

Step by Step Instructions to Submit Purchase Requests

Submitting your purchasing request

1. **Create** your event on BullsConnect. Refer to the step by step instructions provided by CLCE.
2. Fill out the SG Purchasing Form (form can be found on SBS BullsConnect page). It is very important that you save the form in Excel only (**No Screen Shots of the form or Annotations will be accepted**). It is also important that only one vendor is included for each requisition you submit.
3. Sample SG Purchasing Form:

[illegible]

Fill out the form in its entirety.

Link to event posting in BullsConnect required.

Remember: all questions must be answered.

Verify with the vendor the types of payment they accept.

Tip can be no more than 15% on food cost only if budget can support it.

This column
automatically
populates.

Make sure you have completed the form & save it as an Excel file.

Item numbers,
colors, sizes, or
links are important
for items to be
ordered online or
over the phone!

4. Email your request to **SG-RMDPURCHASE@USF.EDU**

- This email address is only for purchase requests, please use SG-RMDORGHELP@USF.EDU for all questions, receipts and inquiries.
- Only the approved Financial Officer may submit purchase requests, the name on the SG Purchase Request Form must match the USF student email address of the submitter.
- One email per request, with all attachments. (Purchase request form must be in Excel).
- One event with two vendors requires two SG Purchase Request forms submitted in TWO separate emails.
- The subject line of your email must be in this format: **STUDENT ORGANIZATION NAME, VENDOR NAME, EVENT DATE** (if applicable)

Note: to be an approved financial officer, you must attend training, submit request form signed by another officer, and be an officer (verified in BullsConnect).

You have now submitted your purchasing request for review!

If you have any questions you may reach **Student Business Services**

By email: SG-RMDORGHELP@USF.EDU

By phone: (813) 974-7100

In Person: USF Marshall Student Center (Monday to Friday from 9:00 AM to 4:00 PM)

- **You will be emailed should we need more information from you**
- **You must respond to all our request within 2 business days**
- **When your request is approved, we will send you a detailed email with more instructions on how to proceed**