Send to:
Office of Student Involvement
4400 University Drive
SUB II, Suite 2300
Fairfax, VA22030
MSN: 2D6

PURCHASE ORDER (PO) REQUEST FORM

For use at local vendors such as Giant Food, Domino's, Panera, Jason's Deli, etc., and for Contracts
Instructions: Submit complete and signed Purchase Order Request (PO) Form to the Office of Student Involvement. If approved, you will receive the PO as an email attachment. Print the PO and give it to vendor at the time of purchase. **Submit** the invoice or receipt to our office **within five days** after the event. Failure to do so may affect your organization's ability to receive future funding from the Student Funding Board.
Additional Requirements:

- Attach a Food & Beverage Form if purchasing food
- Attach a W9, if first time vendor to the University.

VENDOR INFORMATION:

Name: _____

Tax Id Number: _____

Contact Person: _____

Telephone: _____

E-mail: _____

Address: _____
(Number and street)

_____
(City) (State) (Zip code)

EVENT INFORMATION:

Event Name: _____

Event Date: _____/_____/_____

Event Description: _____

_____

_____

PO Required By: _____/_____/_____

FUNDING INFORMATION:

Please specify payment type:

Student Funding Board (SFB): _____
(Amount)

Self-Generated Revenue (SGR): _____
(Amount)

Purchase Order (PO) Amount: _____
(Amount)

STUDENT ORGANIZATION INFORMATION:

Org Name: _____

Org Number: | 6 | 1 | 0 | | | |

Requestor's Name: _____

Requestor's Email: _____
@masonlive.gmu.edu

Requestor's Telephone: _____

Requestor's Signature **Print Name** **Title** **Date Requested**

(UpdatedAug2013)