



**St. Cloud
Technical and Community
College**

PO Number _____

**PURCHASE REQUISITION
FOR CLUB USE ONLY**

**V
E
N
D
O
R**

Date: _____
 Requested By: _____
 Club Name: _____
 Cost Center: _____
 Object Code: _____
 Purpose: _____
 =====
 Attn: _____

 Company: _____
 Address: _____

 Phone Number: _____
 Fax Number: _____
 Fed. ID #: _____
 Vendor # _____

1. Please attach a list of club members that this purchase is for. Write entire club if appropriate.
2. Purchases of \$500 for an individual item or \$1,000 for a single order, but less than \$3,000 per order: One written quote needs to be attached to this PO Requisition. A written quote, fax or published catalog price is acceptable. Requests for quotes must have a specified date and time of submission. Documentation must be kept by the Business office and maintained until audit.
3. Send the original Purchase Requisition to your Administrative assistant for processing.

Qty.	Catalog or Parts No.	Description	Unit Price	Total
Total				

Mail Out PO Yes No (If No, return Club Advisor)
 Pull Warrant Yes No

I hereby declare that this claim is just and that no part of it has been paid.

Club Advisor Approval Signature _____ Date _____

Club Treasurer Approval Signature _____ Date _____

Director of Student Life Signature _____ Date _____