

USAO Student Government Association

The USAO Student Government Association will foster accountability through communication, collaboration, and engagement.

PURCHASE ORDER

1727 W. Alabama Ave, Chickasha OK 73018

Email: usao-sga@usao.edu

FOR TREASURER USE

INVOICE # [_____]

DATE: __ / __ / ____

Requested By: _____

Date Requested: _____

Club and Relationship: _____

USAO Email: _____

Advisor: _____

Advisor Email: _____

Date you need funding by: __ / __ / ____

Can you attend an SGA meeting? (Thursday's from 11am-12pm in Davis 224) ☐ yes ☐ no

Has your organization/club attempted to fundraise prior to asking for funds? ☐ yes ☐ no

Have you checked that you are submitting this request at LEAST 2 weeks before you need the funding? ☐ yes ☐ no

CURRENT SGA TREASURER	P.O. NUMBER <i>FOR TREASURER USE</i>	REQUISITIONER	STORE TO BE PURCHASED AT	F.O.B. POINT	DATE PASSED <i>FOR TREASURER USE</i>
Danner McGarrah				Once given to requisitioner	__ / __ / ____

QUANTITY	STOCK OR MODEL #	NAME AND DESCRIPTION OF ITEM REQUESTED	UNIT PRICE	TOTAL
		Fundraiser For: (Be Specific)		
		Event:		
		Where:		
		When:		
		Subtotal:		
		Shipping & Handling:		
		Total:		

Vendor Name and Address: _____