



KU Sport Clubs

Purchase Request (\$2999 & below)

Sport Club _____ Requested by _____ Date submitted _____

Supplemental Restricted Budget Endowment

Purchase Description (Uniform, equipment, event registration fee etc.)	SKU #	Quantity	Cost per Item	Sub-Total Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Cost should not include tax, as KU Sport Clubs is a tax-exempt organization			Sub-Total Cost	\$
			Plus S&H	\$
			TOTAL COST	\$

ATTENTION:

All items below must be submitted before the Sport Club Office will process paperwork. No purchases will be made until the following items are submitted.

- Yes No Is vendor's W9 attached?
- Yes No Is a quote attached?
- Yes No N/A If apparel: is the mockup artwork attached?

PAYMENT/SHIPMENT CLARIFICATIONS:

- Yes No Can the supplier accept a PO for purchase? (Can the supplier ship the order prior to receiving the payment?)

VENDOR:

Company _____ Contact Name _____

Address _____ Phone _____

_____ Email _____

_____ Fax _____

