### Office of Student Life | Campus Center North Hennepin Community College studentlife@nhcc.edu | 763-424-0801

**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

* *Tiffin Man Global Kitchen Food Orders – Requires Purchase Order, and THEN at least 5 business days in advance*
* *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

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| --- |
| 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) |
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|  |  |  |  |
|  | **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!\*\* |
| **Tiffin Man Global Kitchen Food Order**“I need to order food items for my club/org from NHCC’s Food Service Provider, Tiffin Man.”* All club/org Tiffin Man 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* Student Life gets a discount percentage off all Tiffin Man orders
* 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
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**Note:** All NHCC offices, departments, and student clubs/orgs wishing to offer food at on-campus events/functions must first consider Tiffin Man Global Kitchen and obtain a catering estimate. An outside caterer 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:

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