

# Student Organization Expenditure Form

ORDER ID: \_\_\_\_\_

## STUDENT INFORMATION:

FULL Organization Name:	
Student Name:	
Student ID:	
Phone Number:	
UWM Email:	

## STUDENT APPROPRIATIONS COMMITTEE (SAC) GRANT INFORMATION:

If your organization has additional revenue funding that you would like to use for this purchase, please indicate so here. If you wish to make a purchase from your SAC Grant funds, please indicate which grant period you are using.

Fall	Spring	Revenue
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- If an **Event Grant** is funding this purchase, please type the name of the grant here. (i.e. FROGS at UWM - Fall Welcome Event Grant) \_\_\_\_\_

## VENDOR INFORMATION:

Vendor Name:	
Phone Number:	
Website:	
Address:	

**If ordering from a local vendor** – will you be shipping items to Student Involvement or picking them up from the vendor's location directly? 

Shipping	Pick-Up
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**ORDER INFORMATION:** Please upload the Excel Expenditure File with all of the items you are requesting for your organization. Enter your total cost (*INCLUDING SHIPPING*) here: \_\_\_\_\_

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## FOR OFFICE USE ONLY - TO BE FILLED OUT BY STUDENT INVOLVEMENT STAFF:

Do we have a tax-exempt account on file with requested vendor? 

YES	NO
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TASK	INITIAL & DATE
1. Charges posted to Engage	
2. Items entered in database	
3. Partial order received	
4. Full order received	
5. Marked received in database	
6. Label packages	
7. Place packages in storage	
8. Post to pick-up log	
9. Prepare inventory agreement (if applicable)	

Additional Notes: