RECOGNIZED STUDENT ORGANIZATION PURCHASE AGREEMENT

Recognized Student Organization:

RSO Name: _____   Account Number: _____

Funding Source: _____

The recognized student organization listed above hereby authorizes Associated Students of California State University Los Angeles, Inc. (ASI) to purchase goods and services (equipment, supplies, etc.) listed below using the funds in their account or the funding allocated to them by ASI;

1. List of Items

The Recognized Student Organization requests the following list of items for ASI to purchase:

	Quantity	Cost	Item Description	Item Link
1				
2				
3				
4				
5				

Total cost of items, shipping/handling, final purchase price: _____

(If the list is longer or you need additional space, provide an additional spreadsheet with all requested information listed above)

2. Purchasing Authority

Associated Students, Inc. is authorized to:

- Purchase the items listed above on behalf of the recognized student organization
- Pay for the items using the provided funds (funds in RSO bank account) or approved ASI funding funds (items must have been approved by the ASI Finance Committee)
- Make any necessary arrangements regarding shipping or delivery. ASI shall receive **all** purchases and notify the recognized student organization when they have been delivered on campus.
- Associated Students of California State University Los Angeles, Inc. shall **not** make any purchases outside the list of authorized items without prior written consent from the recognized student organization.

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3. Payment Terms

- The recognized student organization must have sufficient funds in RSO bank account or have been approved for ASI funding to complete the purchases.
- ASI shall provide receipts or proof of purchase for each transaction.
- ASI shall notify the recognized student organization of any issues regarding the availability, price, or delivery time of any item before proceeding with the purchase.

Recognized Student Organization:

President:

Name: _____   Signature: _____

Email: _____   Date: _____

Advisor:

Name: _____   Signature: _____

Email: _____   Date: _____

Associated Students, Inc.

Order Placed On: _____

Final Purchase Total: _____

Estimated Date of Arrival: _____

Items Delivered On: _____

Pickup

Name: _____   Signature: _____

Date: _____

Email this agreement to Amanda Maldonado, Administrative Coordinator – amaldo95@calstatela.edu

Recognized Student Organization will receive a final copy of the purchase agreement upon pickup