

Sport Club Request for Purchase/Travel

Sport Club: _____
 Requested By: _____ Date: _____
 Title/Position: _____
 Telephone/Cell phone Number: _____
 E-mail address: _____

Purchase Request (attach all materials related to the purchase)

ALL INFORMATION MUST BE FILLED IN BELOW

Description of Purchase: _____

Company: _____
 Company Address: _____

Company Contact Name: _____ Phone #: _____
 Federal ID #: _____

Item	Price/Unit	Quantity	Total Item Cost	Total

Travel Request (A faculty member must attend)

Name of Event: _____
 Destination: _____
 Departure Time and Date: _____
 Return Time and Date: _____
 Estimated Miles of Travel: _____
 Vehicle(s) Requested: _____
 Estimated Additional Expenses: _____

Required Signatures

Sport Club President/Treasurer: _____ Date: _____
 Sport Club Faculty/Staff Advisor: _____ Date: _____
 Sport Club Director: _____ Date: _____