

# Request for Purchase by OSA

- No alcohol can be purchased
- No juices or anything that can be considered a mixer (soda is okay)
- A W9 could be required to create a profile in our accounting system
- When requesting reimbursement from an event, a list of attendees is required
- Purchases requiring a contract will need a purchase order provided by the purchasing department\*
- Approval from Dr. Idrizi as well as Leslie Fry

\*A purchase order form will need to be completed and sent to the purchasing department for approval. This process *could* take anywhere up to 3 weeks. Please keep this timeline in mind when planning.

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date purchase will be used: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

If applicable date the subscription/event starts: \_\_\_\_\_ Date ends: \_\_\_\_\_

What will be purchased: \_\_\_\_\_

\_\_\_\_\_

What will this be for: \_\_\_\_\_

\_\_\_\_\_

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## Office Use:

PO Completed

IDF Completed

IDF submitted

### Other Forms Required

Entertainment Expense Form

Special Events Form

Associate Dean's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Delegate Approval: \_\_\_\_\_ Date: \_\_\_\_\_