SUB-BOARD I, INC. AND RELATED ORGANIZATIONS
ENCUMBRANCE REQUEST FORM
FOR ALL ORGANIZATIONS WHICH USE MANDATORY
STUDENT ACTIVITY FEES AND REVENUE
ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED

Vendor Name: __________________________
Vendor Address: __________________________
________________________
________________________
________________________
City State Zip

INSTRUCTIONS: submit this form to Student Life for administrative approval after you have received officer approval from your organization. The form will then be submitted to SBI Accounting Office before placing an order for goods or services, or before making a purchase. All purchases must receive prior approval, i.e., funds must be encumbered before a purchase is made. Funds will be encumbered and a Purchase Order (REP form) will be issued for authorization by 2 elected officers only, assistants cannot approve funds. After the officers have authorized the Purchase Order, you may then place the order or make the purchase. After goods or services have been received, complete the Receiving Report section of the Purchase Order. Payment will be made to the vendor after you submit the completed Purchase Order to the SBI Accounting Office, together with adequate, original vendor documentation (eg, vendor invoice, store receipt, signed contract for services, etc.) In rare instances when a vendor requires payment in advance, the purchase must be documented within ten days. Advance privileges may be lost if prior advances are not documented. Payments for rentals or services by independent contractors cannot be made to third parties, only to the vendor who provided the service, and require IRS Form W-9, or an acceptable substitute.

Account Office Use Only
P.O. NO. ____________________
REVIEWED ____________________
VENDOR NO. ____________________

1099 TR FA PP AR Adv PY

QTY COMPLETE DESCRIPTION OF PURCHASE Amount

COMPLETE DESCRIPTION OF THE PURCHASE IS REQUIRED IN ORDER TO PROPERLY PROCESS THIS REQUEST

Total Amount __________________________