

# Purchase/Food Request Form



This form is used to order or purchase any food or goods for all Student Life sponsored programs, activities and meetings. Forms must be submitted to the Office of Student Life two (2) weeks in advance of the event. If you have any questions, please contact Robert Lane -- [rlane2@spscc.edu](mailto:rlane2@spscc.edu) or 360-596-5217.

**\*\*Attach this sheet to your Event Registration Form\*\***

EVENT TITLE: \_\_\_\_\_

REQUESTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

REQUESTOR EMAIL: \_\_\_\_\_

## Requested Items

Please fill out a Purchase Request for each store or vendor you are requesting items from. Be as specific as possible when listing the items you are requesting.

VENDOR / STORE NAME: \_\_\_\_\_

WEBSITE / ADDRESS: \_\_\_\_\_

(If purchasing online, please create a shopping cart with all of your requested items, print and attach to this form.)

### For Food Orders

VENDOR PHONE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

DELIVERY  CARRY OUT----Advisor/Member Picking Up Order: \_\_\_\_\_

Delivery / Pick Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Food/ Item Description (brand, size, etc.)	Quantity	Total Price
<b>Total</b>		

**\*\*Club supplies and equipment must be kept in the club storage room\*\***

Supplies **CANNOT** be stored in classrooms, academic spaces, or faculty offices unless approved through Student Life.

### SIGNATURES

REQUESTOR SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

ADVISOR NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

STAFF NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_