

Merchandise Request Form*

2011-2012

Organization: _____ Treasurer: _____

President: _____ Advisor: _____

A Merchandise Request Form **must be completed and submitted to SGA prior any recognized student organization ordering merchandise (t-shirts, clothing, tokens, etc.).
No clothing may be purchased after December 9th.
Members of organizations utilizing SGA funds for uniforms, merchandise, t-shirts, etc. are required to pay a **15%** portion of the cost of such merchandise.*

1. What type of merchandise are you requesting to purchasing?

2. Was the above merchandise approved in your initial Fund Request? Yes No

3. If **No**, please complete and submit a Budget Modification Form.

4. How will the merchandise be distributed (*ie. club members only, sold on campus*)?

5. Please attach sample art work/design.

Signature of President: _____ Date: _____

Signature of Advisor: _____ Date: _____

Received and approved by SGA: _____ Date: _____ Initials: _____

Questions, call the Office of Student Leadership & Engagement at 655-7348