## Middlesex Community College Student Activities Office

## PURCHASE REQUEST FORM

## For SAO Use Only

**Date SAO Received:** 

**Person Submitting Request:** 

Received by:

Date of purchase request:	
Club submitting purchase request:	
Amount (actual or estimated) of this payment request: \$	Date of Event:
NOTE: 7-10 BUSINESS DAYS REQUIRED TO PRO	OCESS PURCHASING REQUEST FORM (PINK)
This request payable to (store name, vendor, etc.):	
Address:	
City/State/Zip:	
Phone:	Fax:
Contact person:	
(Please see back side of this form for more detailed infor	mation required).
Reason for this purchase request:	
Date of club meeting in which the purchase request amount	unt was allocated:
NOTE: SAO MUST HAVE THESE AND ALL OTH NO PAYMENT REQUESTS WILL BE PRO- MINUTES AND ADVISOR/OFFICER SIGN	OCESSED WITHOUT PROPER MEETING
Signatures:	
Club Advisor:	
Club President/Vice President:	
Club Treasurer:	
Coordinator/Secretary of SAO:	
For SAO Use Only:	
Was this request approved: YES NO If no, explain:	

Please list item(s) requested to be purchased here:

<b>Quantity</b>	Item (Brand/Description)	Cost

Reminder: Don't forget flyers to promote your event around campus noting:

Event (what the event is and why)

Club sponsoring event

Date Time Location Other

NOTE: Flyers can be hung only in areas in buildings where there are no windows/glass. Put them on bulletin boards, doors going in and out of buildings, bathroom areas and ask teachers if you can hang in the classroom. Remember, after the event, flyers need to be taken down from all locations.