



# Purchase Request Form

## Faculty Information

Professor	
Course Title	
Course Number, Section	
Name of Event	

## About This Form

In order for this form to be processed: it must be submitted one full week before the event; it must follow an approved **Event Approval Form**; the information must be accurate and complete.

Remember, if a student signs up for an event and we purchase a ticket for them, but they do not attend the event, the student is responsible for the full cost of the ticket.

## Vendor Information

*Please be as accurate as possible. Provide all the information necessary to order the tickets.*

Vendor (Location of Event)	
Date of Event	
Time of Event	
Number of Tickets	
Names of Attendees  <i>*TIP* You can get your class roster from Blackboard and cross out extra names.  (This is required by P-Card)</i>	

## What's Next?

We'll notify you when tickets have been purchased for your event. In most cases, tickets will be available at will-call under your name.

For Office Use Only		
Total Cost _____	<i>Signature</i>	<i>Date</i>
Budget Review:		
Director's Approval:		
Purchased by:		
Confirmation Code		