PENN STATE McKeesport  
STUDENT GOVERNMENT ASSOCIATION

**Vendor Name and Address:**  
To whom the check is to be made out  
Payable.

**Campus Name and Address:**  
Penn State McKeesport Campus  
University Drive  
McKeesport, PA 15132

Address all communications to the S.G.A. Treasurer at the campus address provided above. Your bill for this material must refer to the order number and student organization at the bottom of this form.

The student organization named below is registered by the campus Student Government Association, which is a legal entity separate and apart from The Pennsylvania State University; it is not an agent of the University. The Office of Student Affairs of the campus of The Pennsylvania State University named above verifies only that the student organization has sufficient funds to cover this order. Satisfaction for merchandise or services and payment is a matter strictly between the vendor and the individual student organization concerned.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Material</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td># of items</td>
<td>Service or items purchased (per item cost)</td>
<td>Total Price</td>
</tr>
</tbody>
</table>

**THIS PURCHASE ORDER MAY NOT BE USED FOR THE PURCHASE OF ALCOHOLIC BEVERAGES OF ANY TYPE**

**Purchase Order Valid Until**  
Invoices should be received within thirty days of the above date to insure payment.

**Student Organization:**  
Club/Organization to be charged

**Signatures:**

- **Club Officer**  
- **Organization Officer**
- **SGA Officer**  
- **S.G.A. Treasurer**
- Mr. Beatty or Mr. Beech  
  **Authorized Signature**  
  **Office of Student Affairs**

**Purchase Order Number:** MK 005372  
**Date:**