 **Dietrich School of Arts and Sciences GSO**   **Purchase Request**

**Please Read the Following Instructions Carefully.**

Funds are available to all A&S graduate student departments that are active and in good standing with the A&S GSO. For your department balance, contact asgso@pitt.edu. To use the funds, all graduate students in the department must be invited to the event. This form is to ensure a smooth purchasing and reimbursement process. The form should be submitted prior to purchases being made. For larger events requiring contracts and additional information, please contact the A&S GSO with ample time to complete the necessary documentation with SORC. Please describe the proposed purchases below.

**Today’s Date:** Click here to enter a date. **Department:** Click here to enter text.

**Person proposing expenditure:**

|  |  |  |
| --- | --- | --- |
| **Last Name:** Click here to enter text. | **First Name:** Click here to enter text. |  |
|  |  |  |  |
| **Phone Number:** Click here to enter text. | **Pitt Email Address:** Click here to enter text. |

**Event Info (if applicable)**

|  |  |  |
| --- | --- | --- |
| **Event Name:** Click here to enter text. | **Event Date:** Click here to enter a date. | **Location:** Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Vendor | Description of Expense | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total:** |  |

Please indicate in the boxes to the left of the statement with an “X” if your organization will be providing the information/completing the action to the left. Your organization agrees to provide the following information for your purchase:

|  |
| --- |
| **If using the SORC card (does not require reimbursement):** |
|  | Your organization will schedule an appointment with the President or Administrative Assistant during SORC purchasing hours |
| **If alcohol is present:** |
|  | Alcohol approval form from advisor (if on or off campus) |
|  | University bartender hired (if on campus; no undergraduates permitted) |
|  | Liability insurance provided to SORC (if off campus) |
| **For events with food:**  |
|  | a list of attendees will be provided |
| **For events requiring a contract (I.e., any time a space is rented/booked, speakers outside of Pitt are paid an honorarium, catering is used from either Pitt or external vendors):** |
|  | Contract will be submitted to SORC greater than 21 days prior to the event |
|  | Catering exemption form will be filed greater than 21 days prior to the event |
| **For all events where a student makes the purchase for reimbursement:** |
|  | Itemized receipts (not invoices) will be submitted with the last four digits of the card visible, or a bank/credit card statement provided with the charge indicated |
|  | Receipts will be filed for reimbursement within 21 days of purchase (must be submitted to SORC by 30 days |

Additional comments or information:

Thank you for completing the Purchase Request form! Please send the completed form to asgso@pitt.edu to ensure you are aware of all needed information for reimbursement, purchase, or event planning. You will receive a confirmation for your purchase approval.