



Equipment Request Form

Please complete all questions listed in this form and send to SportClubs@nau.edu, or submit in person to the Campus Recreation Administration Office.

Application Start: First day of Fall Semester/Application Deadline: Due by the third Monday in April

Sport Club Name:		Current Tier:	
Primary Contact:		Phone Number:	
NAU Email:		NAU ID#:	
Description of item(s) being requested:			
Why is this equipment needed?			
Equipment description <i>(Color, sizes, quantity, etc.)</i>			
Online or In Person Purchase?	Online <input type="checkbox"/>	In-Person <input type="checkbox"/>	
Vendor URL:			
Address (if needed):			
Total Cost:			
Will any other university funding be used for this request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total # of Registered Members:		Annual Dues Per Member:	
Agreement			
<i>Please initial next to each item listed below.</i>			
	I understand that false, incomplete, or missing information will result in this request being rejected.		
	I and my club understand that equipment purchased by Sport Clubs will remain university property.		
	I understand that this equipment must be checked out and returned each semester.		
	The information provided on this form is true, correct and accurate.		
NOTICE			
Submitted requests must not exceed the total amount awarded through current tier system standings up until the deadline listed. All requests will be reviewed by the Assistant Director of Campus Recreation and the Sport Clubs Executive Board. If approved, equipment will be processed within 2-3 weeks, but may take longer for a club to receive their items. All information will be communicated with the club representative submitting this form, and when equipment can begin being checked out.			

Administrative Use Only

Date Received:		Funding Used:		Check Request Submitted? (Y/N)	
Approved? (Y/N)		Funding Left:		Check Received? (Y/N)	