

# PURCHASE REQUEST

STUDENT ORGANIZATIONS &  
ASSOCIATED STUDENTS

UCSD STUDENT LIFE BUSINESS OPERATIONS  
9500 GILMAN DRIVE #0064  
LA JOLLA, CALIFORNIA 92093-0064  
PRICE CENTER EAST THIRD FLOOR  
PHONE: 858-246-4468 FAX: 858-246-0153



**ATTENTION:** Due to University policy or high value, some purchases may require an official University Purchase Order and/or can be very time consuming. As a result, all purchase requests must be received at least **TWO WEEKS** prior to an event.

All purchase requests must be accompanied by an invoice or official quote from the vendor. The invoice or quote must include:

- Vendor's mailing address, phone, and fax number.
- Subtotal, tax, and grand total.
- Description of item(s) or service(s) to be provided.
- All media quotes must include specifications.

**FAXING AN INVOICE OR QUOTE:** The vendor may fax an invoice or quote to the Student Life Business Office at **(858) 246-0153**. Please notify your Student Organization Fund Manager that a fax from a vendor will be arriving.

### PLEASE PRINT LEGIBLY – CONTACT INFORMATION

Contact: \_\_\_\_\_ Date of request: \_\_\_\_\_  
Email address: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Student organization: \_\_\_\_\_

### EVENT INFORMATION (IF APPLICABLE)

Event name: \_\_\_\_\_ Date of event: \_\_\_\_\_  
Did Associated Students provide funding for this event?  Yes  No  
Please name other funding sources, if any: \_\_\_\_\_

### VENDOR INFORMATION

Name of vendor: \_\_\_\_\_ Vendor phone #: ( ) \_\_\_\_\_  
Vendor contact: \_\_\_\_\_ Vendor fax #: ( ) \_\_\_\_\_  
Will vendor accept a Visa credit card payment over the phone?  Yes - If **YES**, no further information needed.  No  
If vendor will not accept Visa over the phone, will vendor accept a University issued Purchase Order?  Yes  No

**PLEASE NOTE:** If vendor will **NOT** accept Visa over the phone or a University issued P.O., then this purchase must be reimbursed after the fact with a "Payment Request" (PAY) form. If the vendor will accept a P.O., please provide vendor's:

Mailing address: \_\_\_\_\_  
City, State ZIP: \_\_\_\_\_ Email address: \_\_\_\_\_

### FOR STUDENT LIFE BUSINESS OFFICE USE ONLY

Transaction type:  Purchase Order  Express Card Index #: \_\_\_\_\_  
PO #: \_\_\_\_\_ Date PO sent to vendor: \_\_\_\_\_  
Express Card transaction date: \_\_\_\_\_  Receipt received