

ORGANIZATION TRANSACTION REQUEST FORM

Must be completed by an authorized organization officer. PLEASE PRINT ALL RESPONSES.

Organization Name: _____ Request Date: _____
Authorization Name: _____ Phone: _____
Authorization Signature: _____ Email: _____
Event: _____ Date Needed: _____
Event Date: _____ Time: _____ Location: _____

Is this a Food Event? ___ Yes ___ No (Dining Services approval required for amounts over \$150 and also for any food events being held in Seymour Union, regardless of amount. If food is being prepared and then sold, a Food Permit Application is required at least 2 business days in advance of the event.)

List on Back of Sheet: 1) Reason for purchase - describe event, how it is open to campus, and how it will be advertised and 2) What will be purchased and approximate costs.

- WITHDRAWAL request-** Please note **Withdrawal Request TIMELINES** below:
- Charge Card/Purchase Orders due **at least one week prior** of date needed to purchase at local store.
 - Online Purchases due **at least one week prior** to estimated delivery date.
 - Contracts and W-9s are due **3 weeks prior** to date contracted. 4 weeks is highly recommended.
 - Conference paperwork due **3 weeks prior** to 1st deadline (hotel and registration deadlines differ).

Requested Amount:

May list multiple amounts for an event on one request - list each amount separately and use back of sheet to provide details.

Store Purchase at: **OR** **Check/Ordering Information** (complete below)

Purchases can be made either by purchase order or store card, depending on the vendor. (**Store cards available for HyVee/ and Walmart - must be reserved in advance.*)

Common (not all) vendor examples below:

Grocery: *HyVee, Cornucopia, *Walmart

General Merchandise: *Walmart, Dick Blick, Jo-Ann Fabrics, Lowes, Menards

Food: Baked, Little Caesar's Marco's, Pizza House, Pizza Hut, Joy Garden, Acapulco's, Jalisco's, Jimmy John's, Landmark, Que's Cafe

Online Purchases: Amazon, etc. Send links for items via email to mkraz@knox.edu with details (quantity, color, etc.). Be aware of estimated delivery dates.

Make check payable to: _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

DEPOSIT request- *Fundraised Donations

Amount for Deposit: _____ *Fundraiser cost from budget: _____

***Fundraiser information (write on back):** Please Describe fundraiser, including dates held, what sold, etc.

DO NOT WRITE IN BOX

FOR OFFICE USE ONLY

Withdrawal Approval Signature: _____