PURCHASE ORDER DISBURSEMENT REQUISITION

Club/Requester Name _____ **Date** _____

Vendor Name/Address _____ **PO #** _____

_____ _____

Account

_____

_____

Hold for Pickup: _____

Mail to Vendor: _____

H00 _____ **(FOR VENDOR IF APPLICABLE)**

DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT

TOTAL _____

Requested By _____
Club Advisor

Approved By (1) _____ **(2)** _____
Senate Advisor **Senate Treasurer**

Paid _____ **Date** _____ **Check No.** _____
Amount