

PURCHASING GUIDELINES

New Purchase Order: It takes a minimum of 2 weeks to process a purchase request resulting in a purchase order so plan ahead . For purchases from outside vendors they will need to provide an invoice after the goods/services are received in order to get paid.

Expenditure Request Form (ERF): An ERF needs to be completed and approved **before** any purchase is made. Fill in the blank for organization, date, purchaser (1 name only), phone #, authorized signature (president or treasurer required), title, item description, date needed for use, total and suggested vendor. Ask your vendor if they have done business with USF within the past year. If not they will have to provide you with a W9 which you will turn in with the ERF. You are NOT the accountable officer so don't sign on that line. Fill in the item description as completely as possible. **Purchasing wants to know who, what, where, why and when on all new purchase order purchase requests. Answer all of those questions whenever possible.** Once the purchase order is received Tim will prepare an authorization letter which will be placed in your club mail point in the CAC along with a copy of the purchase order. Take both with you when picking up the merchandise. USF is tax exempt – look closely at the receipt to ensure they did not charge tax. Let someone there know if they have and make sure they correct it. ERF'S can be obtained from the fitness center information desk, the club room or from the mail slot on the wall outside of Charlie's office. In the upper right-hand corner of the ERF write the category that you would like the purchase taken from: supplies, refreshments, banquet, showcase, programs, or equipment.

Turn in all receipts/vouchers to Tim within 3 days of purchase. This is very important. Receipts can get lost or misplaced. It is your responsibility to ensure Tim gets these in the time required. Write the name of your organization on the back of the receipt.

Contact Tim 873-4569 if your club decides to not make the purchase or if you have any questions.

SG has an existing open p.o. for Papa Johns and Hungry Howies. Be advised Hungry Howies opens at 4:00 p.m. Monday & Tuesday. On Wednesday thru Sunday they open at 11:00 a.m. Their telephone number is 327-6010.

Purchases over \$300.00 require obtaining a written quote from three separate vendors. Ensure the lowest bidder includes a W9.

There is a limit of \$50.00 for gifts for speakers. Remember the who, what, where, why and when rule when requesting a gift for a speaker. Barnes & Noble is a popular vendor for such purchases.

For purchases using vendors who will not or cannot take a USF purchase order request the SG President or Vice-President use their USF purchasing card. HAB is another source for this. If the purchase is made using personal funds an ERF needs to be completed requesting a reimbursement. A W9 for the person receiving the reimbursement and an itemized receipt is required.