

**Club Sports Purchase Requests  
Review Checklist**

Purchase Request Form

1. Confirm that the *Club Sport* and *Preparer's contact info* is filled out.
2. *Category* should include funding category (i.e. Equipment, Facility Rental, League Dues, Entry/Registration Fees)
3. *Event Name* should specify the event, if applicable.
4. *Event Date* should specify the date of the event, if applicable.
5. *Date Needed* should be no less than six weeks from date purchase request is submitted.

	<p><b>PURCHASE REQUEST CLUB SPORTS</b></p>
<b>CLUB SPORT:</b> _____ <b>PREPARER:</b> _____ <b>EMAIL:</b> _____ <b>PHONE:</b> _____	<b>CATEGORY:</b> _____ <b>EVENT NAME:</b> _____ <b>EVENT DATE:</b> _____ <b>DATE NEEDED:</b> _____

6. Confirm that *Vendor* information is filled out completely. The contact info is very important for setting the vendor up as an approved vendor with UConn.

<b>VENDOR:</b> _____ <b>CONTACT:</b> _____ <b>ADDRESS:</b> _____ _____	<b>PHONE:</b> _____ <b>FAX:</b> _____ <b>EMAIL:</b> _____ <b>WEBSITE:</b> _____
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7. Confirm that there are no discrepancies between the Purchase Request (description, quantity and price) and quotes in supporting documents.

DESCRIPTION	QUANTITY	PRICE	TOTAL
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
<b>TOTAL</b>		\$ -	\$ -

8. Review team's justification for the request.
9. Review team's notes. Team can add special payment instructions here (i.e. Invoice must be paid in full by 12/31/21 in order to get early bird pricing).

<b>JUSTIFICATION FOR THE REQUEST:</b>
<b>NOTES:</b>

10. Confirm that the team's president or treasurer signed Purchase Request.

CLUB SPORTS TEAM PRESIDENT/CFO SIGNATURE	UCONN CLUB SPORTS USE ONLY
<i>Signature</i> _____ <i>Date</i> _____	<b>Received by:</b> _____ <b>Date:</b> _____ <b>Logged by:</b> _____ <b>Date:</b> _____
ASSISTANT PROGRAM DIRECTOR APPROVAL	UCONN RECREATION BUSINESS OFFICE USE ONLY
<i>Signature</i> _____ <i>Date</i> _____	<b>DATE RECEIVED:</b> _____ <b>ORDERED:</b> _____ <b>VENDOR ID#:</b> _____ <b>PO#:</b> _____
ASSOCIATE DIRECTOR/DIRECTOR APPROVAL	<b>INVOICE#:</b> _____ <b>BLANKET PO#:</b> _____
<i>Signature</i> _____ <i>Date</i> _____	<b>ACCOUNT #:</b> _____ <input type="checkbox"/> Requisition <input type="checkbox"/> DV <b>OBJECT CODE:</b> _____ <input type="checkbox"/> Blanket PO <input type="checkbox"/> DI
BUSINESS OFFICE ACKNOWLEDGMENT	<b>SUB ACCOUNT:</b> _____ <input type="checkbox"/> Procard <input type="checkbox"/> IB <b>eDOC#:</b> _____ <input type="checkbox"/> Online <input type="checkbox"/> Phone
<i>Signature</i> _____ <i>Date</i> _____	

Supporting Documents

Confirm the following information is included for each funding category:

Equipment

1. Quote - a pdf showing vendor, item description, quantity of each item, price of each item and total cost including shipping charges.
2. Step-by-Step Payment Instructions.
  - a. Vendor's preferred payment method (credit card or check).
    - i. If check, need remittance address. Since a check cannot be provided prior to receiving equipment, UConn would issue a purchase order when order is placed.
  - b. Links and log in information
  - c. Screenshots of payment screen.
3. Team Roster - A pdf of current team roster from myRec.

## Facility Rental

1. Quote - a pdf of an itemized quote from vendor which includes dates, total amount of hours for each practice, cost per practice and total cost.
2. Step-by-Step Payment Instructions.
  - a. Vendor's preferred payment method (credit card or check)
    - i. If check, need remittance address. Since a check cannot be provided prior renting facility, UConn would issue a purchase order to secure facility (i.e. court time for Tennis team).
  - b. Links and log in information
  - c. Screenshots of payment screen.
3. Team Roster - A pdf of current team roster from myRec.

## League Dues

1. Invoice - a pdf with a screenshot of league website or an email outlining the league dues (cost per person or team) and payment deadline.
2. Step-by-Step Payment Instructions.
  - a. Vendor's preferred payment method (credit card or check)
    - i. If check, need remittance address. Since a check cannot be provided prior renting facility, UConn would issue a purchase order to secure facility (i.e. court time for Tennis team).
  - b. Links and log in information
  - c. Screenshots of payment screen.
3. Team Roster - A pdf of current team roster from myRec.

## Entry/Registration Fees

1. Invoice - a pdf with a screenshot of event website or an email outlining the registration information showing the following cost per person or group and payment deadline (i.e. early bird and regular).
2. Event confirmation - the event confirmation can include fliers, screenshot of website and/or agenda including event dates and locations.
3. Step-by-Step Payment Instructions.
  - a. Vendor's preferred payment method (credit card or check)
    - i. If check, need remittance address. Since a check cannot be provided prior renting facility, UConn would issue a purchase order to secure facility (i.e. court time for Tennis team).
  - b. Links and log in information
  - c. Screenshots of payment screen.
4. Is a Promise-to-Pay needed? If we stick to requiring Purchase Requests six weeks before event, these will not be needed.
5. A pdf of current team roster from myRec

If Purchase Request is incorrect or missing documents, Club Sports Coordinator will reply to email requesting necessary corrections.

Team should resubmit entire Purchase Request. For example, we don't want one email with Purchase Request and wrong quote. Another email with the revised quote. A third email with their roster.