



# Budget Processor for Student Activities and Leadership “The Green Sheet”

**PLEASE PREPARE A:**

- \_\_\_ **Local Purchase Order:** Allow 3 days for processing
- \_\_\_ **Technology Store Requisition:** Allow 2 days for processing
- \_\_\_ **Bookstore Requisition:** Allow 2 days for processing
- \_\_\_ **Quick Copy Form:** Allow 3 days for processing and delivery
- \_\_\_ **Travel Advance:** Allow 3 weeks, see Sharoyne or student accountant
- \_\_\_ **Certified Work Statement:** Allow 4 weeks to process & receive check
- \_\_\_ **Petty Cash:** Allow 2 days, maximum of \$20, emergencies only
- \_\_\_ **Prepayment:** Allow 2 weeks to process check
- \_\_\_ **Dining Services:** Allow 2 days for processing

**Organization Name:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Name of Vendor** \_\_\_\_\_  
**Street Address** \_\_\_\_\_  
**City, State, Zip Code** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

Item to be Purchased	Quantity	Price
<b>Total:</b>		

**Faculty Advisor’s Name and Phone #:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**You must have 2 signatures from the authorized signature list indicated on your re-registration form:**  
 1. \_\_\_\_\_  
 ph: \_\_\_\_\_  
 2. \_\_\_\_\_  
 ph: \_\_\_\_\_