School of Journalism and Communication

Student Group Spending or PO Request

To track student group spending against their group budgets, a separate form must be used for each spending request. Purchase order requests are turned into Melody Olmsted in All 219. Turn around for any PO requests are 48 hours. All other requests are turned into Sue Varani, in All 215 and turn around varies based on request.

Student Group Name: ____________________________________________

Event: ________________________________________________________

Location: _____________________________________________________

Date: _________________________________________________________

Purpose of expense: ____________________________________________

For POs, include vendor’s name and address.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

If requesting a PO, include details below. Details could include items ordered. As an example, if ordering pizza, approximate number of pizza, beverages and number of attendees. Any receipts received after using PO, must be turned in with listing of attendees to Melody.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

Amount requested: $ ______________________________

Requestor’s name/date:
email/phone:

Faculty Advisor's Approval: ___________________________ Amount: $ ________
(print) (date)