



## Student Group Purchase Order Form

**Criteria**

*Clubs may use this form for expenses that are greater than or equal to \$5000 CAD*

*Proper documentation from an authorized vendor must be attached to this PO*

*3 group executives must sign off on this Purchase Order*

*The Student Groups Department must also sign off on this Purchase Order*

*The group must provide an official receipt from the vendor within 30 days, failure to provide this documentation will prohibit the group from using this form for the remainder of the current fiscal year.*

**MAIL INVOICES TO:**

7-292,10700-104 Ave/Edmonton AB, T5J 4S2

Attention: Finance Department

**VENDOR INFORMATION:**

Company

Address

Contact Name

Contact Number

Reason for Purchase	Group Account Number	Group Account (Regular, SLG, Event, Operating)	Price (CAD/USD)	Total Amount

Name of Group Executive	Signature	Student Groups Department Initials

*Finance Use Only*

Cheque Number	Date	Journal Entry Number	Finance Assistant Initials