

**Activity Account/Student Organization  
Order Request**

**Club/Organization:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Club/Organization Code #:** \_\_\_\_\_ **Date Required:** \_\_\_\_\_

**Check Payable To:** \_\_\_\_\_ **Deliver To:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	
<b>Total</b>				

\_\_\_\_\_  
*Sponsor*                                          *Date*                                          *Principal/Director Approval*                                          *Date*

\_\_\_\_\_  
*Student Officer (865 accounts ONLY)*                                          *Date*                                          *Business Office Approval*                                          *Date*

**Guidelines for Order Request**

- Check the club account balance before submitting order request.
- Obtain principal/director approval before submitting order request.
- Submit order request at least one week prior to date check is needed.
- IRS W9 forms are required from all new vendors

<b>Business Office Use Only</b>			
Processed By: _____	Date of Check: _____	Check #: _____	Posted: _____