



# CLUB/ORG PURCHASING REQUEST

## Contact Information

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

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

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

Club/Organization: \_\_\_\_\_

Items/services requesting to be purchased (*be specific and provide all info; consider attaching screenshot of product/mark-up, print the menu and highlight items, provide product id, and/or provide exact webpage information*):

Item/Service	Provider/Company	Quantity	Total Cost (full quantity)
			<b>GRAND TOTAL</b> <b>\$</b>

Provider Contact Name & Phone Number: \_\_\_\_\_

Date items/services needed on campus: \_\_\_\_\_

Vender Delivery? Or Student Pick-up? \_\_\_\_\_

## Signatures

\_\_\_\_\_  
*Student Signature* *Date*

\_\_\_\_\_  
*Advisor Signature* *Date*

**All purchases will be evaluated for Purchase Orders. It can take up to 2 WEEKS for a Purchase Order to be approved. Credit Card purchases are a LAST RESORT!**

**This form must be turned in to the Student Life Assistant based on the following deadlines:**

- Purchase Order – at least 2 weeks/10 business days in advance
- Lancer Food Orders – Requires Purchase Order, and THEN at least 5 business days in advance
- Student Reimbursements – ASAP (Accounting & Fees can only reimburse up to 30 days after purchase)
- Credit Card Purchases – at least 5 business days in advance

# Description of Purchasing Methods

## #1 : Purchase Order

“I need to purchase items for my club/org that fits one of these categories”:

- ✓ Supplies
- ✓ Outside food vendors (stores, restaurants)
- ✓ Speakers/entertainment
- ✓ Rentals
- ✓ Large purchases
- ✓ Orders (T-Shirts, Marketing Items, Banners)
- ✓ Other

## NHCC Credit Card

“The vendor I want to use does NOT accept purchase orders”:

- ✓ Supplies
- ✓ Outside food vendors (stores, restaurants)
- ✓ Small purchases

\*\*The NHCC Credit Card will ONLY be used at the discretion of Student Life staff. This is NOT the preferred method of payment!\*\*

## Lancer Food Order

“I need to order food items for my club/org from NHCC’s Food Service Provider, Lancer.”

- ✓ All club/org Lancer orders MUST be placed through Student Life
- ✓ Provide Student Life with your detailed order including:
  - date, location, start/end time
  - food order
  - delivery or pick-up
  - approx. # of people to be served
- ✓ Student Life gets 15% off all Lancer orders
- ✓ Excessive use of club/org money for food at club/org meetings is considered misuse of funds

## Student Reimbursement

“I need to be reimbursed for a purchase I made for my club/org.”

- ✓ Please complete a Student Expense Report found on the Student Life Forms webpage
- ✓ Must be typed
- ✓ Must be signed by your advisor
- ✓ Tax cannot be reimbursed
- ✓ The OSL offers a “guide” for filling this out – talk to the Student Life Assistant for help
- ✓ This form must be completed and submitted within 30 days of purchase, per Accounting & Fees Office policy

**Note:** All NHCC offices, departments, and student clubs/orgs wishing to offer food at on-campus events/functions must first consider Lancer and obtain a catering estimate. An outside caterer may be used if their estimate is 5% or more less than Lancer’s. You can contact Lancer General Manager Chuck Coste about getting an estimate from Lancer at [ccoste@lancercatering.com](mailto:ccoste@lancercatering.com).

### Office Use Only

Approved

Payment Method: \_\_\_\_\_

Denied

Date Completed: \_\_\_\_\_ / \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_