

# FINLANDIA

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## UNIVERSITY

### **Purchasing Procedures – Student Clubs and Organizations**

1. Student group presents to the Student Senate a proposal for funding 7 to 10 days **prior** to event.
2. Student Senate approves funding.
3. Senate Treasurer notifies Residential Life Office Assistant that funding has been approved – information to include group name, contact person, and amount range (e.g. \$50 – \$75).
4. Student group contacts Residential Life Office Assistant 5 to 7 days **prior** to the event to arrange type of purchasing.

**Purchasing may be accomplished in one of two ways: on-line or from a local business.**

#### **On-line Purchasing:**

1. Debit card only.
2. Student group will provide Residential Life Office Assistant – via e-mail or in person – with a list of items to purchase and the on-line location. Purchasing at wal-mart.com for in-store pick-up may be used, but the **student group must pick-up the items**. (This may take additional time since items are shipped to the local store not picked from their inventory.).
3. Standard shipping only.

#### **Local Business Purchasing – check to business:**

1. Student group provides to the Residential Life Office Assistant an itemized list with prices.
2. Residential Life Office Assistant cuts a check to the business for the exact amount. A Tax Exempt letter will be given to the student group to present to the store.
3. On the morning following the purchase, the student group will present to the Residential Life Office Assistant the receipt for the purchase and return the Tax Exempt letter.

#### **Local Business Purchasing – check to individual:**

1. Student group purchases items and presents a store receipt to the Residential Life Office Assistant.
2. The Residential Life Office Assistant cuts a check – within the approved amount range - to the individual who purchased the items.

#### **Notes:**

1. The Residential Life Office Assistant is on duty Monday through Friday from 8:00 to 11:00 a.m. Her office is on the ground floor of Finlandia Hall.
2. Little Caesar's Pizza does not accept checks. If pizzas are purchased from this business, the **Local Business Purchasing – check to individual** procedures should be followed.