

Club/Organization Purchasing Request



This form must be completed and submitted to the Clubs & Organizations Staff Prior to your scheduled meeting with the ASGRC Finance Committee.

Contact Information

Student Name _____ Student ID _____

Student Email Address _____ Club/Organization Name _____

Please provide a detailed list of the goods/services you wish to purchase. If you need more than five (5) items, please include an additional sheet. *Do not forget to consider sales tax.

**All prices can be estimations.

#s	Items/Service Description	Store/Company	Quant.	Price Each	Total
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Shipping _____
Sales Tax (10% of the total sale) _____
GRAND TOTAL _____

Store/Company Address _____

Date items/services needed _____

Signatures

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Green River College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Human Resources, 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288- 3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 833-9111, ext. 2631; TTY (253) 288-335

OFFICIAL USE ONLY

Date Received _____ Approved _____ Denied _____ Payment Method _____

Clubs & Organizations Chair: _____ Program Coordinator: _____