

## **PROGRAMMING FUNDS REQUEST FORM**

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

Position: \_\_\_\_\_ Building/Room Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Programming**

Program Location: \_\_\_\_\_ Program Date: \_\_\_\_\_

Program Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Amount Approved by RHD: \_\_\_\_\_

\* If needing an IDT or credit card, you must fill out the request on the back of this form.

### **Items Required**

You may only buy the items listed on this form. Please include all items desired for purchase. Be advised that any purchase not listed on this form will be the responsibility of the requestor. If requesting an item to be purchased by IDT or credit card, you must supply a detailed list with product item numbers and quantity needed.

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### **Place for Purchase (one per request form)**

Papa John's Piggly Wiggly Bi-Lo Costco Target Corporate Express Other (fill out back of form)

### **Approval Signature**

\* I promise that the purchases made will be used solely for the aforementioned program.

Requestor Signature: \_\_\_\_\_

RHD Signature: \_\_\_\_\_

**IDT/ Credit Card Request**

Company Name: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Web Address: \_\_\_\_\_

**Approved Vendors**

Bi-Lo  
1909 N. Highway 17  
Mount Pleasant, SC 29464  
(843) 881-4042

Papa Johns  
525 East Bay Street  
Charleston, SC 29403  
(843) 722-6666

Piggly Wiggly  
Quadrangle Shopping Center  
West Ashley, SC 29407  
(843) 766-3315

Target  
2070 Sam Rittenberg Blvd.  
Charleston, SC 29407  
(843) 763-0756

Costco Wholesale  
3050 Ashley Town Center Dr.  
Charleston, SC 29414  
(843) 460-2000

**OFFICE USE ONLY**

**Signature for Approval**

Budget Account to Be Charged \_\_\_\_\_

Object Code \_\_\_\_\_ IDT # \_\_\_\_\_

Comments \_\_\_\_\_

Accounts Manager \_\_\_\_\_ Date \_\_\_\_\_

Director of Residential Living \_\_\_\_\_ Date \_\_\_\_\_

**Purchase Order Information**

P.O. Number \_\_\_\_\_ Vendor \_\_\_\_\_

Amount Approved \_\_\_\_\_ Date of Issue \_\_\_\_\_

Amount Used \_\_\_\_\_ Date of Return \_\_\_\_\_