

**The Illinois Club
Order/Purchase Documentation Form**

Name:

Address:

Phone number: **Email address:**

Date of purchase/order:

Vendor:

Vendor's address:

Purpose of Purchase:

| Item(s): | | Price/Cost: | | Budget category/line: |
|----------|--|-------------|--|-----------------------|
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Method of payment:

Please check one

- charged to UI account #302096 (for *on-campus* purchases only); will be billed
[attach order form; send invoice when received to Ranae Buck and treasurer]
- charged to The Illinois Club; will be billed
[attach order form; send invoice when received to treasurer]
- cash or credit card; to be reimbursed
[attach receipt]

Please mail or email this completed form to:

treasurer@theillinoisclub.org