

ASNIC Purchase Order / Payment Request Form

Section A: Request and Distribution Type (Check All Applicable)

Purchase Order Request		Payment Request (Check)		Payment Request (PCard)	
Mail Check		Interoffice Mail		Email Scan	
				Pick-Up	

Section B: Request Information

Date Submitted:		Amount (\$):	
Vendor (Payee Name) if Student, include NIC ID#:			
Mailing Address (if new):			
ASNIC Account / Club Name:			
ASNIC Account / Club Number:			
ASNIC Board / Club Representative Name:			
Purchase Order / Payment Request Purpose:			

Section C: Supporting Documentation (Check Applicable) (Attach Copies Of All Supporting Documentation)

Invoice / Receipt / Quote		W-9 Form		Contract	
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Section D: Required Signatures

Club Officer All Club Purchases			
	Club Officer Signature	Title	Date
Club Advisor All Club Purchases			
	Club Advisor Signature		Date
ASNIC Board President or ASNIC Board Designee All ASNIC Board Purchases			
	ASNIC Board President or ASNIC Board Designee Signature		Date
ASNIC Student Events Board All Student Events Board Purchases			
	ASNIC Student Events Board Signature		Date
Clubs and ASNIC Boards Purchases ≤ \$1,000.00			
	Matt Huylar - ESU 230A		Date
Interim Dean of Students Director - Title IX, Student Conduct and Security \$7,500.00 Limit All Purchases > \$1,000.00			
	Alex Harris - ESU 200E		Date
Vice President for Finance and Business Affairs All Purchases ≥ \$7,500.00			
	Sarah Garcia - LKH 114		Date

ASNIC Accountant Use Only

Received Date		Colleague Entry Date	
Payment Schedule Date		Colleague Voucher Number	Colleague Requisition Number