

## RADIO/TV/FILM DEPT. PURCHASE APPROVAL FORM

This form is required for all purchases for student organizations. Approved student leaders must research proposed purchase requests and then have this form signed by the student organization's faculty/staff advisor and Claire Armstrong, RTF Program Assistant, to ensure proper payment methods. Approval must be finalized **TWO WEEKS PRIOR TO EVENT**.

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Student Organization: \_\_\_\_\_

Project Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Student Position: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Purchase Request Summary:

Purchase Total:           \$ \_\_\_\_\_

Student Signature: \_\_\_\_\_           Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_           Date: \_\_\_\_\_

Claire Armstrong Signature: \_\_\_\_\_

Purchase Process/Notes: