## Supplies List

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Vendor</th>
<th>Cost</th>
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## PO Vendor Requests

1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________
4. ____________________________________________________________
5. ____________________________________________________________
Paperwork: What You Need For Each

1) Cash Advance (except with travel)
   a. SABO Voucher Form correctly filled out
   b. Program request
   c. Print off of the calendar event

2) P Card Request
   a. TBD

3) Travel Authorization Form (TA)
   a. Completed TA form
   b. Program request
   c. Print off of the calendar event
   d. List of students attending program (can be tentative list)
   e. Van request form completed

4) Big-Y Form
   a. Big-Y Request form
   b. Program request
   c. Print off of the calendar event

5) Purchase Order
   a. PO form
   b. Receipt
   c. Program Request
   d. Calendar Request

6) Vendor Payment or transfer to another Eastern Organization
   a. SABO Form
   b. Receipt
   c. Program Request
   d. Calendar Request

*Paperwork must be turned in at least 2 weeks prior to any event (3 weeks for travel) that requires funding to ensure time to process.
Gather and complete the necessary paperwork to put on the programs below:

1. In order to explore the history of Batman and Robin’s original adventures, we will be travelling to Comicon in Boston MA and providing each participant with $15 to spend on lunch at Quincy Market.

2. As Education majors we have decided to purchase school supplies at Walmart and some candy treat at Big Y to bring with us to Sweeney School when we hold our afterschool program next month.

3. We would like to purchase organic potting mix and inorganic potting mix in order to compare the growth rate of basil plants indoors over the course of the winter months Mackey’s farm and pet supply has a large selection of soils.

4. As leaders on campus we would like to showcase some of the work that Theme Housing groups have done over the year, so the Leadership Theme would like to reserve the BTR and order food from Tony’s Pizza for a campus-wide event.

5. Being new to the campus, F.Y.R.E wants to show Eastern what freshmen are made of by hand making team jerseys for the Dean’s Cup competitions.

6. The Cultural Celebrations Theme is working hand-in-hand with the Intercultural Center to host the most amazing cookoff Eastern has ever seen. The supplies for the food can be found at Big Y and the Oriental Groceries on Boston Post Rd.

7. The VP of MALES has recently landed a role on the upcoming play and MEN have decided to reserve 15 tickets with the Drama Society to see the performance.
Theme Housing Programming
Big Y Card Form

Date of Minutes: ____________________    Motion #: ____________________

RA Program Number: __________________

RHA Member Requesting Card: __________________    __________________
                                      Print                                Signature

Hall Director Approval: __________________    __________________
                                      Print                                Signature

Amount Authorized $ __________________

Name of Residence Hall: __________________

Hall Account Number: __________________

Date and Time Card Used: __________________

Total Value of Receipts: ________________

Receipts Received:  Yes  No

Receipts Attached:  Yes  No
PURCHASE ORDER INFORMATION FORM

Eastern CT State University

PO #:______________________________________________________________

Vendor:____________________________________________________________

Date of Program:____________________________________________________

Program Request Number:____________________________________________

Program Title:________________________________________________________

_________________________ Hall

Amount spent:________________________________________________________

Circle One:

1. Theme Housing Account Number ________________________________

Staff Signature:_________________________ Date:____________________
CSU Travel Authorization

ECSUFRS - 30 (09/13)

Use this form for all travel
Forward after signatures to the Travel Office
Central Air Reservations: 1-800-858-4456

<table>
<thead>
<tr>
<th>Title</th>
<th>Work Phone Ext</th>
<th>Original TA</th>
<th>Revised TA</th>
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<tbody>
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<tr>
<th>Official Duty Station: AAUP</th>
<th>Eastern Banner ID:</th>
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<tbody>
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<td>Date of Request:</td>
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<td>Collective Bargaining Unit:</td>
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<td>Itinerary:</td>
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<td>DEPART</td>
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<td>RETURN CARRIAGE INFO</td>
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<tr>
<td>FLIGHT RAIL BUS</td>
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</tbody>
</table>

Object and Necessity of Travel (Attach substantiating document)

01 Paper Presentation
02 Conf/Workshop
03 Research
04 Recruiting (Athletics)
05 Team Travel
06 Training
07 Faculty Development
08 Univ Development
09 Other Activities

** Type of Transportation

<table>
<thead>
<tr>
<th>AIR</th>
<th>RAIL</th>
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<tbody>
<tr>
<td>Central Reservation</td>
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<td>Outside Agent</td>
<td>Outside Agent</td>
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<tr>
<td>Parking Permit Requested</td>
<td>State Owned Car</td>
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</tbody>
</table>

Registration Prepaid by Agent: Yes
Hotel Prepaid by Agency: Yes
Bus Prepaid by Agency: Yes
Travel Advance Required: Yes
Vendor's FEIN: (Optional)
Voucher No.: 

Voucher No.: 

Voucher No.: 

Voucher No.: 

Voucher No.: 

Airfare/Rail
Taxi/Limo
Rental Car/Bus
Personal Mileage x $0.00
Parking/Toll
Other/Specify

Lodging (Per diem rate)
Conference Rate
Hotel Tax
Meals (Per diem rate)
Registration

Total Cost $0.00

Comments:

Banner Index Account Amount Authorized Signature

Banner Index Account Amount Authorized Signature

SABO ONLY

Employee Signature: ________________________
Approved by: ________________________
Approved by: (Dean/Dir) ________________________
Authorized by: (Agency Head) ________________________

Requestor/Treas: ________________________
Advisor: ________________________
Dir Student Activities/Res Life: ________________________
Dean of Students: ________________________

Date: ________________________
Date: ________________________
Date: ________________________
Date: ________________________

VP Student Affairs: ________________________
Date: ________________________