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| 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