

**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:

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](mailto:treasurer@theillinoisclub.org)