

Regent Gift Shop	
77 Coffee House	
Ordinary Café	
Departmental Purchase	
Date	
Maximum Amount Approved	
Purchaser's Name	
Cost Center & Account Code (and activity code, if applicable)	
Student Engagement approves this purchase to ensure funding in student org cost code. **Need signature from Jenn or Nicole prior to purchase**	
Description of Event	
Description of Purchase	
Cost Center Manager Name	
Cost Center Manager Signature	
Gift Shop, 77 Coffeehouse, Ordinary Cafe Use Only	
Actual Amount of Purchase	
Date of Purchase	