

Purchase Order Form for Organizations Receiving Funding from the Student Organization Council (SOC)

Some vendors will allow you to use a purchase order for goods. You may obtain a purchase order by filling out the information below and submitting the completed hard copy to the secretary of Student Life & Leadership; MUC 211. Phone: 221-7431.

Student Organization Name: _____

Adviser's Name: _____

Date Submitted: _____ SOC Bill# _____

Name of Program or Activity to be Reimbursed: _____

Vendor

Vendor Name: (as it appears on their Substitute W-9 form) _____

Address: _____

_____ Phone Number: _____

Social Security/Tax ID Number(s): _____

ITEMIZATION OF EXPENSES:

Quantity	Product Description	Unit Price	Total

TOTAL \$ _____

Upon completion of program or event all ORIGINAL receipts or invoices on vendor letterhead must be submitted to the Office of Student Life & Leadership no later than 5 days after program or event. Hand written receipts on plain paper or receipt books are not considered official receipts.

Student Organization Representative

SOC Approval

Additional Vendors

Vendor Name: (as it appears on their Substitute W-9 form)

Address: _____

_____ Phone Number: _____

Tax ID Number _____

ITEMIZATION OF EXPENSES:

Quantity	Product Description	Unit Price	Total

TOTAL \$ _____

Vendor Name: (as it appears on their Substitute W-9 form)

Address: _____

_____ Phone Number: _____

Tax ID Number _____

ITEMIZATION OF EXPENSES:

Quantity	Product Description	Unit Price	Total

TOTAL \$ _____