

Purchase Request

SOMeCA

SOAR/Student Media/Cultural Arts & Diversity

Date Needed

Return completed form to your SOMeCA office at least 6 business days for food or supplies or 11 business days for services prior to the date it is needed.

SECTION 1 – CONTACT

Name	Organization
Email @ucsc.edu	Phone

SECTION 2 – EVENT OR OPERATIONAL (SELECT ONE OPTION)

<input type="checkbox"/> 1	Event	Date	<input type="checkbox"/> 2	Operational Cannot be used for food or beverages
	Location	Estimated Attendance		

SECTION 3 – VENDOR (MUST HAVE 204 FORM ON FILE)

Vendor	Street	City
<i>For individuals performing services only</i>		
<input type="checkbox"/> This vendor has not been a UC employee in the past 2 years. <i>If they have, do not continue. Contact your advisor.</i>		
Purchase Type	6 Business Days Needed <input type="checkbox"/> Supplies	Brief Description of Items to be Purchased
	6 Business Days Needed <input type="checkbox"/> Food & Beverages <input type="checkbox"/> Vendor will deliver	
	11 Business Days Needed <input type="checkbox"/> Services <input type="checkbox"/> Quote attached (required)	

SECTION 4 – PAYMENT

Total Cost including tax & delivery may not exceed: \$	Indicate the amounts from the fund sources below to balance the total cost.				Reminder: All purchases must follow any restrictions on all fund sources used
	Earned Income	\$	SUA	\$	
	College Government	\$	CEP	\$	
	Other:	\$	Core Council	\$	

SECTION 5 – AUTHORIZATION

I certify that, if providing food or beverages, they intend to increase student attendance and participation or promote cultural understanding at a mealtime.

Authorizing Signature	Print Name (if different from contact above)	Date
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OFFICE USE ONLY

Fiscal	Fund	Org	Account	Activity	Amount	Requisition #	
						F&E #	Initials
Advisor	Org Approval				F&E Approval		