



# SPORTS / GAMES CLUBS PURCHASE REQUEST FORM



**Form must be submitted 3 weeks prior to date needed in order to guarantee timely arrival of requested item(s)**

- Use this form for approval of a purchase for your sports club (e.g. tickets, supplies, equipment purchases, etc.)
- Do not sign or verbally agree to any contracts under any circumstances. ALL contracts MUST be approved by TAG Advisors only.
- Attach all product information and prices directly from vendor/business website. Make sure this includes sales tax (9.5%) and shipping costs.

**STUDENT SPORTS CLUB INFORMATION:**

Date: \_\_\_\_\_

Name of Student Club: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PURCHASE INFORMATION:**

How does this purchase help your club meet its goals and fulfil its mission statement?

\_\_\_\_\_  
\_\_\_\_\_

Date Needed by: \_\_\_\_\_

**VENDOR INFORMATION:**

Name of Vendor or Business: \_\_\_\_\_

Mailing Address of Vendor or Business: \_\_\_\_\_

Vendor or Payee's Phone #: \_\_\_\_\_

TAG Advisor's Signature (Required): (Print name): \_\_\_\_\_ (sign): \_\_\_\_\_

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**For Office Use Only:** Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Approved [ ] Denied [ ]