



# Student Organization Purchasing Card Payment Request Form

All requests must be approved and are subject to denial. Please be sure to submit requests in a timely manner to account for the approval process time of 10 to 14 business days.

Item(s):	Cost	Quantity	Vendor (please indicate if the vendor is an online store)	Purpose/Description
<b>TOTAL COST:</b>			<b>DATE NEEDED BY:</b>	

**Name of Student Organization:** \_\_\_\_\_

**Requester Signature:** \_\_\_\_\_ **Date**

**On-Campus Advisor Signature:** \_\_\_\_\_ **Date**

**Funds will be deducted from:**  
 SFAB (Awarded Funds) \_\_\_\_\_ **or** Custodial Account (Organization Fundraiser) \_\_\_\_\_

Please email the fully completed and signed form to [LaShandaHardin@clayton.edu](mailto:LaShandaHardin@clayton.edu). Additional documentation such as flyers, receipts and attendance sheets may be requested. Refer to the P-Card Quick Guide for items purchasable by the P-Card and other additional documents that may be required. Please allow 10-14 business days for processing.

**INTERNAL INFORMATION ONLY**

**Accounting Information:**

DEPT ID	FUND	PROGRAM	CLASS	ACCOUNT	PROJECT ID

Approved  Yes  No      Date \_\_\_\_\_

If No - Reason: \_\_\_\_\_

Purchased Date \_\_\_\_\_