



From the Office of the Vice President Finance

House Council Purchase Order Request Form

Name: _____

Today's Date: _____

Phone: _____ Email: _____

House Council: _____ Position in House Council: _____

Items to Purchase: _____

Vendor: _____

Amount of Purchase: \$ _____ Amount of Tax: \$ _____

Reason for Purchase:

[Empty box for Reason for Purchase]

Authorization:

Authorization table with fields for President and Vice President Finance Name and Signature.

NOTE:

- This reimbursement form will NOT be honored without authorization signatures from the President and Vice President Finance of your House Council.
• Completed forms may be emailed to the General Manager, Ian Morrison at ian.morrison@acadiiau.ca (OldSUB #614) or the VP Finance, Sara Munden at asuvpfinance@acadiiau.ca (OldSUB #621)
• Purchase Order requests are usually complete within one week of submitting this form.
• Once completed, you will be notified through email that your P.O. is completed