

Jonsson School Student Organization Purchase Form

Purchases directly from Student Organization cost center

- Complete separate form for each vendor item purchase
- Attach quote (if applicable)

Organization Name: _____

Contact Name (First, Last): _____

Contact Phone Number: _____

Contact UTD email: _____

Event Name (if applicable): _____

Event Date (if applicable): _____

Expected Attendance (if applicable): _____

Business Justification:

Total Quote Cost (excluding sales tax): _____

Student Organization Contact Signature: _____ Date: _____
(verifiable electronic signature includes UTD email address)

Student Organization Faculty Advisor Signature: _____ Date: _____
(verifiable electronic signature includes UTD email address)

Submit completed form & quote (if applicable) to ecs_studentorgs@utdallas.edu