DIRECTIONS: Fill out all the sections in blue and gray. You must include your account number

Send this form to [jcook@shawnee.edu](mailto:jcook@shawnee.edu) when completed.

Look for a DocuSign email requiring your signature.

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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:** | | | | | | | | |
| **Approved Student Fundraiser** http://www.shawnee.edu/offices/development-foundation/ | | |  | **Contract**  SSU’s contract review process is required | | | |  |
| **Order Form, Quote, Proposal** | | |  |
| **EVENT INFORMATION** | | | | | | | | |
| Event Name: |  | | | | | | | |
| **Location:** |  | | | | **Date:** | |  | |
| Other Information: |  | | | | | | | |

SAVE AND SEND THIS FORM TO [jcook@shawnee.edu](mailto:jcook@shawnee.edu).

Student Life will complete the green section. Look for a DocuSign email.

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

Revised 10.27.21