

# Purchase Request

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Sport Club: \_\_\_\_\_ Semester: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Payment Due: \_\_\_\_\_

Type of Request:      Reimbursement      Payment to vendor/service provider

Account Preference:      Club Account      Departmental Funding

### *Payee Information*

Payable to: \_\_\_\_\_ Address:

WKU # (if WKU student): \_\_\_\_\_

Vendor Website (if online purchase) : \_\_\_\_\_

Vendor Phone (if phone purchase) : \_\_\_\_\_

**\*\* Please attach appropriate documentation (invoices, quotes, registration forms, receipts etc.) along with this form.  
\*\* For apparel, include style, size, and color in the description box.**

Item	Description	Count	Inventory No.	Item Cost	Total Cost
<b>Total</b>				<b>\$</b>	

Comments:

Office Use Only

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Comments: \_\_\_\_\_

