

**Indiana University Kokomo**  
**Office of Student Activities**  
**Purchasing Guidelines Agreement Form**

We the undersigned, have attended an informational session with staff from the Office of Student Activities concerning the purchasing guidelines for the office and IU Kokomo. We have also been notified of the Office of Student Activities Procedures and Forms webpage ([www.iuk.edu/student/procedures.htm](http://www.iuk.edu/student/procedures.htm)) and understand that it is our responsibility to read and follow the procedures outlined. We also understand that any violation of the stated purchasing guidelines could result in the freezing of organization funds for the remainder of the fiscal year.

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*Name of Organization*

*Please have all possible officers/advisor(s) attend informational session and sign below. Officers/advisor(s) may attend at a later date and sign below. (If the President attends and signs, allocated funds will be accessible; however, if this form is not submitted with at least one (1) name and signature following a meeting with the Office of Student Activities, funds will not be accessible).*

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Print Organization President Name	Signature	Date
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Print Organization Officer 1 Name	Signature	Date
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Print Organization Officer 2 Name	Signature	Date
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Print Organization Officer 3 Name	Signature	Date
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Print Organization Advisor Name	Signature	Date
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