

**CENTRAL FLORIDA COMMUNITY COLLEGE
STUDENT AFFAIRS DIVISION
OPERATING PROCEDURE**

DEPARTMENTAL PROCEDURE: OSL-4 PURCHASE FORM PROCEDURE	
POLICY AND PROCEDURE REFERENCE:	EFFECTIVE DATE: 07/26/07 REVISED DATE: 08/21/09 REVISED BY: M.MCGEE

DEPARTMENT: Student Life

PERSONNEL INVOLVED: Coordinator of Student Life, Staff Assistant, Club and Organization Advisors, Business Office

PERSON PRIMARILY RESPONSIBLE: Coordinator of Student Life

OBJECTIVE: For student clubs and organizations to request access to their club/organizations funds for spending.

PROCEDURE:

I. PURCHASE REQUEST:

a. When a purchase is requested, the Purchase form must be completed and submitted to the Office of Student Life in the Bryant Student Union no later than two weeks prior to the event. If this purchase is connected to an event, **it is best to submit both forms at the same time to ensure payment prior to the event.** This form can be filled out online. A hard copy may be submitted, or it may be sent to shipec@cf.edu. If it comes from an approved advisor's e-mail address at CFCC, this can be considered an electronic signature and the form will be processed. Be sure to attach all back up documentation to support the purchase.

- This form must be submitted to the Office of Student Life at least 10 business days prior to the date needed. Include general information about the event/purchase. If this is an SAB event that you will be participating in or just a purchase of supplies, just the Purchase form is required. If this is an event that your club will be hosting, an Event Planning and Approval form must be approved prior to any purchase.
- If shopping for items will be required, please list two dates that a club/organization member would be available for this activity. This will take place with the staff assistant. Also list where the shopping will take place. Please remember that students should always be accompanied by a CFCC staff member when shopping for items or an event.
- Please choose the type of request, date needed, and the amount. The budget will be reviewed and if funds are available the request will be approved based on supporting documentation.
- Note that when unplanned budget items are requested, approval for this must be reflected in meeting minutes and the minutes must be attached to this form.

- Vendor information is required for all purchases. Be sure to fill out all necessary information regarding the vendor. Please keep in mind that getting quotes when purchasing is helpful to ensure that you get the best prices. Quotes must be attached to this form prior to placing any orders. Once approved, purchasing can take place once an invoice is received in the Office of Student Life along with a Purchase form.
- When bringing speakers or special events to campus, note that a copy of a signed contract and the Agreement to Provide Professional Services (APPS) must also accompany this form when submitted. (This is also part of the Event Planning and Approval process). New vendor information can be obtained through the Purchasing Office and must be completed before submitting this form. If the vendor is a staff member or a student, please list their CFCC identification number as the vendor id. *Note that a vendor id is not required for a p-card purchase.
- If you have more than 3 vendors, attach an additional form.
- The Office of Student Life staff will review all information and purchases will be approved if all documentation is submitted. The advisor will be notified that the purchase has been approved. Note that incomplete forms will be returned.

b. The Office of Student Life will fill out the information under “Office Use Only.” Appropriate information will be filled out as the process is completed. A copy will be sent to the club/organization advisor and the original will remain in the club/organization file in the Office of Student Life.