|  |  |  |  |
| --- | --- | --- | --- |
| STUDENT ORGANIZATION INFORMATION | | | |
| Org Name: |  | Student Representative: |  |
| Account #: | 60- | Student Phone #: |  |
| Advisor’s Name: |  | Student Email: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VENDOR INFORMATION | | | | | | | | | |
| Vendor Name: | |  | Website: | | | |  | | |
| Address: | |  | Phone #: | | | |  | | |
| City/State/Zip: | |  | Email or Fax#: | | | |  | | |
| DESCRIPTION OF ITEMS TO BE PURCHASED | | | | | | | | | |
| **Attach additional paperwork if necessary** Item # QTY Price Each Total Price  (Website- Place items in cart, print and attach)          **TOTAL OF ENTIRE ORDER** *(including any additional sheets)* | | | | | | | | | |
| **The following documents must be attached, if applicable:** | | | | | | | | | |
| **Entertainment Expense Form**  Required for all food purchases, on and off campus | | | |  | **Contract**  SSU’s contract review process is required | | | |  |
| **Approved Student Fundraiser** http://www.shawnee.edu/offices/development-foundation/ | | | |  | **Quote/Proposal** | | | |  |
| **Authorization for Travel**  Required for day and night travel for all individuals. Completed forms must be submitted no later than 14 days in advance. | | | |  | **Order Form** | | | |  |
| **EVENT INFORMATION** | | | | | | | | | |
| Event Name: |  | | | | | | | | |
| **Location:** |  | | | | | **Date:** | |  | |
| Other Information: |  | | | | | | | | |

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| --- | --- | --- | --- |
| **PLACE YOUR CAMPUS FOOD ORDER WITH SODEXO PRIOR TO TURNING IN THIS FORM – SODEXO CATERING IS LOCATED IN UC 219** | | | |
| Catering Manager: |  | Date: |  |

Student Organizations must place their order with Sodexo at least 7 days prior to the date of the event or will be charged a $25 late fee.

|  |  |  |  |
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| **SIGNATURES:** | | | |
| Student Org. Representative Signature: |  | Date: |  |
| Student Org. Advisor Signature: |  | Date: |  |
| Director Student Life: |  | Date: |  |

**Do Not Write Below (Office Use)**

Date Received: □ Attach Finance & Administration Approval □ Purchase Order □ P-Card □ RFP

Revised 8-7-15