

The Student Life Business Office facilitates all purchase and travel requests funded with A&S Fees.

Teresa Lanier, Business Manager	395-4179	S-146	teresa.lanier@sfcollge.edu
Chris Spence-Thomas, Program Assistant	395-5911	S-147	chris.spence-thomas@sfcollge.edu
Helen Pelkey, Travel Specialist	381-3710	S-146	helen.pelkey@sfcollge.edu
Emly Reinhardt, SG Purchasing Specialist	381-7072	S-138	emly.reinhardt@sfcollge.edu

For purchases with A&S funds, email the purchase request to Teresa Lanier and Chris Spence-Thomas with pertinent information related to the type of purchase, see purchase descriptions and information below:

Purchase Order (PO) Request

- Requests for a PO should be submitted 15 business days* prior to the event or when items are needed.
- Requests for imprinted items should be submitted 20 business days* before items are needed.
 - Artwork on all imprinted items must be approved by Student Life staff
 - “funded by Student Life” will be included on the item if space permits
- Include a written quote from the vendor: an official company quote or an email from the vendor.

Please include the following information in your email request:

Vendor Information:

- Name, address, phone number & email

Event Information:

- Name, date, location, time & purpose

Description of Product(s):

- Item number of product (if applicable)
- Quantity, price per item & total cost
- Include specific instructions (if any) that pertain to your purchase request

Important tips:

- Include other costs, such as shipping (if applicable)
- Include delivery instructions (if applicable)
- Submit an Event Registration form. *This form does not replace a Purchase Request.*

The Student Life Business Office follows all SF College purchasing rules.

An excerpt from the SF College Purchasing Manual related to the **Purchase Order Requirement** follows:

No SF College employee is permitted to order any materials, equipment, or services without an assigned purchase order number. A purchase order must be created BEFORE any purchase is made. The only exceptions are P-Card transactions, emergency petty cash use, and personal reimbursements for purchases made from vendors that do not accept purchase orders. All such purchases must be approved in advance by the Budget Authority and adhere to all applicable regulations. Using a requisition number is not acceptable; only a completed and signed purchase order is valid. **Any purchase made without being authorized as described above will be considered a personal purchase and will not be an obligation to the College.**

The entire purchasing guide may be found on the SF Office for Finance website under Purchasing.

The Budget Authority for A&S funded departments is the Student Life Business Office Manager, Teresa Lanier.

* A business day is any day the College is open, Monday - Friday. Days when the College are closed, such as Spring Break, are not business days.

Purchase Reimbursement via Petty Cash or via a PO to the Purchaser

- Petty cash purchases are for \$100 or less and are reimbursed to the purchaser.
- A personal reimbursement** via a PO may be approved for purchases which exceed \$100 for those vendors that do not accept a PO or for purchase requests that fall inside the window of time needed to obtain a PO, 15 business days*.
- Notify the Student Life Business Office, via email, 5 business days* prior to making a purchase.
 - The email should contain: 1) a general description of the items to be purchased;
 - 2) an estimate of the cost; 3) the purpose, name and date of the event.
- Additional information may be requested and may be needed to approve the request.
- **The requestor will receive approval via email.**
- Once the purchase is approved, the requestor may make the purchase.
- The requestor must submit the original itemized invoice or receipt, indicating the purchase is paid, to the Student Life Business Office in S-147 to obtain reimbursement.
 - For petty cash: the receipt will be returned to the purchaser with the account number and Budget Authority signatures, submit to the SF Cashier to receive the cash reimbursement.
 - For personal reimbursement: a PO will be requested and the College will mail a check or direct deposit to the purchaser, usually within 2 weeks of submitting the invoice or receipt to S-147.
- An Event Registration form may be required. *This does not replace a Purchase Request.*

* A business day is any day the College is open, Monday - Friday. Days when the College are closed, such as Spring Break, are not business days.

**A personal reimbursement is processed via a PO to the purchaser, once the receipt is received, and may take two weeks or more to receive the reimbursement.

Timeline for Purchase Requests

