SA STUDENT ASSOCIATION
SUNY New Paltz

Student Union 428, New Paltz, NY 12561 • 845-257-3070

REQUEST FOR A PURCHASE ORDER

Date _____

Purchase from _____

Organization Name _____ Organization #_____

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

TOTAL $_____

Club Signator on file _____

SA Vice President for Finance signature_____

Completed Purchase Orders are placed in club mailboxes.