

# Purchase Order and Credit Card Request Worksheet

Please print or type your information! Thank you

Organization Name	Aerocast S
Event/Program	SAE Competition
Contact Name	Scott Smith
Contact Phone #	(440) 991-7533
Contact Email Address	smiths5p@mail.u.c.edu
Date Needed/Date of Event	12/31/2014

Vendor Information	
Vendor Name	Klean design
Vendor Address	5378 W Chisum Trl
City, State Zip	Phoenix, AZ 85083
Vendor Contact	Kate Bakila
Vendor Phone	(623) 340-0036
Web site Address	N/A

Reason for the charge/purchase & description of item(s) being purchased/paid for example; (quotes, confirmations, contracts). Attach any documentation (quotes, confirmations,

Team gear

## PLEASE CHECK THE TYPE OF FUNDING BEING USED

UFB PROGRAM/EVENT APPROVED FUNDS	___
COPY OF APPROVED UFB FUNDING REQUEST MUST BE ATTACHED SHOWING APPROVAL	
\$300 OPERATING FUNDS	___ AIC FUNDS <input checked="" type="checkbox"/> CLUB SPORTS ___ STUDENT GOVERNMENT ___
UFB EXEC BOARD	___
ADVISOR/TREASURER SIGNATURE IS REQUIRED	___

BEARCAT LIVE	___ DIVERSITY ED	___ PAC	___ FRATERNITY/SORORITY	___ LEADERSHIP
NIGHTWALK	___ RAPP	___ SAB	___ SALD	___ WORLDFEST
ADVISOR SIGNATURE IS REQUIRED				

Date Received	
Date Processed	
Document Number	
Purchase Order Number	
Pcard Charge Month	
Receipt	Yes No
P.O. ___ P-card ___ NIU ___ Other ___	
Accounting Data	
Suggested Vendor Code	
GL	
Fund	
Cost Ctr.	
Funct.	

QTY	# of Units (each/case)	Unit Cost	Total Cost
1	1	\$ 340	\$ 340.00

Advisor Signature Print	Advisor Signature Sign
Treasurer Signature Print	Treasurer Signature Sign

**PLEASE READ**  
I understand that if I do not provide a receipt within two weeks of an event, our group will be in jeopardy of not being able to use the charge card and funds will be frozen for the remainder of the academic year.



Bill To

Send To

Kate Bakkila  
**klean design by kate**  
 5378 W Chisum Trl  
 Phoenix, AZ 85083  
 cell: 623 340 0036  
 home/office: 623 581 2724

QTY	Item #	Description	Design Cost	Material Cost	Discount	Total
1	LD1	Original Logo Design; 2-3 Revisions	\$340.00	NA		\$340.00
Subtotal						\$340.00
Shipping Cost						\$0
Total						\$340.00
Payment Received						\$0
Pay in Full By:					Balance Due	\$340.00

Thank you for your business!