



Student Government Association

2500 North River Road, Manchester, NH 03106-1045
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Budget Disbursement Form 2010-2011

Purchase Order Information:

Purchase orders are required for Sodexo, clothing and promotional items. Please obtain at least two quotes, complete the grid below and submit it to CPL for approval. The SGA Business Manager will assign a PO number then items can be purchased.

	Vendor Name	Item Description	Quantity	Purpose	Cost
1					
2					
3					

Approved by CPL: _____

Purchase Order Assigned: _____

Date: _____ Club Name: _____

Event/Program: _____ Event Date: _____

Requestors name: _____ Phone: _____

Check Payable To: _____

Line Item Number (See list on back): _____ Amount: _____

Invoice #: _____ Delivery? (Check one): Pick-up Mail Online/Phone

Mail Address: _____

Performer/Company Tax ID/SS #: _____

Attached Documentation (check all that applies):

Cash Advance (\$100 or <) Cash Advance (> \$100.00) Credit (VISA) Credit (AMEX)

Gas Credit Card Receipt Invoice Contract W-9 Insurance

Office Use Only:

Advisor Approval Yes No Signature: _____ Date: _____

Staff Approval Yes No Signature: _____ Date: _____

Credit Card Purchases

Company: _____ Date of Purchase: _____

Signature of Card User: _____

SGA Use Only:

Check Number: _____ Amount: _____

SGA Treasurer Approval: Yes No Signature: _____ Date: _____

SGA Business Mgr. Approval: Yes No Signature: _____ Date: _____

Check Distribution: Picked up: _____ Date: _____ Date Mailed: _____

SGA Expense Account Numbers - Select an account number that best describes the expense.

Auto-Fuel	500101		Printing	502300
Auto-Mileage	500102			
Auto-Rental	500106		Prizes	502400
Auto-Tolls/Parking	500107			
			Professional Fees-Coaching Fee	500601
Clothing	500500		Professional Fees-Dance Instructor	500602
Conference	500701		Programs-Bingo	502501
			Programs-Novelty Expense	502504
Contractor	500900		Programs-Rush	502502
			Programs-Seminars/Meetings	503200
Copies	501100		Programs-Speaker	503201
Decorations	501200		Promotions	502600
Entertainment-Bands	501501		Pub Expense	504700
Entertainment-Comedians	501502			
Entertainment-Dances	501506		Recreation-Activities	502701
Entertainment-DJ	501503		Recreation-Field Trip	502702
Entertainment-Mascot	501509		Recreation-Movies	502703
Entertainment-Other	501510		Recreation-Tickets Purchased	502704
Entertainment-Singers	501504			
Entertainment-Socials	501505		Registration	502801
Entertainment-Sponsorship	501511			
			Rental-Equipment Rental	501702
Equipment-Software Expense	503701		Rental-Facility Rental	501703
Equipment-Sound & Lights	501602		Rental-Furniture Rental	501605
Food Expense-Hospitality	504501		Repairs	502900
Food Expense-Meetings	504502			
Food Expense-Supplies	504503		Retreat	502705
Freight Charges	504000		Security	503100
Gifts	501800		Subscriptions	503300
Leased Equipment-Boat Repairs	501903		Supplies-Misc Supplies	502101
Leased Equipment-Boat Storage	501902		Supplies-Office Supplies	502102
License	502000		Training	504600
Miscellaneous	503500		Travel Expense-Lodging	500302
			Travel Expense-Meals	500301
Postage	502200		Travel Expense-Transportation	500303