# Purchase Request Form

## Club Information

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<th>Club Team:</th>
<th>Date:</th>
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<th>Name:</th>
<th>Position on E-Board:</th>
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## Purchase Information

For all purchase orders, **three** different vendors must be provided with price quotes from each vendor. Campus Recreation will process the request and purchase the requested items. Sufficient funds must be presented in the club’s account or no orders will be placed. An order cannot be placed without receiving quotes from all listed vendors. Shipping times vary and are dependent on the vendor, so there is no guaranteed delivery time for any orders.

**Item Name:**

**Type of Purchase:**
- [ ] Equipment
- [ ] Apparel
- [ ] Merchandise
- [ ] Travel/Transportation
- [ ] Hotel
- [ ] Other (please specify):

**Reason for Purchase:**

**Description of Item** (include sizes, colors, quantity, etc.):

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Website</th>
<th>Phone</th>
<th>Contact Person</th>
<th>Item Number</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Other Prices (shipping fees)</th>
<th>Total</th>
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*Tax Exempt*

*For items over $250, please attach price quotes from all three vendors to this document*
## Club Contact Information

Campus Recreation will inform the Club Officers listed below when all purchased items are delivered to the Student Recreation Center.

**Club President:** _________________________  
**Signature:** _________________________  
**Phone:** _______________________________  
**Email:** ________________________________

**Club Treasurer:** _________________________  
**Signature:** _________________________  
**Phone:** _______________________________  
**Email:** ________________________________

### Additional Items

**Additional Item Name:** _________________________

**Type of Purchase:**
- [ ] Equipment  
- [ ] Apparel  
- [ ] Merchandise  
- [ ] Travel/Transportation  
- [ ] Hotel  
- [ ] Other (please specify): ____________________________________________

**Reason for Purchase:** ________________________________________________________________

**Description of Item** (include sizes, colors, quantity, etc.): __________________________________

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*Tax Exempt*
**Additional Items**

Additional Item Name: __________________________

Type of Purchase:  
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- [ ] Apparel  
- [ ] Merchandise  
- [ ] Travel/Transportation  
- [ ] Hotel  
- [ ] Other (please specify): __________________________

Reason for Purchase: __________________________________________________________

Description of Item (include sizes, colors, quantity, etc.): __________________________

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