



Student Organization Purchasing Requisition

Student Organizations may expend funds from their Fundraising Account by completing a “Student Organization Purchasing Requisition” (SOPR) form.

If the organization is requesting a check prior to a purchase (prepay):

- 1) The **original** itemized invoice reflecting the amount requested must be attached to the SOPR.
- 2) The **original** receipt should be provided to **The Foundation** upon expenditure.

If the organization is reimbursing an individual for purchases made on behalf of the Student Organization:

- 1) A copy of the original itemized receipt must be attached.
- 2) For all other expenses, the original itemized invoice or documents verifying the amount of request must be attached.

For a full description of policies regarding expenditures, refer to the Student Organization Handbook, which can be found at www.AthensTech.edu/StudentActivitiesForms.

Allow three (3) weeks for processing of all checks. When your check is ready, you will be contacted via email to schedule an appointment for pick-up.

Appointment must be made prior to submitting form to the Foundation.

To schedule an appointment: Email - Foundation@AthensTech.edu

Phone (706) 355-5025.

Student Organization: _____

Student Making Request: _____

Organizational Position: _____

Phone: _____ Email: _____

Advisor Name: _____

Advisor Phone _____ Advisor Email: _____

Please provide the following details regarding the activity/program/event for which you are requesting funds.

Amount to be paid: _____

Who / Where is to be paid: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Describe the reason for the payment (provide supporting material): _____

By signing this document, you are agreeing that these funds are being expended on behalf of your student organization in good faith.

Student Organization: _____

Student Representative Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

To be completed by the Office of Student Activities and The Foundation.

Signature of the Director of Student Activities: _____

Date: _____

Signature of the Director of The Foundation: _____

Date: _____