



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)
			GRAND TOTAL \$

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.

Office Use Only

Approved

Payment Method: _____

Denied

Date Completed: _____ / _____

Comments: _____
