

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 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
Total		

****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: _____