

# ASNIC Purchase Order / Payment Request Form

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

<b>Purchase Order Request</b>		<b>Payment Request (Check)</b>		<b>Payment Request (PCard)</b>	
<b>Mail Check</b>		<b>Interoffice Mail</b>		<b>Email Scan</b>	
				<b>Pick-Up</b>	

## Section B: Request Information

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

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

<b>Invoice / Receipt / Quote</b>		<b>W-9 Form</b>		<b>Contract</b>	
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## Section D: Required Signatures

<b>Club Officer All Club Purchases</b>			
	Club Officer Signature	Title	Date
<b>Club Advisor All Club Purchases</b>			
	Club Advisor Signature		Date
<b>ASNIC Board President or ASNIC Board Designee All ASNIC Board Purchases</b>			
	ASNIC Board President or ASNIC Board Designee Signature		Date
<b>ASNIC Student Events Board All Student Events Board Purchases</b>			
	ASNIC Student Events Board Signature		Date
<b>Coordinator of Student Involvement Clubs and ASNIC Boards All Purchases ≤ \$1,000.00</b>			
	Matt Huylar - ESU 230A		Date
<b>Director of Student Involvement and Orientation \$2,500.00 Limit All Purchases &gt; \$1,000.00</b>			
	Justene Garner - ESU 200G		Date
<b>Dean of Students \$7,500.00 Limit All Purchases &gt; \$1,000.00</b>			
	Alex Harris - ESU 200E		Date
<b>Vice President for Finance and Business Affairs All Purchases &gt; \$7,500.00</b>			
	Sarah Garcia - LKH 114		Date

## ASNIC Accountant Use Only

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