

# Bard College Student Association Purchase Order

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Web Address: \_\_\_\_\_

Club: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Code: \_\_\_\_\_  
*For Office Use Only*

Company Phone Number: \_\_\_\_\_

Cell phone and Email of person making request: \_\_\_\_\_

***All information MUST be completed or your Purchase Order will not be processed.***

NAME OF INDIVIDUAL TO SHIP ITEMS TO: \_\_\_\_\_

**IF RESTAURANT ORDER: HAS ORDER BEEN PLACED: \_\_\_\_\_ DOES RESTAURANT ACCEPT AMERICAN EXPRESS: \_\_\_\_\_**

**NAME ON ORDER: \_\_\_\_\_ TIME OF DELIVERY: \_\_\_\_\_**

**LOCATION OF DELIVERY: \_\_\_\_\_**

Reason for Purchase:

*Event/Meeting: \_\_\_\_\_ Date \_\_\_\_\_*

***If this request is not for an event/meeting what is the purchase for?***

\_\_\_\_\_

\_\_\_\_\_

Description of Purchase	Quantity	Unit Price	Amount
<b>Total:</b>			

\_\_\_\_\_  
Club Head/Member Name (print):

\_\_\_\_\_  
Student Association Treasurer (sign)

\_\_\_\_\_  
Club Head/Member Name (sign):

\_\_\_\_\_  
Student Activities Office Representative (sign)