

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.

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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 mkrazt@knox.edu with details (quantity, color, etc.). Be aware of estimated delivery dates.

Make check payable to: _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

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DEPOSIT request-

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***Fundraised**

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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: _____