



KU Sport Clubs

Purchase Request (\$3000 & above)

Sport Club: _____ Requested by: _____ Date submitted: _____

Supplemental Restricted Budget Endowment

Equipment Description (size, color, 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?)

SUGGESTED VENDORS (3 Required):

1)

Contact Name _____ Phone _____

Company _____ Email _____

Address _____ Fax _____





Purchase Request
(**\$3000 & above**)

2)

Contact Name _____

Phone _____

Company _____

Email _____

Address _____

Fax _____

3)

Contact Name _____

Phone _____

Company _____

Email _____

Address _____

Fax _____

