

# ASSOCIATED STUDENT PURCHASE REQUISITION

Club Name  Date of Request

Vendor  Activity

StreetAddress   Purchase Order  Check

City  State  Zip  Expense

**NOTE: All required documents must be completed and submitted with this Purchase Requisition. Including, but not limited to: completed requisition, club minutes with expenditure approval, invoice(s), and vendor estimate (which includes vendor's telephone number, address, itemized list and date of estimate).**

*Please allow for the Following:*  
**CHECK - 10 Working Days**  
**PURCHASE ORDER - 5 Working Days**

QTY.	UNIT	COMPLETE DESCRIPTION OF ITEM	UNIT COST	TOTAL COST
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			<b>TOTAL</b>	<input style="width: 50px;" type="text"/>

**CHECK**  Mail to Vendor  Deliver to Advisor

\_\_\_\_\_  
**Club Advisor** **Date**

\_\_\_\_\_  
**Student Club Member** **Date**

**FOR OFFICE USE ONLY**  
**APPROVED**

\_\_\_\_\_  
**Dean, Student Services, WCC** **Date**