

WRIGHT STATE UNIVERSITY - LAKE CAMPUS

Student Organization Fund Request Form

DEPARMENT	FUND	ORG	ACCOUNT	AMOUNT

Leave the above blocks blank.

SUGGESTED VENDOR (1 form per vendor):

Name _____ **Date of Request:** _____

Address _____ **Requested By:** *(list name of individual and name of organization):* _____

Attn: _____

Ph. # _____ **Event Name:** _____

Social Security No. _____ (if personal service) **Event Date:** _____

Item No.	Quantity	Unit	Complete Description: catalog no., size, weight, color, style, finish, electrical requirements, etc.	Unit Cost	Total Cost
1		each			
2					
3					
4					
5					
6					
7					
8					
9					
10					
			Shipping		
			Total Cost (WSU is tax exempt)		

- This purchase will be made via credit card through the Events Office (219 Dwyer)
- This purchase will be made by an organization member, followed by Reimbursement Request Form completion/submittal

Routing:

1. Requester (Student Organization) for Funds	Approval: _____
2. C. Phlipot for Initial Approval	Approval: _____
3. C. Dorsten for Budget/Final Approval	Approval: _____
4. C. Phlipot or Student Org for Purchase	Approval: _____

By requesting funds, the Student Organization acknowledges that Fund Requests must abide by the current WSU Student Organization Policies. Fund requests should be submitted to 219 Dwyer at least two-weeks prior to event to allow for sufficient processing time, or earlier if dependent on a shipment.