

University Center Online/Phone Order Request Form

No electronic submissions will be accepted. Please print and turn in a hard copy of this form to the University Center Student Activities Desk outside of MGC 271 and 274

Submission Date: _____

Date Received: _____

ORGANIZATION INFORMATION:

ACCOUNT NUMBER (5 DIGITS): _____ 25 LIVE RESERVATION # _____

Full Organization Name _____

Requestor's Name _____

Additional Pick-Up Names _____

Email Address _____

Phone Number _____

Event/Project Name _____ Date of Event _____

ORDER INFORMATION

VENDOR

AMOUNT REQUESTED _____

DATE NEEDED (NO ASAP) _____

FUNDING SOURCE

ALLOCATION

REVENUE

DETAILED PURCHASE DESCRIPTION

- Remember to attach a detailed shopping list itemizing your purchase including shipping and handling
- Orders over \$250 need advisor approval
- For carry out orders, you must retain a copy of the itemized receipt
- **If you do not show up within 15 minutes of your appointment, you will need to reschedule**

FOOD ORDERS ONLY

W-9 ATTACHED

CERTIFICATE OF
INSURABILITY
ATTACHED

FRONT DESK USE

PURCHASE DETAILS/SHOPPING CART
ATTACHED

FUNDING CONFIRMED IN SON

APPROVAL

President/Treasurer Comptroller Printed Name

Signature

Date

UC Advisor/Financial Administrator Printed Name

Signature

Date

UC Director/Senior Director Printed Name

Signature

Date

OFFICE USE
DATE AND TIME
OF APPOINTMENT