

On-Campus Purchase Request 2021-2022

- This form authorizes SLICE to provide account information to the organization member making a purchase with an on-campus vendor (i.e. Entropy, the Art Store, the Bookstore, the Computer Store, the Post Office, Printing and Mailing Services, TartanINK, Media Tech, Catering, FMS or UC Reservations) for billing.
- **Note:** Please return campus vendor receipt to the SLICE office no later than the business day following purchase. Failure to return receipts will impact your organization's ability to make future purchases.

Date: _____

Account type: ORG GIFT

Organization name: _____

Student submitting request: _____

Requestor's email: _____

Approver's name:
Authorized Signer _____

Approver's Signature:
Authorized Signer _____

On-Campus Vendor: _____

Anticipated Amount: \$ _____

PURCHASE DETAILS:

Line Item in JFC Budget:

Detailed description of purchase (who, what, when, where & business purpose): _____

Number of people attending *(Necessary if purchase involves food or beverages. If 5 or fewer people attended, include first and last names).* _____

Please Check Box (if applicable)

GIFTS/AWARDS/PRIZES under \$75

GIFTS/AWARDS/PRIZES over \$75

Please make sure to talk to a staff member regarding the additional paperwork needed for these types of purchases.