**Student Club Purchase Order Request Information**

Please send all PO requests to Shannon Fries via email at [shannon.fries@lsc.edu](mailto:shannon.fries@lsc.edu)

Please include the following information to encumber funds:

* Vendor (US Bank, Menards, Wex Fleet Card, etc.)
* Cost Center Number
* Amount
* Description of the use of funds, ie. “To take Club Students to Demonstration”
* Date(s)
* Destination city/state
* \*Agenda for event
* \*Roster
* \*Special Expense Form
* \*Out of State Travel Forms

\*Not always needed, check with Shannon if you will be needing them.  For the gas, you will not need any special forms attached.

Once all the information, and the forms needed for the requisition, have been submitted Shannon will create a PO.  Once the PO is in place, you are good to book rooms, your registration, etc.

Most forms are found in the Student Life/Student Travel links, located on the Student Life Student Clubs Page: <https://www.lsc.edu/current-students/student-life/student-clubs/>

The Student Life Special Expense form is also found on the Student Life Student Club Page, or with this link: [Student Life Special Expense Form](https://www.lsc.edu/wp-content/uploads/SL-Special-Expense-Form.pdf)