PURCHASING FORM

For ASWVC & Campus Life

Requested by _____ **Event Title:** _____

Make Check available on day of service? (only when required by vendor) Yes ☐ No ☐

VENDOR NAME (You need 1 PR form per vendor)	TODAY'S DATE	EVENT DATE	ITEMS PURCHASED ON BEHALF OF A STUDENT ORGANIZATION MUST BE DELIVERED TO THE CAMPUS LIFE OFFICE

Provide descriptive information about the item(s) you would like us to purchase - include size, color, etc.

ONLINE PURCHASE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00
			$ 0.00

* All purchases must be pre-approved
* Purchases for meals, clothing, tickets, trips, and books must includestudent a list of students who received itmes with their signatures
* All posters must include non-discrimination statement

SUB. TOTAL	$ 0.00
SHIPPING	$ 0.00
8.4% tax will be added unless incl.	
TOTAL	$ 0.00
Not to Exceed	

Advisor and Students:

By signing below, I acknowledge that the expenditure(s) listed above will benefit current students only. Items/services purchased with S&A

Student Leader: _____
Print Name Signature

Advisor: _____
Print Name Signature

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

****Section to be completed by Campus Life****

ACCOUNT CODE: _____

EXPENSE APPROVED: _____ **Erin Tofte**

Budget Manager Signature Print Name