



A purchase request for \$190.99 is being presented on February 15, 2024, to the General Body.

WHO:

Senator Rachel John
Government Affairs Project Group

WHAT:

This purchase is to buy advertising materials for our panel event, “Detroit on the Rise”.

WHY:

This purchase is important to properly advertise this event in the weeks leading up to it as it is on a larger scale than our regular events and is open to our student body, the community, and elected officials.

WHEN:

The panel will be in April, but the details still need to be sorted out. This request needs to be approved sooner rather than later so WSU Marketing can begin designing and processing the order. The advertising material will also be used for tabling events in the near future.

Other information:

A formal event approval request will be made once a date and time is established.

Purchase Information

Purchase Quantity (ex. 1 pack- 10 qty. expo markers)	Total price for individual item	Link/website to item (Amazon, Meijer, other)
First hour of design for advertisement materials	\$30	Student Life Marketing and Graphics
(2) Additional hours of design for advertisement materials	\$15/per additional hour \$30 (total)	
(2) 24x36 Mounted poster	\$36.00/per poster \$72.00	
(252) Hot cards 4.25 x 5 with white border double-sided	\$0.10/per card \$25.20	
(150) 8.5 x 11 cardstock, single-sided	\$0.45/per flyer \$67.50	
15% Student Org Discount	\$224.70 (total) – 33.71 = \$190.99 Discount: \$33.71	

Total amount request:

\$190.99