UNISTA
University of Northern Iowa Student Theatre Association

Purchase Approval Form & Receipt Log

Attach receipt here or attach invoice to this form.

If not noted on receipt, please provide description of itemized amounts.

Title of Production

Name of Purchaser

Purchaser E-mail Address

Purchaser Phone No.

Vendor (One vendor per purchase approval form)

☐ UNISTA
☐ Purchaser

Payment Method

Date

ITEMS	QTY	PRICE	TOTAL
		SUBTOTAL:	

Purchase request:

☐ Approved
☐ Denied

President or Technical Coordinator Signature

UNISTA reserves the right to refuse any purchase request.
Purchases made without approval via purchase approval form will not be reimbursed.
UNISTA is a tax exempt non-profit organization and will not reimburse for taxes paid.