CLUB Name: _____ MDRF Grant Number: _____

GRADUATE STUDENT ASSOCIATION
ENCUMBRANCE REQUEST FORM

ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED

Vendor Name: _____

Vendor Address: _____

_____

_____

INSTRUCTIONS: Submit this form to the Graduate Student Association. All purchases mus receive prior approval, i.e., funds must be encumbered before a pruchase 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 received sthe 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, privliges 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?) ***IF ALCOHOL WILL BE SERVED AT AN EVENT ON CAMPUS, YOU MUST COMPLETE AN ALCOHOL REVIEW BOARD PERMIT REQUEST IN ADVANCE***	AMOUNT
WHAT/ EVENT: WHEN: WHERE: ***EVENTS CANNOT BE HELD AT A PRIVATE RESIDENCE***	
	TOTAL:

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