

Office of Student Involvement



www.vancouver.wsu.edu/involvement

PROCEDURES FOR SPENDING S&A, ASWSUV FUNDS INCLUDING SENATE BILLS, OPERATING BUDGETS, ASWSUV COMMITTEES

Begin planning ahead of time. Some purchases require a contract which takes ~3 weeks to process. All purchases must be completely approved PRIOR to an event, purchase.

1. The first step BEFORE any money can be spent (including reservations, i.e. hotel, rentals) is to complete a purchase request form; available at OSI front desk or online @ www.vancouver.wsu.edu/ss/clubs/htm

NEVER SPEND MONEY AND THEN SEEK REIMBURSEMENT.

2. Purchasing options: It is the purchaser's responsibility to check if the vendor takes University Purchase Orders or another method of payment. Forms of payment listed in preferential order.
 - Purchase Order (PO) – Make sure Vendor DOES take a PO. You are responsible for contacting vendor to confirm.
 - Purchasing Card (P-Card) – Cannot be used to purchase food or any kind of travel (hotel). The P-Card cannot be used for spending Club account monies. Can be used for on-line purchases. Purchase request form must be filled out in exact detail (i.e. on-line address, item number that is being ordered, price, shipping, etc.) Can be used for reservation fees up to 20% of total expense.
 - Check – A check can be prepared in Pullman to pay a vendor. This involves submitting the purchase request form 4-6 weeks BEFORE the event/date check is needed.
3. If purchasing prizes for give-aways, you must:
 - Fill out a prize form with name, prize, and WSU ID number for each prize given. As the event organizer, you are responsible for creating the prize sheet. (If guests win a prize, simply write "guest" under ID number column.)
 - The completed prize sheet must be returned to OSI within 3 days of event.

- There is a \$50.00 limit for purchase of a single gift card. Each recipient can only win one (1) gift card.
4. Completely fill out purchase request (including complete address, phone number and fax number, if applicable).
 5. Authorized Student Signature:
ASWSUV- President (Senate Bills do not require student signature)
All other student entities- Student Editor or Student Manager
Clubs- Student signature from Club
 6. After the Student Signature, turn form into OSI (Program Coordinator or Michelle) for Authorized Advisor Signature:
All S&A Accounts- Michelle McIlvoy

NOTE: This step must be completed at least 3 days in advance of needing the PO, and additional time may be needed for online purchases (account for delivery) and checks. PLEASE PLAN ACCORDINGLY!!!!!!

7. Michelle will forward the signed purchase request form to Rachel who will then prepare the actual PO/call in the order & pay with Pcard.
8. After PO is processed and signed by Michelle, the vendor copy will be ready for you to take to the vendor. (If you want the vendor copy faxed to vendor or the purchase is online, please note on purchase request form or make previous arrangements with Rachel.)
9. After event (or purchase), bring **ALL** receipts to Rachel within 3 days of event completion (or receiving merchandise, travel, etc.). If this does not happen, your ability to make future purchases could be jeopardized.
10. If your event is not open to the entire campus, you must provide Rachel with a list of the names of attendees.
11. Prize sheets are due to Rachel within 3 business days of an event.