



PURCHASE REQUEST Second Authorized Signer Form

*An organization's second authorized signer is a student that is an executive board member and financially certified for this year. This person should be listed on the "SGA Statement of Understanding Authorized Signer Form" for their RSO, which must be uploaded to your organization's Nole Central re-recognition application. **The second authorized signer cannot be the person submitting the purchase request.** The RSO advisor or 3rd Officer should sign this form if the purchase exceeds \$1,000 to account for organization spending of large amounts.*

PURCHASE REQUEST

For Events, Promotional Items, Signed Agreements, Rental Cars, Conference Registration

I, _____ as an authorized signer for _____
(First & Last Name) (Recognized Student Organization)

acknowledge the purchase request of \$ _____ to _____
(Amount) (Company/Organization)

for _____
(name of event, promotional items, trip)

RSO Officer Signature _____ Date _____

INDIVIDUAL STUDENT TRAVEL REIMBURSEMENT

For mileage, airfare, gas, lodging paid to a student of the RSO for travel

I, _____ as an authorized signer for _____
(First & Last Name) (Recognized Student Organization)

acknowledge the reimbursement request of \$ _____ to _____
(Amount) (Student's Name)

for their travel to _____ for _____ on _____
(Location of Event) (Conference Name/Meeting/Event)

(Dates of Travel)

RSO Officer Signature _____ Date _____

RSO Advisor or 3rd Officer

Advisor Signature _____ Date _____

RSO Advisor or 3rd Officer signature is required for purchases over \$1000

Please fill out the proper sections in completion and upload this form along with any other required documents in a Nole Central Purchase Request. Incomplete requests will be denied.