



STUDENT GOVERNMENT ASSOCIATION ALLOCATIONS FORM

IMPORTANT: Return this completed form to the SGA Treasurer (mailbox located on the third floor of the Slemp Student Center). Purchase orders (PO) must be signed by the SGA Treasurer when the form is submitted. Each PO must be requested at least three (3) days in advance of an event. A separate SGA Allocations Form is required for each vendor.

Have you completed the required SGA Allocations Pre-purchasing Form?

- yes — attach form and documentation
- no — you must complete the form before proceeding

ORGANIZATION INFORMATION —

Name _____ Amount \$ _____

Contact Person _____ Telephone _____

VENDOR INFORMATION —

Name _____ Telephone _____

Address _____

EVENT INFORMATION —

Name of event _____

PO will be picked up by _____ and is needed on _____.

name

date

List of items to be purchased:

SGA APPROVAL —

Treasurer's signature _____ Date _____

~~ OFFICE USE ONLY ~~

PO was picked up on: _____ by _____.

date

person

Invoice/receipt received: _____ Forwarded to Accounts Payable: _____

date

date

Payment issued: _____ / _____

date

check number