

# APPROVAL for PURCHASE REQUEST

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

## Request 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

\$ \_\_\_\_\_ 100% of Recruiting Items (pdf of artwork required)

\$ \_\_\_\_\_ Banners/Signs (pdf of artwork required)

\$ \_\_\_\_\_ 100% of Recruiting T-Shirts (pdf of artwork required)  
Given Away ☐ Sold ☐

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

**Printing t-shirts, banners, signs, etc must use SGA PERFERRED VENDOR LIST**

## Vendor Information:

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

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Advisor's Signature

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

Attach all **ORIGINAL** supporting documents.

If you have any questions, please contact Teresa Davis at 806.742.3631 or [teresa.y.davis@ttu.edu](mailto:teresa.y.davis@ttu.edu)