# 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)*:

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Provider/Company</th>
<th>Quantity</th>
<th>Total Cost (full quantity)</th>
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| Provider/Company Contact Name & Phone Number: |

Date items/services needed on campus:

Time items/services needed on campus:

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

## Signatures

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<th>Student Signature</th>
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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

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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 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.

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### Office Use Only

| ☐ Approved | ☐ Payment Method: ______________________________ |
| ☐ Denied | ☐ Date Completed: ________________________/_______ |

Comments: ______________________________________________________

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