All of the items on the Purchase Order Form must be properly completed, in full, to ensure that the SGA check is issued to the vendor, to pay for the expenses incurred.

1. VENDOR NAME AND ADDRESS

The full name and address of the person or company who supplied the goods or service must appear in this section. The SGA check will be made out in the name of the person or company whose identity is noted in this section. The address is essential as the check will be mailed directly to the person or company unless otherwise directed by an officer of the sponsoring organization.

2. QUANTITY / MATERIALS / PRICE

In the space provided indicate the quantity of the items purchased, if applicable. A detailed explanation of the exact items purchases or service rendered. Indicate a per item cost of the items purchased. Total all of the costs and indicate that this is the final total cost. This final total will be the amount for which the SGA check will be issued to the vendor.

**Please note that Penn State is tax exempt from any Pennsylvania State Sales Tax. A sales tax should not be calculated into a final total cost. If you should require a Tax Exempt Status letter for your vendor a copy of this letter can be obtained from the Office of Student Programs and Services.

3. STUDENT ORGANIZATION

In the space provided indicate the name of the Student Organization that will be charged for the service.

4. SIGNATURES

The signatures of an organizational officer must appear in the proper area as must the signature of an SGA officer, this indicates their approval of the expenditure of these funds.

If any of these items are not provided the Purchase Order will not be completed and will delay the issuance of an SGA check.

THINGS TO REMEMBER:

A Purchase Order must be submitted a minimum of 48 hours prior to the date the check is needed. A receipt must be turned in for all expenditures. An organization that does not submit receipts in a timely fashion will have a hold placed against the issuance of any future checks.