

RAP SOCIAL COMMITTEE Purchase Request  
Form and New Club and/or Activity Start-Up

Request Date	
Individual making request	Name: _____ Phone: _____
Item requested	
Why request being made?	
How and by whom will requested item be used?	
Cost of requested item	Cost: _____ Tax: _____ Shipping: _____
Special Consideration/s: responsible parties; how soon needed; storage; upkeep; etc.	

Approval of SC

Date:

Approval of Board

Date:

Payment issued

Date:

Check#:

\*This form should be completed for start-up money for a new club or activity