

## **P-Card Request Form**

Today's Date: \_\_\_\_\_

Student Organization: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Contact Name, Phone Number, & E-mail Address: \_\_\_\_\_

Expected Number of Attendees at Event (if applicable): \_\_\_\_\_

Date of Event (if applicable): \_\_\_\_\_

Order Pick-up/Delivery Time (if applicable): \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Phone Number of Vendor: \_\_\_\_\_

Circle One:      Pick-up              Delivery    \*(specify delivery location below)

Items to be Purchased (please be specific - food order, conference registration, books, apparel, etc.):

Please bring this form to Stuart 302 or 308 during business hours (M-F, 9am -5pm). You will then be able to place the order in the office with the P-card. Please allow at least 48 hours for all P-Card purchase requests. Please make sure to return the receipt after the event as well as a list of attendees.