



# Spending Money in Your University Account

Anytime an organization wants to spend money in their university account (except for travel), the Request for Purchase form should be filled out. For travel, see below.

**If the merchant an organization wishes to make a purchase at is on the approved vendor list (see website or refer to the Treasurer's Resource Guide), the following steps should be followed:**

- An organization representative will bring the completed Request for Purchase form to the Office of Campus Activities. Be sure to have the signature of the president, vice president or treasurer. Also, the signature of the advisor is needed if the amount is over \$50.00.
- The Office of Campus Activities will verify if there are sufficient funds in the University account of the organization to cover the purchase. If approved, the request form is stamped with the Office of Campus Activities logo and given back to the organization representative.
- A member of the organization then takes the stamped request form to the merchant with which they are making the purchase and will then be able to receive the goods. Remember to keep a copy of the receipt/invoice for your organization's records.
- The student organization is finished with the process. The Office of Campus Activities works with the merchant and Business Office to pay the bill.

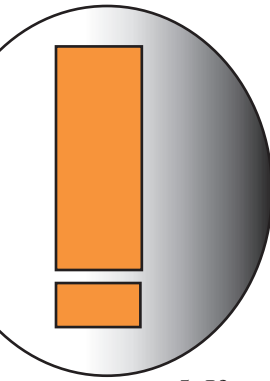
For some purchases, it may not be possible to itemize goods (i.e. Easystreet, Junction). For these situations, the organization may have funds approved to be spent in a not to exceed amount (i.e. not to exceed \$150). It is important not to exceed this amount. Gratuity should be included in this amount.

**If the merchant an organization wishes to make a purchase from is not on the approved vendor list, one of the following alternatives may be used. The Request for Purchase Form will still need to be completed.**

- A member of the organization may pay for the items/services and get reimbursed. The Request for Purchase Form does not need to be pre-approved, however if there are insufficient funds in the organization's account, reimbursement will not be made. Reimbursement should occur within 14 University working days. Be sure to attach the original itemized receipt to the form. Cancelled checks or credit card receipts are not sufficient. A copy of the receipt should be kept for the organization's records.
- The organization may pay the merchant directly by either having a check mailed to the merchant or picking up a check at the business office. The exact amount owed to the merchant must be known to do this alternative. An invoice or contract will need to be attached to the form. Please allow 14 university working days for the check to be processed.
- Some merchants may have an internal charge option where the invoice is mailed to an organization at a later date. If this is the case, bring the approved Request for Purchase Form, along with the invoice, to the Office of Campus Activities so that the bill may get paid.

## Directions for Completing Request for Purchase Form

1. Write the name of your organization, your group's agency/org number and today's date.
  2. Check the appropriate line indicating how the payment will be made.
- Directly = Give the Request for Purchase Form directly to the merchant. This is done when the merchant is on the approved vendor list.
  - Pick up check at the Business Office = Someone from your organization will go to the Business Office to pick up the check.
  - Mail check = Your organization wants the Business Office to mail the check directly to the merchant/person getting paid.

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3. Unless the line next to directly was checked, the following information will need to be provided.
    - Make Check Payable To = Write the name of the merchant/person getting paid or reimbursed.
    - Tax ID/SS/PID # = Write the social security number, tax id number, or University PID number for the person getting paid. This should be done for reimbursements or if an individual is getting paid (i.e. speaker, performer, official, etc.). When paying an individual for work or entertainment services, provide the birthdate of that person.
  4. If you want the Business Office to mail the check, write the full address of where the check should be mailed.
  5. If you want to pick up a check at the Business Office, provide the full name and phone number of the person who will be picking up the check.
  6. If food is ordered, explain the reason for the meal and write the names of those in attendance (use the back if needed).
  7. If an individual is being paid for service provided (speaker, instructor, band, etc.), you will need to write a description of the service provided, the date of service, and the birthdate of the service provider. This is done at the bottom of the form.
  8. If your organization is transferring funds to another group or department, write in that group's name, agency/org number, transfer total, and the reason for the transfer.