



Purchase Request PENDING APPROVAL

If you are ordering from Norms Pizza, the steps are below:

1. Fill out this Purchase Request Form with amount of pizza pies your club wants.
2. SLD will check your Club Budget to ensure you have sufficient funds.
3. SLD will send Norms the order and process the invoice.
4. SLD will CC your club officers for confirmation of order and contact information.

Prices are as follows:

- Cheese Pie \$25.71
- Pepperoni Pie \$29.39
- Avant Garlic Pie \$33.06
- Supreme Pie \$33.06
- Vegan Pie \$18.36
- Bottled water \$1.83
- Soda \$2.29
- Margherita Pie \$32.14
- Garlic Knots (3 per order) \$3.67

Extra cost to be factored in: \$3.00 for every 5 pies (ex. \$3.00 cost for 1-5 pies, \$6.00 for 6-11 pies, etc.)

Purchase Request Form

Submit this form to request to purchase items with your club funds. Note: You must have both an approved allocation from SGA and approved budget from SLD.

This form is to put in a request to purchase items with your approved club budget. All requests have to be consistent with the budget that was approved. Please note that Purchase requests have to be submitted at least 4 to 6 weeks before an event. If you have any questions, email the club coordinator at brianna.mayne-olson22@citytech.cuny.edu or visit the SLD office at G516.

Club Name *

Veterans Club

Prepared by (Your Name) *

Vicente Cruz Mera

Mission & Vision Statement *

Our mission is to empower student veterans & members at City Tech by fostering a supportive community that provides resources, networking opportunities, and advocacy to help veterans thrive during their academic journey and beyond. We are dedicated to being a driving force for student veteran success, offering the tools and support needed for a smooth transition, growth, and achievement in higher education and beyond.

Justification: [Insert here the reason for purchase: Why are you purchasing said items and what will it be used for.] *

The requested purchase of pizza and beverages is intended to support student participation and engagement during the Veterans Club meeting and promote/encourage attendance among student veterans and other parties wishing to join

Items Expected by: *

19 Feb 2026

Flyer *

 Upload file

[ChatGPT_Image_Feb_11_2026_05_26_30_PM.png](#) (Delete)

Click here to view the [List of previously used vendors](#)

Purchase:

[If you are looking to purchase items from a website, provide all items you are purchasing in the chart in the [Purchase request template below](#) below along with screenshots of the items in a cart converted to a PDF. If you are looking to purchase items from a vendor, provide quotes to this purchase request form converted to a PDF.

Purchase Details/Budget *

 Upload file

[doc_599702_Purchase_Request_Template_c63e22b860a3440e8c6233a63520764b_23135312_1.c](#)
(Delete)

Download this template and upload the completed form as your purchase details

Document: [Purchase_Request_Template](#)

Additional Information

Please specify what type of Purchase Request this is.

- ☐ General Purchase Request
- ☐ Office Supplies
- ☒ Norms Pizza

Which club fund source is this being taken out from? *

- ☒ Allocated Funds (From SGA)
- ☐ Group Funds (Fundraised Money)