Clubs & Organizations

Purchases & Travel Arrangements

Procedures for Student Clubs on Reimbursable Purchases Using Club Account:

Services
If it’s a service (i.e. printing on marketing merchandise, photography, having a Bouncy House delivered) a requisition for a purchase order will need to be placed by Student Life and Leadership Programs. Printing of marketing merchandise (like club t-shirts, for example) must go through the University’s pre-approved list of licensed vendors (see back of this flyer). Printing of flyers can go through the University’s Duplicating Services and Student Life can provide the correct billing information to them.

Food
For food for any student club events, you may purchase food from Costco, Safeway, or any grocery store. Or, if you choose to have the food catered, any caterer can be used. However, if it’s a small non-franchised restaurant or caterer—then, a copy of their business license, health permit, & proof of insurance are required & must be submitted to Student Life and Leadership. Allow Student Life and Leadership to use our procurement card to purchase the food or to submit a check request or a requisition for a Purchase Order (depending on the grand total of the expense). You can also use the University’s caterer (Aramark); but, please allow Student Life and Leadership to help with the completion of the online catering request form (as we know the correct billing information).

“Thank You” Gifts
No Gift cards can ever be purchased from student groups to use as a reimbursable expense. Tangible items like flowers or plants from a florist or grocery store or items from the University Bookstore like a university branded coffee mug, pen set, cap, or t-shirt may work. Please consult with your Student Life Advisor for planning. Always save your receipts. Thank you gifts must have a clear business purpose, and must benefit the university.

Guest Speakers/Performers/ Music DJ
No cash can ever be handed to a guest speaker /performer/DJ as payment for a student club event. If the guest speaker has a set speaker fee, please request an invoice from the person. A Short-Term Limited Scope form and a Vendor Data Record will need to be completed by the guest speaker for any fee up to $5,000. If the fee is higher than that, then Student Life will need to create a requisition for a purchase order to cover the cost.

For Reimbursements for Travel Arrangements:
*Let Student Life and Leadership handle payment of conference fees by using our procurement card (provided the club has enough money to cover the reimbursement of the fees to Student Life).

*The University’s Travel Agency (Global Travel) may be used to make flight arrangements for the student club members travelling. Or, each individual student may make their own flight arrangements directly with the airline and no third party vendors like Expedia.com, Travelocity, LivingSocial, Groupon, etc. may be used for club travel if you will seek reimbursement for the travel expenses.

*Hotel rooms need to be booked directly with the hotel of choice and not a third party vendor (like Hotels.com, LivingSocial, Groupon, Air B&B, Southwest Vacations, etc.) if you will seek reimbursement for the expense. Each student needs to pay for their own individual room charge (unless sharing a room & there is one person paying the room fee). In addition, the student will need to ask the hotel for a Hotel Folio or a print-out that itemizes the daily billing charges from the hotel.

*If driving to a conference, there must be a lead student officer driver & a back-up student officer driver. Both student officer drivers must do Defensive Driver Training and complete a DMV Pull Notice (both of which the University’s Risk Management Department will provide). If gas mileage will be claimed, keep all receipts from the gas stations to submit on the Travel Claim. Lyft and Uber are acceptable forms of transportation. Just save the emailed receipts.