requisition has been completed by the Purchasing Department. Completed at least 4 weeks in advance.

Requesting Food Service from A Catered Affair – completed at least 2 weeks in advance

Student:

Director of Student Funded Programs

Advisor

Dean of Student Support Services