



# PURCHASE REQUEST SCRATCH SHEET

Vendor:	Requested By:
Address:	Club/Organization Name:
	Advisor/Officer Signature Required:
Phone #:	x: _____
Contact Name:	Date:

Dept Account #	Fund Code	Budget Code	Amount	2nd Budget Code (if required)	Amount	Total Amount
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ITEM	QUANTITY	UNIT PRICE	DESCRIPTION OF REQUESTED ITEMS	EXTENDED AMOUNT

**TOTAL:**