

## Purchase Order Form for Organizations Receiving Funding from the Gov's Organization Council (GOC)

Some vendors will allow you to use a purchase order for goods. You may obtain a purchase order by filling out the information below and submitting the completed hard copy to the secretary of Student Life & Leadership; MUC 211. Phone: 221-7431.

Student Organization Name: \_\_\_\_\_

Adviser's Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ GOC Bill# \_\_\_\_\_

Name of Program or Activity to be Reimbursed: \_\_\_\_\_

\_\_\_\_\_

### Vendor

Vendor Name: (as it appears on their Substitute W-9 form) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security/Tax ID Number(s): \_\_\_\_\_

#### ITEMIZATION OF EXPENSES:

Quantity	Product Description	Unit Price	Total

TOTAL \$ \_\_\_\_\_

*Upon completion of program or event all ORIGINAL receipts or invoices on vendor letterhead must be submitted to the Office of Student Life & Leadership no later than 5 days after program or event. Hand written receipts on plain paper or receipt books are not considered official receipts.*

\_\_\_\_\_  
Student Organization Representative

\_\_\_\_\_  
GOC Approval

### Additional Vendors

Vendor Name: (as it appears on their Substitute W-9 form)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Tax ID Number \_\_\_\_\_

ITEMIZATION OF EXPENSES:

Quantity	Product Description	Unit Price	Total

TOTAL \$ \_\_\_\_\_

Vendor Name: (as it appears on their Substitute W-9 form)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Tax ID Number \_\_\_\_\_

ITEMIZATION OF EXPENSES:

Quantity	Product Description	Unit Price	Total

TOTAL \$ \_\_\_\_\_