**Purchase Order Request**

Student Organizations

Berry College

|  |  |  |  |
| --- | --- | --- | --- |
| Date Request Submitted |  | Student Organization |  |
| Amount To Be Paid to Vendor | $ | SO Account# |  |
| Description of Expense |  | | |
| **CHECK PAYEE INFORMATION** | | | |
| Made Payable To:  *(name & address)* |  | **Payee’s Tax ID# or Social Security #** |  |
| **Specify how to handle check after processed**  (*circle one)* | Hold for Pick Up  or  Mail To Address | Payment  Due Date |  |
| **Required Signatures**  **(Form will not be processed without ALL signatures)** | | | **Date** |
| Organization Officer |  | |  |
| Organization Advisor |  | |  |
| SGA Treasurer |  | |  |
| ***Processing Instructions for Purchase Order Request*** | | | |
| Submit completed Purchase Order Request form at least 14 BUSINESS DAYS in advance of the due date for payment. | | | |
| Attach any invoices, contracts, donation letter or check requests to be paid by Student Organizations. | | | |
| Include name of vendor or individual to be paid and address where the payment should be mailed. | | | |
| Payee’s tax ID# or social security number must be provided along with a completed W-9 if the payee is a new vendor. | | | |