PURCHASING FORM

For ASWVC & Campus Life

Requested by	Event Title:			
te Check available on day of service? (only when <u>required</u> by vendor)		Yes	No	
VENDOR NAME (You need 1 PR form per vendor)	TODAY'S DATE	EVENT DATE	ITEMS PURCHASED ON BEHALF OF A STUDENT ORGANIZATION MUST BE DELIVERED TO THE CAMPUS LIFE OFFICE	
REQUESTOR IS RESPONSIBLE FOR MAKING LOCAL PURCHASES		LOCAL PURCHASE		
DESCRIPTION		QUANTITY	UNIT PRICE	AMOUNT
* All purchases must be pre-approved * Purchases for meals, clothing, tickets, trips, and books must includestudent a list or received itmes with their signatures * All posters must include non-discrimination statement		st of students who	TOTAL	
			8.4% tax will be added unless incl.	
Advisor and Students:			Not to exceed	
By signing below, I acknowledge that the expenditure(s) lis funds will not be distributed to non-WVC students	ted above will benefit	current students only	. Items/services pu	rchased with S&A
Student				
Leader: Print Name Advisor:			Signature	
Print Name Wenatchee Valley College is committed to a policy of equal opportunity		Signature		

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.

Section to be completed by Campus Life			
ACCOUNT CODE:			
EXPENSE APPROVED:		Edith Gomez	
	Budget Manager Signature	Print Name	