




ONECARD CLUB PURCHASE PRE-APPROVAL FORM

Preferred method to make purchases is using the Student ONECARD. This form enables the Student ONECARD to be checked out from Owen Finance. If using personal funds, please use the Club Purchase Pre Approval and Reimbursement Form.

****Use this form PRIOR to using the ONECARD and spending club funds. Treasurer or President approval is required prior to purchase. Reminder: You cannot approve your own expense or reimbursement.****

REQUIRED INFORMATION	FILL IN COMPLETELY
CLUB NAME	
YOUR NAME	
VENDOR/SUPPLIER	
VENDOR PHONE # (IF WE ARE CALLING TO PAY FOR AN ORDER)	
EVENT NAME	
EVENT DATE & TIME	
EVENT LOCATION	
BUSINESS PURPOSE / (NOT THE SAME AS EVENT NAME) WHY ARE YOU HAVING THE EVENT?	
# OF ATTENDEES (IF FEWER THAN 10-LIST NAMES ON BACK)	
ESTIMATED COST	
BUDGET TO BE CHARGED? (I.E. CLUB, OSGA, EVENT?)	
PERSON'S NAME <small>MEETING THE DELIVERY OR PICKING UP THE ORDER (IF APPLICABLE)</small>	
PRESIDENT OR TREASURER NAME	
PRESIDENT OR TREASURER SIGNATURE <small>(CANNOT BE YOU)</small>	
OFFICE USE (COA STRING/POET STRING)	

IMPORTANT: VANDERBILT UNIVERSITY IS **TAX-EXEMPT**. THE TAX EXEMPT NUMBER IS ON THE ONECARD IN THE UPPER RIGHT CORNER SO YOU CAN TELL THE VENDOR. IF NEEDED BY VENDOR OBTAIN A TAX EXEMPT FORM FROM OWEN TO PRESENT TO VENDOR.

LOOK  YOU **MUST** RETURN ITEMIZED RECEIPT WITH PROOF OF PAYMENT TO OWEN FINANCE WHEN YOU RETURN CARD. THE CARD MUST BE RETURNED BY 4PM SAME DAY, UNLESS OTHERWISE APPROVED. FAILURE TO DO SO MAY RESULT IN LOSS OF CARD PRIVILEGES.