

CLUB/ORG PURCHASING REQUEST

This form must be turned in to the Office of Student Life based on the following deadlines:

- Purchase Order – at least 2 weeks/10 business days in advance
- Food Orders – **PLEASE SEE STUDENT LIFE COORDINATOR:** for options and work out details
- Student Reimbursements – ASAP (Accounting & Fees can only reimburse up to 30 days after purchase)
- Credit Card Purchases – at least 5 business days in advance

Student Contact Information

Student Name: _____

Email Address: _____

Phone Number: _____

Club/Organization: _____

Items/services requesting to be purchased (*be specific and provide all info; consider attaching screenshot of product/mark-up, print the menu and highlight items, provide product id, and/or provide exact webpage information*):

Item/Service	Provider/Company	Quantity	Total Cost (full quantity)	
GRAND TOTAL			\$	

Provider/ Company Contact Name & Phone Number: _____

Date items/services needed on campus: _____

Time items/services needed on campus: _____

Select One: Vender Delivery Student Pickup Store Purchase (Student Life pickup)

Signatures

Student Signature *Date*

Advisor Signature *Date*

All purchases will be evaluated for Purchase Orders. It can take up to 2 WEEKS for a PO to be approved.

Description of Purchasing Methods

#1 : Purchase Order

"I need to purchase items for my club/org that fits one of these categories":

- Supplies
- Outside food vendors (stores, restaurants)
- Speakers/entertainment
- Rentals
- Large purchases
- Orders (T-Shirts, Marketing Items, Banners)
- Other

NHCC Credit Card

"The vendor I want to use does NOT accept purchase orders":

- Supplies
- Outside food vendors (stores, restaurants)
- Small purchases

The NHCC Credit Card will ONLY be used at the discretion of Student Life staff. This is NOT the preferred method of payment!

Clubs and Organizations Food Order

"I need to order food items for my club/org what Food Service Provider can I use?"

- All club/org Food orders MUST be placed through Student Life
- Provide Student Life with your detailed order including:
 - date, location, start/end time
 - food order
 - delivery or pick-up
 - approx. # of people to be served
- Excessive use of club/org money for food at club/org meetings is considered misuse of funds

Student Reimbursement

"I need to be reimbursed for a purchase I made for my club/org."

- Please complete a Student Expense Report found on the Student Life Forms webpage
- Must be typed
- Must be signed by your advisor
- Tax cannot be reimbursed
- The OSL offers a "guide" for filling this out – talk to the Student Life Assistant for help
- This **form must be completed and submitted within 30 days of purchase**, per Accounting & Fees Office policy

Note: All NHCC offices, departments, and student clubs/orgs wishing to offer food at on-campus events/functions must first consider their budget and obtain catering estimate. An outside catering vendor may be used for clubs/ organizations if the order meets the criteria and is approved by Student Life.

Office Use Only

Approved

Payment Method: _____

Denied

Date Completed: _____/_____/_____

Comments: _____
