GRADUATE STUDENT ASSOCIATION
ENCUMBERANCE REQUEST FORM
ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED

Vendor Name: __________________________
Vendor Address: __________________________

EVENT: __________________________
WHEN: __________________________
WHERE: __________________________

INSTRUCTIONS: Submit this form to the Graduate Student Association. All purchases must receive prior approval, i.e., funds must be encumbered before a purchase is made.

Funds will then be encumbered and submitted to the GSA treasurer and Student Life for approval. Upon approval, Sub-Board I, Inc. will generate a Purchase Order (PO). Once GSA receives the official PO, the club president and treasurer will receive an email approval notification. The PO will be held in the GSA office.

After goods and/or services have been received and all necessary paperwork has been submitted, a check will be issued.

In rare instances when a vendor requires payment in advance, privileges may be lost if prior advances are not documented. Payment for rental or services by independent contractors cannot be made to third parties, only to the vendor who provided the service and require IRS Form W9 or adequate substitute.

The approval by college officials indicates only that the purpose of the fiscal commitment is in compliance with the provisions of the Trustees’ policy governing student activity fees, and that the commitment does not constitute a fiscal obligation of the State of New York.

*IMPORTANT*  □ HOLD CHECK FOR PICKUP  □ MAIL CHECK TO VENDOR ADDRESS

REQUESTED BY: __________________________
GSA OFFICER/MDRF APPROVAL: __________________________

COMPLETE DESCRIPTION OF PURCHASE
(WHAT? WHERE? WHEN? WHY? &c)

*IF ALCOHOL WILL BE SERVED AT AN EVENT ON CAMPUS, YOU MUST COMPLETE AN ALCOHOL REVIEW BOARD PERMIT REQUEST IN ADVANCE*

EVENT: __________________________

WHEN: __________________________
WHERE: __________________________

*EVENTS CANNOT BE HELD AT A PRIVATE RESIDENCE*