**Student Organization Online Purchase Request**

**Student Organization Name:**

**Contact Person:**

**Contact’s email address:**

**Funding Source (Circle One):** Fundraised Allocated Money

**Purpose, Description and Date of Event:**

**Estimated total order cost:**

**Total cost that purchase should not exceed:**

**Date Items Needed:**

**Website or Online Store:**

|  |  |
| --- | --- |
| **Item Number** | **Size, color, quantity** |
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I understand that the Office of Campus Life will make their best effort to purchase the above items in time for my requested delivery date. In all cases, the most inexpensive shipping option will be selected unless the office is notified otherwise. In the case of a rush, a quicker method of shipping may be selected as long as the purchase stays under budget (as noted above.) The Office of Campus Life reserves the right to purchase similar items from an alternative website in order to meet tax exemption requirements. Please let the office know if your items are very specific and they cannot be purchased elsewhere.

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Club Officer Signature and title

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Student Name (Please Print) \*Club Advisor Name (Please Print)

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Student Signature & Date \*Club Advisor Signature & Date

\*Club Advisor signature is ***required only*** when equipment is being purchased for the club. This will acknowledge the purchase and that there is appropriate Penn State on-campus storage space available for the item/s being purchased.