

**TEXAS TECH STUDENT GOVERNMENT ASSOCIATION  
PURCHASE REQUEST FORM**

Name of Organization		Date	
Name of Advisor	Department	Phone #	Org Mail Stop
Name of Person to Contact for More Information		Phone # or Email Address	

**Payment is for:**

\$ \_\_\_\_\_ Copying/Printing (Must include a copy of Printing)

\$ \_\_\_\_\_ Office Supplies (Attach print-out of specific items to be purchased)  
These items will be purchased from Staples if available.

\$ \_\_\_\_\_ Room Rental/Equipment Rental

\$ \_\_\_\_\_ 50% of Recruiting Items (Expense Approval Form & Copy of the Design Required)

\$ \_\_\_\_\_ Banners/Signs (Copy of the Design is required)

\$ \_\_\_\_\_ 50% of Recruiting T-Shirts (Expense Approval Form & Copy of the Design Required)  
Given Away  Sold

\$ \_\_\_\_\_ Other (Be Specific) \_\_\_\_\_

**Vendor Information:**

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Invoice/Reference Number \_\_\_\_\_

\_\_\_\_\_  
**Advisor's Signature** \_\_\_\_\_  
**Student Organization's President Signature**

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**Attach all ORIGINAL Invoices and supporting documents to this form. Payments will not be made without them.**

**Call Teresa Davis at 742-3631 or e-mail her at [teresa.y.davis@ttu.edu](mailto:teresa.y.davis@ttu.edu) if you have any questions about reimbursement.**