

**Clubs and Organizations**  
**Student Group Purchase Card Request Form**  
**University of the Ozarks**

Please submit the completed form to Taylor Plugge in the Office of Student Life at least 1 week prior to your requested time. Requests do not guarantee approval for designated time frame.

**Part I. Student Organization/Requestor Information**

Name of University Organization Requesting P-Card: \_\_\_\_\_  
Organization Account Number: \_\_\_\_\_ Current Account Balance: \_\_\_\_\_  
Requestor's Name \_\_\_\_\_  
Requestor's Position \_\_\_\_\_  
Contact Information: Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Part II. Purchase Information**

Date for P-Card Check Out: \_\_\_\_\_ P- Card Return: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_  
Location/Business for Purchase: \_\_\_\_\_  
Is this purchase funded by a budget allocation request? \_\_\_\_\_  
Items to Purchase: \_\_\_\_\_  
\_\_\_\_\_  
Purpose of Purchase (what will the items be used for?): \_\_\_\_\_  
\_\_\_\_\_  
Student(s) using the P-Card : \_\_\_\_\_

**Part III. Required Signatures**

\_\_\_\_\_  
Organization Treasurer  
\_\_\_\_\_  
Director of Student Engagement  
\_\_\_\_\_  
Organization President