

Appendix B: Purchase Request Form

The form can be found on <https://www.ju.edu/campuslife/studentactivities/organizations-clubs.php> or the 3rd floor of DSC in the magazine rack.

Attach all invoices or quotes to this form. Requests must be submitted at least 3 weeks in advance.

Purchase Request

Name: _____ Organization Name: _____

JU Email: _____ JU ID: _____

Phone Number: _____

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Where are the items to be purchased from: _____

When do you need the items by: _____

Please explain the purpose of these items: _____

Contact information for the company: _____

(If purchasing customized items, like shirts)

The checklist must be completed before your purchase request is processed. Please attach everything to this form.

- Quote or invoice for the items to be purchased
- Links of items emailed to Student Involvement
- Form submitted 3 weeks in advance

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Total Amount Requested: _____

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Approval Signatures

Treasurer's Name Treasurer's Signature Date

President's Name President's Signature Date

Advisor's Name Advisor's Signature Date

Appendix C: Reimbursement Form

The form can be found on <https://www.ju.edu/campuslife/studentactivities/organizations-clubs.php> or the 3rd floor of DSC in the magazine rack.

Attach all original receipts this form.

Reimbursement Form

Name: _____ Organization Name: _____

Who purchased the items: _____ JU ID: _____

JU Email: _____ Phone Number: _____

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Did you pick up the items or was it shipped: _____

Where did you purchase the items from: _____

Please explain the purpose of the items: _____

The checklist must be completed before your reimbursement is processed. Please attach everything to this form.

- Original itemized, detailed receipt(s)
- Attendance tracked on Presence
- Items shipped to JU Address
- Post event survey completed
- Reimbursement submitted within 30 days of purchase

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Total Amount Requested: _____

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Approval Signatures

Treasurer's Name _____ Treasurer's Signature _____ Date _____

President's Name _____ President's Signature _____ Date _____

Advisor's Name _____ Advisor's Signature _____ Date _____