

STUDENT COOPERATIVE ASSOCIATION, INC.

Date \_\_\_\_\_

# PURCHASE REQUISITION FOR Penn ADVERTISEMENTS

Name of Organization \_\_\_\_\_

Account Number of Organization \_\_\_\_\_

Contact Name and Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

(For Co-op Office Use Only)

Account Number
P.O Number

To: Student Cooperative Association Business Office, HUB  
Please order the below advertisements from The Penn:

Date(s) Ad Will Run	# Of Times Ad Will Run	Size Of Ad	Total Price

**Special Instructions. Please Attach information as needed.**

Instructions:

1. Avoid rush orders. Anticipate your needs.
2. Deadline for approval is Tuesday at Noon for Friday ads and Friday at Noon for Tuesday Ads. No exceptions.
3. Penn ad deadline is Tuesday at Noon for Friday ads and Friday at Noon for Tuesday Ads. No exceptions.
4. This form is to be used for display advertisements only.
5. This requisition must be given to the Co-op Payment Processing Coordinator before submission to The Penn.
6. Advertisements must be proofed and approved by the advertiser by 2:00 p.m., the day before publication. Ads will be e-mailed to the advertiser's address. If ad is not proofed and approved by advertiser, the person(s) or organization(s) placing the ad accept full responsibility for any and all errors which may occur in the ad and no credit will be given, no exceptions.

\_\_\_\_\_  
Person Placing Penn Advertisement

\_\_\_\_\_  
Adviser Signature

\_\_\_\_\_  
Penn Representative

## Penn Ad Director:

**A copy of this purchase requisition must be kept for your records and a copy must be made and given to The Penn Business Manager.**