

Purchase Request Form for Student Clubs & Communities

Department of Student Life – Campus Activities & Advocacy Board

Purchase requests must be submitted to the Department of Student Life at least three (3) weeks in advance of the event, though more time is recommended. Submission of this form does not guarantee purchase of supplies or delivery of supplies by requested date.

Contact Information	
Full Name	
Preferred Name	
Your Role within the Club or Community	
Email Address	
Advisor Name (If Applicable)	
Advisor Email (If Applicable)	

Event Information	
*Please note; it is a requirement for clubs to submit an Event & Activity Proposal Form in order to purchase supplies for an event sponsored by S&A fees.	
Event Title	
Event Date	
Event Start Time	
Event End Time	
Event Location (Be Specific)	

Purchase Request
*Please indicate the name, quantity, price, and the URL (if item is found online) for each item you request.

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Certification

Please email the completed Purchase Request Form to Kaelynn.Starr@cptc.edu. If returning in-person, please return to the Student Leadership & Service Center in Building 23 – Room 115.

By submitting this packet electronically to Kaelynn.Starr@cptc.edu, I certify that the information provided in this packet is true, correct, and complete to the best of my knowledge. I understand that consideration of this Purchase Request Form depends on the true and accurate representation of facts as stated or implied in this packet.

Please sign your name below. By signing and submitting this form, you are agreeing to the terms and conditions stated above.

Print name: _____ Date: _____

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