

**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

\$ _____ 100% of Recruiting Items (Copy of the Artwork Required)

\$ _____ Banners/Signs (Copy of the Artwork required)

\$ _____ 100% of Recruiting T-Shirts (Copy of the Artwork 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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MUST attach all ORIGINAL Invoices and supporting documents to this form for approval and processing.

Call Teresa Davis at 742-3631 or e-mail Teresa.y.davis@ttu.edu if you have any questions.