

Template

To be filled in by Finance Office:

P.O. #

RENSSELAER UNION Purchase Requisition Form

- ☐ Petty Cash (over \$100 need staff signature)
- ☐ Credit Card
- ☒ Purchase Order
- ☐ Check Request (Invoice Necessary)

All information below this line to be filled in by clubs.

PLEASE PRINT NEATLY

Vendor ID# 931136309

Vendor's Name Zotz Digital

Corporation Name for credit card orders (if not same as vendor) _____

Vendor's Address 1328 NW Sixth St
Corvallis Pass OR 97330

Vendor's Phone 541 472 9522

Vendor's Fax # (Required) 541 472 8070

Please Choose One:

Will Pick-Up PO	<input type="checkbox"/>
Please Mail PO	<input type="checkbox"/>
Please Fax PO*	<input checked="" type="checkbox"/>

Will Pick-Up Check at Union	<input type="checkbox"/>
Please Mail Check	<input type="checkbox"/>
Hold Check at Rice Bldg.	<input type="checkbox"/>

Credit Card Order Placed by: club _____
Finance Office _____

Today's Date: 9/7/06
Date Required: asap

Club's Name RPI TV

Account # To Be Charged 302107 3137
Club Acct. # _____ Org _____

**From Budget: A 3
Goal Program

Club Officer Approval:

Name Andy Clark
Position President

Phone 6505
E-Mail clarka@rpi.edu

Commodity Code	Description (Be as specific as possible)	Vehicle Rental Pick up & Drop Off Days & Dates	Qty.	Unit Price	Extended Price	Sub Account
	camera - camcorder					
	Canon XL2 24P		1	\$1599 ⁰⁰	\$1599 ⁰⁰	000
	Item #					
	Shipping # 56721		1	20 ⁰⁰	\$20 ⁰⁰	006

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:

Total \$1619⁰⁰

Club Officer's Signature A Clark
If Needed, Staff Signature E. Kahan

Date 9/7/06
Date _____