



Purchase Request Rules

Be sure your budget request has been approved

- If your budget request is not approved by the time the USG Business Office reviews your purchase request, it will be canceled
- You will be asked to resubmit a purchase request after your budget request is approved

Be sure to separate your purchase requests by vendor/payee

- If multiple vendors/payees are listed on one purchase request, it will be canceled
- You will be asked to resubmit your purchase requests separately

Be sure your purchase request is submitted by a top three officer of your student organization listed on your SunDevilSync profile

- Plan accordingly and keep your profile updated.
- Contact the Office of Student Organizations and Leadership if you need help updating your SunDevilSync Profile

Be sure you submit a purchase request before the last day to use your funds