Print Form

SPECIAL INSTRUCTIONS:

_____ Rush _____ Mail Attachments

RENSSELAER UNION
Purchase Requisition Form

PRE-APPROVAL

To be filled in by finance office:

P.O. #

Pick Up Arrangements

☐ Purchase Order/Blanket

☐ Declining Balance Credit Card
(For Travel And Entertainment (Food) Only)

☐ Check Request (Invoice Necessary)

☐ FTR
☐ PayPal
☐ Money Order
☐ Direct 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*) _____

PLEASE CHOOSE ONE:

Will Pick-Up PO		Will Pick-Up Check at Union	
Please Email PO		Please Mail Check	
Please Fax PO*		Hold Check at Rice Bldg.	

Club Officer Name _____ Phone _____

Officer Position _____ Email _____

Club Name _____

Today's Date: _____

Acct # To Be Charged | Club Acct. # | Org. | Sub Account | Program code | Activity

Date Required: _____

**From Budget: Goal Program

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

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 _____