

Student Government Request For Purchase/ Payment

Updated August 2023

Student Government branch:

- CGS IPC USG

Type of Purchase or Payment:

- PCard credit card purchase (e.g., online vendor, local store)
 Payment to university vendor (e.g., Ohio Union, University Catering)
 Payment to university-contracted vendor (e.g., promo items, photography)
 Payment to non-university vendor (e.g., guest speaker, performer)
 ○ Does this payment include a contract to be signed?
 Payment to student organization
 Payment to individual (includes reimbursements)

Funding Source:

- Student Activity Fee Coke Endowment

Business Purpose:

Please include 1-2 sentences with *what* is happening, *when* (date and time), *where*, *who* is involved, and *why* we're doing this.

Name of Vendor or Payee:

Amount Requested:

Supporting Documentation Included:

- Program flyer/ social media post OR Program invitation/ attendees list
 Detailed shopping list, including wish list or links to items (for PCard purchases)
 University vendor confirmation
 University-contracted vendor estimate or invoice
 Non-university vendor estimate or invoice
 Non-university vendor contract for signature
 Receipts (for reimbursement only)

Submitted by:

Name:

Phone:

Email:

Date submitted:

Gov't Approval: