

## Promotional Items/Supplies for Club

- SGA Funding Request
- All items must be approved by SGA prior to ordering or else no reimbursement will be granted

### PURCHASES UNDER \$500.00

- Invoice from vendor showing quantity, price per item and shipping charges.
- **If using vendor for the first time, a W-9 Form must be filled out.**
- Completed check request with organization, fund and account number.
- Once approved, submit invoice, completed check request with organization, fund and account number along with credit card statement showing transaction amount, name and last four digits of credit card number. If paid by cash, original receipt showing name and address of vendor. Copied receipts will not be accepted.

### PURCHASES OVER \$500.00

- Submit completed purchase request along with quote.

### IF PURCHASING WITH CREDIT CARD

- If purchasing on line, bring in order form and fill out appropriate paperwork. When approved you will be notified to return to the office and get the SGA Amex Card from Robyn. You will be able to place the order in the OSLA office.

### STUDENT ORGANIZATION INFORMATION

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

### OSLA RESPONSIBILITY

Name of staff in-taking paperwork: \_\_\_\_\_

Date paperwork was received: \_\_\_\_\_

Copy made by: \_\_\_\_\_

Copy given to student & original to Program Advisor: \_\_\_\_\_

Originals given to Pamela Orefice: \_\_\_\_\_

**FUNDING REQUISITION**

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Date Received \_\_\_\_\_

Authorized Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed Explanation for Request: \_\_\_\_\_

Amount of Request: \$ \_\_\_\_\_ Payment Required by: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_ Ticket Price: \_\_\_\_\_

**METHOD OF PAYMENT**

- Purchase Request – for items over \$500.00 attach purchase request and quote. If quote is over \$2,500, three bids must accompany request.
- Check Request – attach invoice, receipts for reimbursement & credit card statement, single, guest lecturer or musical accompaniment contract.
- Budget Transfer – attach HU Budget Transfer Form or Lackmann Food Service Invoice.
- American Express Card – Return card along with all documentation regarding Amex Purchase.

**APPROVALS**

**OSLA Program Advisor:** Mario Bolanos: \_\_\_\_\_ Stanley Cherian: \_\_\_\_\_ Ashley Gray: \_\_\_\_\_

Jaclyn Vento \_\_\_\_\_ Sarah M. Young: \_\_\_\_\_

**SGA Bookkeeper:** Pamela Orefice : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Balance after this expense:** \_\_\_\_\_

**SGA Comptroller:** Michael Hershfield : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Appropriated:** \_\_\_\_\_

**SGA Advisor:** Robyn Kaplan : \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Executive Director OSLA :** Sarah Young: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

- ✓ Approved \_\_\_\_\_
- ✓ Denied \_\_\_\_\_
- ✓ Modified \_\_\_\_\_

**FINES (if necessary)**

- Warning \_\_\_\_\_
- 1<sup>st</sup> Offense – 20% of request \_\_\_\_\_
- 2<sup>nd</sup> Offense – 35% of request \_\_\_\_\_
- 3<sup>rd</sup> Offense – budget frozen until reviewed by IRC Committee \_\_\_\_\_

