Purchase Request Form (PRF)

PR forms are due to:
Student Clubs and SAB: Sheila Gray (sheila.gray1@wsu.edu)
ASWSUV and Student Media: Tamara Crooks (tcrooks@wsu.edu)
at least 3 weeks prior to your purchasing needs.

Office of Student Involvement
Washington State University Vancouver

Contact Information (all info required)

Name: _____

Organization: _____

E-mail: _____

OSI Purchasing Information and How-To Guide

Purchase Method (select one)

Purchasing Card (*credit card purchases*)

- ☐ a. Online purchase
  - Online orders: account for delivery time
- ☐ b. In-store
- ☐ c. Call in
- ☐ d. Other

  Details: _____

Budget Code (select one)

☐ **1. Org Budget #** _____

Line Item (*optional*): _____

☐ **2. Senate Funding** (PG00008058)

Bill #: _____

☐ **3. Club Sustainability** (PG00008058)

Club Name: _____

☐ **4. Club Operating Budget** (PG00014964)

Club Name: _____

☐ **5. Split between budgets or line items**

Budget 1 #: _____ %: _____

Club Name: _____

Budget 2 #: _____ %: _____

Club Name: _____

Justification

Purpose of purchase: _____

Event Name: _____

Event Date(s): _____ Event Time (start and end): _____

Event Location: _____ Event is (select one): ☐ Invite Only ☐ Open to All

If your event is **invite-only**, you need to submit a List of Attendees. Details below!

Ordering food? **You need a health permit.** Go to OSI Purchasing Information and How-To Guide) for more information!

Vendor #1 info

Vendor Name: _____ Vendor Contact Name: _____

Vendor Address (Street, City, State & Zip): _____

Vendor Phone: _____

Website (online orders): _____

- ***If you have a shopping cart/wish list, please put that here (<u>with your login information</u>)!***

Items to be purchased from vendor #1

- Please include links to your items!

Item(s) to purchase	Quantity	Price of 1 Item	Total Price of Item(s)
Example: Sticky Notes (insert link here!)	*3 packs*	*$5*	*$15*

Total: _____

Special Instructions/Notes about purchase:

Vendor #2 info ***(if more than one vendor; leave blank if not)***

Vendor Name: _____ Vendor Contact Name: _____

Vendor Address (Street, City, State & Zip): _____

Vendor Phone: _____

Website (online orders): _____

- ***If you have a shopping cart/wish list, please put that here (<u>with your login information</u>)!***

Items to be purchased from vendor #2

- Please include links to your items!

Item(s) to purchase	**Quantity**	**Price of 1 Item**	**Total Price of Item(s)**
Example: Sticky Notes (insert link here!)	*3 packs*	*$5*	*$15*

Total: _____

Special Instructions/Notes about purchase:

Vendor #3 info ***(if more than two vendors; leave blank if not)***

Vendor Name: _____ Vendor Contact Name: _____

Vendor Address (Street, City, State & Zip): _____

Vendor Phone: _____

Website (online orders): _____

- ***If you have a shopping cart/wish list, please put that here (<u>with your login information</u>)!***

Items to be purchased from vendor #3

- Please include links to your items!

Item(s) to purchase	**Quantity**	**Price of 1 Item**	**Total Price of Item(s)**
Example: Sticky Notes (insert link here!)	*3 packs*	*$5*	*$15*

Total: _____

Special Instructions/Notes about purchase:

Approval

By signing the PR form, I understand I, and my organization, are responsible for submission of all related purchasing documentation (receipt or invoice and as applicable, prize sheet, attendee list, etc.).

Print Name: _____ Date: _____

Approved By: _____ Date: _____

Authorized advisors/supervisors: Sheila Gray, Tamara Crooks

Please email the completed form to:

Student Clubs and SAB: Sheila Gray (sheila.gray1@wsu.edu)
ASWSUV and Student Media: Tamara Crooks (tcrooks@wsu.edu)
***at least* 3 weeks** *prior to your purchase.*

Post purchase/event documents

The following documents are due within **3 business days** after your purchase or event based on your purchasing plans. Submit to the OSI front desk in FSC.

- Itemized receipt or invoice. Write club, event name, and budget number on top!
- List of attendees (needed for invite-only events)
- Prize sheet (needed for ALL prizes given to students)