

Student Business Services (SBS) **NON-EVENT** Purchase Requests Checklist

**** Failure to comply may result in additional training, compelled reimbursements to SBS, & removal as a Financial Officer ****

Planning Stage

- A&S Funds are to supplement your budget; they are not intended to fully fund all of your Registered Student Organizations' (RSO) purchases or needs
- Requests must be for your Registered Student Organization's needs and not to benefit other RSOs, departments, or entities
- You may use almost any supplier that will accept our methods of payment: credit card over the phone, purchase order/Check within 30 days after the purchase, USF departmental transfer (For suppliers such as MSC Event & Meeting Services, Rec & Wellness, or USF IT Visualization) (**We will not pay individuals with a credit card**)
- Never sign a contract which is associated with a potential A&S request. Submit your contract & quote with a purchase request form to SBS so it may be reviewed by the University before we proceed. Additional time will be required; submit to us accordingly
- The event along with the supplies/materials being requested and their use must be fully described on your purchase request form

Office Depot

- must be used for any office related supplies; you will need to visit their website to obtain the item number(s) for your Purchase Request Form
- You will not be approved to purchase items you can borrow or rent for a nominal charge; tents, tables, coolers, and books etc... (Pamphlets and small study guides are permissible)
- Purchases that include imprinted items (like T-shirts) require a written quote from a USF preferred vendor and a sample/mockup of the artwork. To use a third's party's logo/name, you must also provide their written permission
- The full name of the RSO must be on all promotional materials to be paid with A&S Funds

Promotional Materials & SG Statutes Limits

- Approved Promotional Suppliers may be found at <https://www.usf.edu/business-finance/purchasing/staff-procedures/purchasing/pur-marketing-promo.aspx>
- SG Statutes limit promotional items up to \$10.00 per item (**up to \$12 for shirts XXL and larger**) which includes all set up charges and do not include shipping and credit card fees; all promo items may not exceed \$1,400.00 per fiscal year
- RSOs will not be allowed to spend more than \$500.00 combined on non-event related materials/goods within the last two months of the end of the fiscal year (May & June by the official set Submission Purchasing Dates) (e.g., promotional items and project related items)
- You may not request to use A&S funds to purchase gifts, gift cards, greeting cards, books including testing manuals/books for (GMA, GRE, LSAT, DAT, MCAT etc...) personal items such as stoles and ribbons etc..., raffle prizes or items that violate SG & SBS policies
- Here are a few suppliers we cannot work with as they do not accept our payment terms: **WINN-DIXIE, TARGET, BJ'S, COSTCO, SAM'S CLUB, WALMART, LITTLE CAESAR'S, ESTRELA BRASIL, PIZZA HUT, DOMINO'S CHIPOTLE, PARTY CITY, HUNGRY HOWIE'S, WING STOP, AL MADINA, JOLLIBEE, LA FAMILIA BAKERY, MARCO'S PIZZA, PANDA EXPRESS(OFF-CAMPUS)**

Storage

- Non-consumable Items purchased remain the property of USF SG; items that cost \$100.01 or more each must be stored on the USF Tampa Campus, and may be characterized as a check-in/check-out item by SBS to allow all A&S Funded RSOs to use the items
- Items that cost \$100.00 or less each may be stored off-campus; however, you must provide a complete address on your Purchase Request Form

Submitting a Request

- Remember, requests must be submitted with the expectation that the processing phase may take **TWO WEEKS**; so, plan in advance. Requests must be pre-approved by Student Business Services to use A&S Funds. Please allow extra time for shipping; we ask that you submit online requests for review at least **THREE WEEKS** before the event/project or much earlier
- Refer to the Step-by-Step instructions to guide you through submitting the request, the instructions can be found on the SBS Page on BullsConnect
- Watch your official USF email for questions about your request or an approval notice. The approval notice contains instructions about your request. **Make sure to read the message and follow the instructions!**
- Only place the order with the supplier after you have received written approval. Do not change the order after it has been approved
- Your requests and receipts will be reviewed/audited according to State Laws, USF Policies, SG Statutes, and SBS procedures/Policies
- Purchases with your RSO's budget may never be made on behalf of other organizations, for personal use, or for USF Departments or other entities.
- A&S Fees may be used for "Standard/Ground Shipping only"
- We will also use your A&S Fees to cover Credit Card Fees and other appropriate fees that may be added
- USF has a list of Approved Promotional suppliers; you must call and request your quotes(s) from one or all of them. We require one quote; however, we encourage you to contact all of the suppliers
- **Requests may not be approved after-the-fact and you will NOT be reimbursed for out-of-pocket expenses**

Completing the Process

- PDF attachments of itemized receipts/invoices(**not quotes**) must be turned in to SBS no later than **the next day**. Receipts must be itemized; for some suppliers this is one slip of paper; for other suppliers there are two pieces of paper ex: Papa John's = 2 receipts. It is your responsibility to ensure that receipts are picked up and are not discarded
- Please include the name of the organization, the date of the event, financial officer's name, and TIP (if any) on all receipts and invoices before they are provided to us
- Your **PDF** Receipts and invoices attachments must be emailed to SG-RMDORGHELP@USF.EDU or turned in to Student Business Services M-F from 9:00 AM to 4:00 PM. **Email is the preferred method**
- You may add no more than a **15%** TIP on your **food costs ONLY and if your budget can support it**; write the TIP amount on the receipt for us
- You are advised to keep copies of all receipts for your RSO's records
- Your receipts will be audited; SBS may ask for you and/or your Executive Board to reimburse for purchases that violate SG Statutes, USF Policies, and SBS Procedures/Policies and for purchases which were not approved
- Items purchased with A&S Fees must be shipped to Student Business Services (SBS). You must pick up the items from SBS within **2 business days** after we have notified you via email, or no later than 72 hours if we notified you on a Friday. **STUDENT BUSINESS SERVICES(SBS) IS NOT A STORAGE LOCATION**
- RSOs which are located at the Downtown Campus or on the St. Pete Campus may be given the option to have SBS forward their purchases/packages to their respective campus via USF Inter-Office Mail