



SCL Student Organization Non-Food Purchase Request

Please submit this form least 2 weeks before you require the requested non-food supplies, decorations, etc. **If you purchase items with your personal funds and request a reimbursement, you do not need to fill out this form.** All requests are subject to approval by the SCL Student Affairs team and to UT Purchasing Restrictions. The SCL team will try their best to acquire the requested supplies in time for your event, but we cannot guarantee they will arrive on time. Please email the completed form to sclstudentprograms@utexas.edu.

Name of Student Organization:

Name and Email of Best Contact:

Date Items Needed By:

What will these items be used for and how will it benefit your organization?

NAME OF ITEM	COST PER ITEM	QUANTITY	ONLINE LINK
TOTAL			