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

Send this form to 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: |  |

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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:** |
| **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.

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

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

Revised 10.27.21