



Stephen F. Austin State University  
Sport Club Program  
Purchase Request Form

Club Information		Vendor Information	
Date Submitted		Vendor	
Sport Club		Contact	
Name		Phone #	
Office		Fax #	
Phone #		Address	
Email		City/State/ZIP	
Date Needed		Website	

Account to be used: Circle One    Campus Rec / External

Reason for Purchase:

Item #	Description	To Be Used For	Qty.	Item Cost	Total Cost
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>Current amount in account:</b>		\$		<b>Estimated Shipping</b> (Estimate 15% of cost if unknown)	\$
				<b>Total</b>	\$

Please attach appropriate documentation (quotes, and website item visuals, etc.) along with this form. For apparel, include style, size, logo and color under special instructions. **MUST HAVE TWO (2) QUOTES TO SUBMIT THIS PAPERWORK.**

Special Instructions:

Office Use Only			
Account to be used: Campus Rec \$ _____	External: \$ _____		
SC Approval: _____	Date Approved: _____	Date Arrived: _____	
CRec Approval: _____	Date Purchased: _____	Amount: \$ _____	Reference #: _____