



## SGA COLLEGE PURCHASES

Please use this form whenever making a purchase equal to or greater than \$100.00. All purchases that are equal to or greater than \$100 must be written as an appropriation and approved by a majority of your college delegation. Any purchases equal to or greater than \$250.01 must be written as an appropriation and approved by a majority of the SGA senate.

Name of college: \_\_\_\_\_

Department where funds will be used: \_\_\_\_\_

Event: \_\_\_\_\_

Items to be purchased (please include itemized list): \_\_\_\_\_

\_\_\_\_\_

Person requesting funding: \_\_\_\_\_

College President: \_\_\_\_\_

Signature of College President: \_\_\_\_\_

Print: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**IF THE COLLEGE DOES NOT SUBMIT  
RECEIPTS FOR THE AMOUNT ALLOCATED  
FROM SGA TWO WEEKS AFTER THE  
EVENT, THE COLLEGE WILL BE PUT ON  
PROBATION FOR TWO (2) SEMESTERS  
(NOT INCLUDING SUMMER SEMESTERS).**