

Budget & Payment Request Details

Item Description

Item #	Description	Quantity	Unit Price	Total Price
1
2
3
4
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Is the vendor delivering or are you picking up the item(s)? *

Delivery

Pick-Up

Student organizations are responsible for picking up items that are unable to be delivered to the University.

Please upload a full list of items for this purchase. Please use the attached file as a template. *

Document: [Purch...](#)

Please upload a full list of items for this purchase, if applicable. This should NOT be an invoice.

How should the order be paid for?

Cash

Check

Credit Card

Debit Card

Other

