



# CLUB PURCHASING FORM

2011-12

## PLACING AN ORDER (catalog, online, or food service)

1. **Prior approval is required** by the Office of Student Activities (OSA) and the CCC.
2. To place the order, choose one of the ordering methods listed below and provide all ordering information. Don't forget shipping and set-up fees.
3. Submit this **PURCHASE FORM** and a completed **PAYMENT REQUEST FORM** to OSA.
4. Once approved, the order can be placed by the method of ordering you have indicated below.

**NOTE:** Club accounts will not be used if the required forms have not been completed and submitted to OSA for approval *prior to ordering*.

**PLEASE CHECK ONE:** Choose one of the following. All purchases must go through the new approval process!

- OSA places the order with this form (preferable method of ordering for clubs).

Fax the order to this number \_\_\_\_\_

- The advisor orders online and pays with his/her personal credit card.
- The advisor places the order via phone or email.
- The advisor or club member will make an in-store purchase of \$50 or more for the items listed below. Will you pay with cash, check or personal credit card? \_\_\_\_\_

Item No. (catalog order)	Item or Food Description	Quantity	Cost per item	Total Cost
<b>Shipping and Handling</b>				
<b>Total</b>				\$



**JJC FOOD ORDER**      **Delivery Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Room #** \_\_\_\_\_