

SPECIAL INSTRUCTIONS:

Rush Mail Attachments

To be filled in by finance office:

P.O. #

**RENSSELAER UNION
Purchase Requisition Form**

- Purchase Order/Blanket
- Declining Balance Credit Card
(For Travel And Entertainment (Food) Only)
- Check Request (Invoice Necessary)

PRE-APPROVAL

- FTR
- PayPal
- Money Order
- Child Albany Travel
- Club Operating Fund



PLEASE PRINT NEATLY

Vendor ID# _____

Vendor Name _____

Corporation Name for credit card orders
(If not same as vendor) _____

Vendor Address _____

Vendor Phone _____

Vendor Fax # (Required*) _____

Club Name _____

Acct # To Be Charged _____

**From Budget: _____

CLUB ACCT. # _____ ORG. _____ Program code _____ Activity _____

PLEASE CHOOSE ONE:

Will Pick-Up PO	<input type="checkbox"/>
Please Email PO	<input type="checkbox"/>
Please Fax PO*	<input type="checkbox"/>

Will Pick-Up Check at Union	<input type="checkbox"/>
Please Mail Check	<input type="checkbox"/>
Hold Check at Rice Bldg.	<input type="checkbox"/>

Club Officer Name _____ Phone _____
Officer Position _____ Email _____

Today's Date: _____

Date Required: _____

Item #	Description (be as specific as possible)	Specific Details	Qty.	Unit Price	Extended Price	Sub Account

****By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.**

TOTAL _____

CLUB OFFICER'S SIGNATURE _____

DATE _____

UNION STAFF SIGNATURE _____

DATE _____