

PURCHASE REQUEST

Tracking #

- Request must be submitted at least two business days prior to "Date Needed By"
- You will be notified by e-mail when the giftcard/PO is available for pick-up.
- You must return the card/PO with original itemized receipts, by date indicated on the envelope provided with card/PO.

QUESTIONS?: Email safinances@american.edu

Name: Organization:

E-mail Address: Phone:

Account# (object code) (5 digit account number)

- Giftcard *(please check one)*
 Costco Giant Safeway Whole Foods
- On Campus PO *(please check one)*
 Campus Store UPS Store Eagle's Nest

Amount Requested \$ _____ Date Needed By: _____

Description of Expense: _____ Event Date: _____ (If applicable)

signature President/Treasurer/Dept. Head *printed name*

SG Comptroller (if necessary) Date

Student Activities Advisor Date

American University
Student Activities
Explore ~ Dream ~ Discover

Student Activities Use Only
Entered OFAS: _____
AD: _____
Return Date: _____

Front Desk Received:

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