

Rice University Club Sports Purchase Request Form

Please return to Philippa Angelides (pangel@rice.edu; x4097) in the Office of Student Activities, MS-527

Club Name:	Date:
Account #:	Person Filing Request:
Email:	Phone:

Quantity	Unit	Unit Cost	Total Cost	Product/ Model #	Item Description
		\$	\$		
		\$	\$		
		\$	\$		
		\$	\$		
Tax			\$		
S & H			\$		

Grand Total \$ _____

Item Description: _____

Item Purpose: _____

Where will this equipment be stored? _____

What is the expected life span of this equipment? _____

Date Needed: _____

Item is considered: (please check one of the categories listed below)

Essential _____ An Enhancement _____ A Convenience _____

Vendor Information

Name:	New Vendor? YES NO
Phone:	Fax:
Address:	
Contact:	Federal Tax ID #:

Club President's Signature _____ Club Treasurer's Signature _____
 Faculty Sponsor's Signature _____

Date Ordered: _____ Credit Card Purchase YES NO
 Contact: _____ Confirmation #: _____