



RENSELAEER UNION

Purchase Requisition Form

<input type="checkbox"/> Mail Attachments <input type="checkbox"/> Rush	P.O. #:	PRE-APPROVAL
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<input type="checkbox"/> Purchase Order/Blanket <input type="checkbox"/> Check Request <i>(invoice needed)</i> <input type="checkbox"/> Declining Balance Credit Card <i>for Travel & Entertainment (Food) only</i> <input type="checkbox"/> Club Operating Fund	<input type="checkbox"/> FTR <input type="checkbox"/> PayPal <input type="checkbox"/> Money Order <input type="checkbox"/> Direct Travel	<input type="checkbox"/> Pick-Up PO Copy <input type="checkbox"/> Email PO <input type="checkbox"/> Fax PO <input type="checkbox"/> Mail Check <input type="checkbox"/> Pick-Up Check <i>(at Union)</i>	SPECIAL INSTRUCTIONS
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----- Above to be filled by Union Finance Office -----

Vendor Name	Vendor Phone Number	Vendor ID #	Submission Date
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Club Name	Club SARP or Advisor Name	Goal	Program	Required Date																				
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> CLUB ACCT (FUND)					<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> ORG					<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> SUB-ACCT					<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> PROGRAM CODE					<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> ACTIVITY				

Item #	Item Name / Description / Specific Details	Qty	Unit Price	Extended Price
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL:				

By signing this, we the club officer and Union staff member signed below, affirm that the information provided is accurate and from our currently approved budget. A quote and any relevant documentation has been attached as necessary.

Club Officer Name	Club Officer Email Address	Club Officer Phone Number
Club Officer Position	Club Officer Signature	Date
Union Staff Name	Union Staff Signature	Date