

Sam Houston State University  
**Food/Beverage/Award/Flowers/Promotional Items Request**

Contact & Vendor Information					
Department:		Date of Request:			
Contact Person:		Desired Delivery Date:			
Contact Person Phone No.:		Vendor Name:			
		Vendor Contact:			
		Vendor Phone:			
Item No.	Item Description	Qty	Unit of Measure	Unit Cost	Extended Cost
<b>Total</b>					
<b>Reason for Purchase:</b>					
<b>Requestor Signature:</b> _____					
Food/Beverage/Award signature approval required below per <b>Finance &amp; Operations Policy FO-19</b>					
Direct Purpose: _____					
Specific Limitation: _____					
I certify that this purchase meets the guidelines of Chapter 3, section 6.8 of the TSUS Rules and Regulations.					
Food and Beverage Signature: _____			Vice President, Associate Vice President, Dean or Directors who report to a VP		
Awards Signature: _____			Vice President, Associate Vice President, Dean or Directors who report to a VP		
Flowers Signature: _____			Vice President only		
Promotional Items Signature: _____			Vice President only		
<b><u>Alcoholic beverages are prohibited purchases with the P-Card</u></b>					

Attach this form to the appropriate Purchase Requisition or P-Card Expense report.