FINANCIAL TRAINING
MODULE #2
PURCHASE PROCEDURE
WHAT’S NEXT?

- Once your FAO allocation passes through the FAO Committee, it must be read into the minutes at the next SGA Senate Meeting (every Thursday evening (fall & spring) and every other Thursday evening (summer)). Later that week it should be delivered to the A&SF Business Office. Come to the A&SF Business Office to consult with an accountant and complete the paperwork immediately. You’ll need to complete a Purchase Request Form (PRF) for what you are purchasing. Each vendor requires its own PRF.

- Once your Senate Bill passes Senate and is fully signed (see right for process and timeline for event bill), it will be delivered to the A&SF Business Office. Come to the A&SF Business Office to consult with an accountant and complete the paperwork immediately. You’ll need to complete a Purchase Request Form (PRF) for what you are purchasing. Each vendor requires its own PRF.

Contact SGA Senator & write Bill

1st Reading (1 week)

FAO Committee

2nd Reading (1 week)

3rd Reading (1 week)

Signatures by SGA President and Vice President of SDES (5 weeks)

COME TO A&SF BUSINESS OFFICE – SEE AN ACCOUNTANT!!!
PURCHASE REQUEST FORM (PRF)

- Contact potential vendor (DO NOT pay, commit, and/or obligate UCF to pay).

- Follow A&SF Business Office requirement regarding multiple quotes.

- Complete PRF(s) and attach quote and/or any pertinent information that will facilitate processing.

- Each vendor requires its own Purchase Request Form (PRF).

- Submit PRF(s) to A&SF Business Office Front Desk (SU 215). Completed forms must be submitted seven (7) business days prior to the date needed or event date. All contracts will need prior approval from UCF General Counsel and Purchasing, please allow a minimum of 3 weeks for this process.

- When delivery is made to the A&SF Business Office for any purchase request, the accountant will contact the purchase request initiator for pick-up.
PURCHASE REQUEST FORM (PRF)

The Purchase Request Initiator MUST be financially trained, even if they are not an authorized officer.

Please complete a W-9 Form (found on A&SF Website) for any new vendor.

Only Authorized Officers who are registered with OSI can sign in 1 or 2.

For Example: FAO 45-22 or SB 44-100 (This # will be listed on the original allocation or Bill)

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Allocation # or Budget Line</th>
<th>Date’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knightro Fan Club</td>
<td></td>
<td>7/1/2014</td>
</tr>
<tr>
<td>Knight Fan</td>
<td>Advisor Name (print)</td>
<td>Date of Event (if applicable)</td>
</tr>
<tr>
<td>Dr. Knightro</td>
<td></td>
<td>8/2/2014</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>Advisor Signature</td>
<td>Event Location (if applicable)</td>
</tr>
<tr>
<td><a href="mailto:KnightFan@knights.ucf.edu">KnightFan@knights.ucf.edu</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommended Vendor: UCF Athletics
Contact: Tuckett, Alan
Address: 4000 Central Florida Blvd
City/State/Zip: Orlando, Florida 32816
Phone: 123-456-7890

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description - Attach all quotes and/or any documentation</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knightro Appearance</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>

IDT BY: Other □ ASF □ Dept # □ Account # □
PO □ P-Card □ Name □

Justification / Use of Item(s):
Knightro Appearance
Benefit to the Student Body
To bring Knightro to the Knightro Fan Club Banquet for a meet and greet.

Only those individuals or positions on the A&SF Business Office’s authorized signature list may sign below, and only those Student Organizations registered with the Office of Student Involvement that have received an SGA-approved allocation or bill may request funds for purchases. All purchase requests need to be made at least seven business days prior to the time that items and/or services are required, and must follow all guidelines set forth by the Student Government Finance Code and the A&SF Business Office’s Financial Training. All authorized signatories must have successfully completed the A&SF Business Office’s Financial Training.

By signing below, you are certifying that you understand these rules and will abide by them.

Authorized Signature (1) Date | Authorized Signature (2) Date | ASF Business Office Signature Date
---|---|---
Authorized Officer (1) Signature | Authorized Officer (2) Signature
Print Name | Print Name
Requisition #

IMPORTANT: ATTACH ALL ADDITIONAL DOCUMENTATION AND PAPERWORK
PROMOTIONAL ITEMS

- All promotional material must be approved through the Senate Operations Review Committee (ORC) prior to it being purchased/processed in the A&SF Business Office.

- The SGA logo must be at least ½ inch by ½ inch on any/all promotional material and approved by the ORC. Refer to Title 8: The Finance Code 800.14 for further details.

- Promotional Material Approval Forms can be found on the SGA website (http://ucfsga.com/forms) or located in the SGA office (SU 214).

- Once completed, submit the form to the SGA Office, or email it to the ORC Chair at sga_orc@ucf.edu.

- Once the Operations Review Committee has approved the promotional material, and the A&SF Business Office has received it, processing can begin.
OFFICE SUPPLIES

- Office supplies are for student organization usage and not for personal use.

- Use Staples. Please go online to Staples website to research desired items and estimated costs (http://www.staples.com/). (DO NOT pay, commit, and/or obligate UCF to pay).

- Fill out your purchase request form and submit to Activity & Service Fee Business Office Front Desk. An accountant will contact Purchase Request Initiator for purchasing instructions.

- Office supplies are delivered to Activity & Service Fee Business Office. An **accountant** will contact purchase request form (PRF) initiator for pick-up.
**THINGS TO REMEMBER**

- Plan ahead. **Expenditures requiring a contract need additional processing time.** Contracts must be handled **at least three (3) weeks** prior to the date of the event.

- Consult an Activity & Service Fee Business Office accountant.

- DO NOT purchase anything. **See an accountant first. There will be no reimbursement for an “after the fact” purchase.**

- **Individuals or student organizations should familiarize themselves with all Student Government Statutes and use for their reference Title VIII: The Finance Code, which can be found on the SGA & A&SF Business Office websites.**

- Activity & Service Fee Business Office requires **written quotes from two different vendors** when requesting **$10,000 - $25,000. Quotes from three different vendors are required for requests greater than $25,000.**

- A student does not have the authority to sign a contract and/or obligate the university.

- **Title VIII: The Finance Code** stipulates that failure to comply with the policies of the Activity & Service Fee Business Office and or Student Government may result in the financial authorization privileges of an individual or group of individuals being suspended.

- **IMPORTANT:** There will be **no reimbursement** for items purchased prior to receiving approval from the A&SF Business Office.