Scope

The following Guide to Purchasing applies to all student organizations that receive and utilize funding from the Student Activity Fee (SAF). Guidelines, policies and procedures contained within this document apply to all purchases and spending of SAF Funds. This does not apply to private student organization accounts that are set up independently and generate funds by the way of dues, fees, gifts and other sources of income.

In order to be eligible to utilize SAF funds, student organizations must be officially recognized by the Campus Programs and Organizations Office. Clubs and Organizations must also register their organization for the current academic year and each semester submit a participation roster.

Budgeting

Only groups with approved budgets are able to access Student Activity Fee Funds. Student organizations will submit budgets for approval at the beginning of each semester. General Clubs and organizations as well as organizations who are members of Percentage Groups, will be notified at the beginning of the semester the process and dates/deadlines for budget submission.

General Principles

All purchases are now tax exempt, meaning you don’t have to pay sales tax on purchases. Prior to purchasing, you should notify the vendor that you are tax exempt and provide them with a card that explains the College’s tax exempt status. The card will contain the College’s Federal Tax No. (D-38-1359081) which will allow the business to sell to you without adding tax. Tax exempt cards are available in the Campus Programs and Organization’s office.

Not all sales people/cashiers will know how to process tax exempt purchases, in many cases you will have to make purchases with the customer service desk and/or store manager. In general, individuals and organizations should do their best to make the purchase tax exempt. However, if you are experiencing difficulties with store/vendor personnel, please make the purchase, pay the tax and you will be reimbursed for the taxes paid. If you have an unconventional situation, please consult with the Campus Programs and Organizations Office to discuss your particular situation.

The tax exempt status only applies to purchases that are being paid for by SAF funds. If a club or organization is purchasing items utilizing a private student organization account, you are still subject to paying taxes on those purchases.
Each purchase must have a quote/contract or a receipt.

- Quotes/contracts must indicate a full description and total price for the product(s) or service(s) being rendered.
- Contracts which will be paid by SAF funds must be signed by the college representative.
  - Contracts of $500 or more should list Jerry L. White, Vice President for Administration and Finance as the signer of the contract.
  - Contracts which are less than $500 should list Tracey Howard, Assistant Dean of Program Development as the signer of the contract.
  - Contracts being paid for by SAF money cannot be signed for by a student. Jerry White or Tracey Howard are the names that need to appear on the contract on behalf of the College regardless of the individual or organization sponsoring the program or event.
  - Ideally, contracts should be turned into CPO for Tracey’s or Jerry’s signature prior to needing a check for a signature. However, in some cases with a short time frame, the contract may be turned in with the Direct Pay form. If you do turn in a contract for signature with a Direct Pay form, please indicate in the Special Handling Instructions that the contract needs to be signed and a signed copy be returned with the printed check.
- All receipts must show that a financial transaction has occurred. The receipt must show an amount paid in cash or amount charged to a credit card. The receipt should also include the name and address of the vendor as well as the date on which the transaction occurred.

Purchases should only contain items being purchased for the club/organization. If you are doing personal shopping, please keep your personal items separate and pay for them on a separate receipt.

**Types of Purchasing**

There are five types of purchasing utilizing SAF funds that apply to student organizations:

1. Request for a check to pay for an upcoming expense/purchase payable to a company, vendor, or service provider
2. Reimbursement to an individual or organizations for expenses/purchases made with personal or organizational funds
3. Reimbursement to an individual for mileage expenses
4. Internal Transfer to pay Albion College departments for expenses
5. Assisted purchases with a College Credit Card

Directions for making these types of purchases are detailed in the following sections:
1) Request for a check to pay for an upcoming expense or purchase payable to a company, vendor or service provider.

   a) Ask the company for a quotation, invoice, or contract which details the final costs of the goods and services you wish to purchase.

   b) During the request for quotation or contract indicate that you are tax exempt and provide the company with Albion College tax ID information.

   c) During the request for quotation or contract ask the business for a completed IRS W-9 form. If the company needs a blank W-9 form to fill out those can be obtained at:
      http://www.irs.gov/Forms-&-Pubs

   d) Complete a Direct Pay form which can be downloaded from the Campus Programs and Organization’s Student Organization Resources Page: http://www.albion.edu/student-life/campus-programs-and-organizations/student-organizations/student-organization-resources.
      i) Fill in the Vendor's Business name and address.
      ii) Leave the Vendor/Employee/Student ID Number blank.
      iii) Fill in Date of Request, the form will format the date by day-month-year.
      iv) Fill in Student Organization's Name whose budget will be charged.
      v) Print clearly the name of the individual submitting the request.
      vi) Fill in the line number and line name from your approved budget which corresponds to the expense you are making. You may split charges to the same vendor to more than one budget line; just make a separate entry on a separate line with the corresponding amounts. Make sure your total is the correct final amount listed in the quote or contract.
      vii) In the Description of Purchase box, please describe purchase in-brief but with details. For example if it is a performance, list the date of performance, type of performance, what event the performance is associated with or if purchasing goods, indicate what those goods are and what they are for. Make sure you have the correct amount for each line and that the total amount is correct and matches the amount on the quote/contract.

   e) If you have any special instructions, please indicate them in the Special Handling Instructions box. Unless indicated otherwise, all checks will be returned to the CPO office for pick-up. It is the organization’s responsibility to get the printed check to the vendor.

   f) Print your Direct Pay form and attach the quotation, invoice or the contract to the Direct Pay form along with completed W-9 form. If your contract still needs to be signed, please indicate that it still needs to be signed in the Special Handling Instructions box and a copy of the contract returned with the printed check.

   g) Drop off completed forms to the folder outside the Student Senate Office, Kellogg Center Room 444.

   h) The person who submitted the check request will receive an email from the CPO office indicating that your check is ready for pick-up in the Campus Programs and Organizations Office located on the third floor of the Kellogg Center.
# Albion College
Student Organization Guide to Purchasing

## Direct Payment Form

**To be used for payment of:**
- All Student Organization Expenses, including Supplies, Activities, and Travel (Mileage) Expenses
- Reimbursements to individual students and or faculty/staff require their Employee/Student ID number
- Payment to outside parties requires a vendor number, please leave blank and that will be added for you.
- Payment to individuals for Contractual Services or Honorariums - **Completed W9 Form Required**

<table>
<thead>
<tr>
<th>Person/Business to be paid</th>
<th>Vendor/Employee/Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EI Caliente Salsa Dancers</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address required for all requests</th>
<th>Suite 34</th>
</tr>
</thead>
<tbody>
<tr>
<td>1045 Cha Cha Drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Jalapeno, IL 02852</td>
</tr>
<tr>
<td></td>
<td>USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>15-Sep-15</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Org Name</th>
<th>Orgaization for Latino/a Awareness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by</td>
<td>Elicia Gomez</td>
</tr>
</tbody>
</table>

**Description of Goods or Services is Required:**
- Please describe the items purchased, or services rendered, dates of service provided, place of event etc.
- Please attach all receipts and supporting documentation, for mileage please include mapquest / google map
- Please highlight any special instructions for handling of payment or check.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Line Name</th>
<th>Description of Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Salsa Night</td>
<td>Salsa Night performers for event on September 25, 2015 in the Stack</td>
<td>500</td>
</tr>
</tbody>
</table>

**Special Handling Instructions:** (ie. If check is to be returned to dept etc...)
- Hand-Typed Check
- Return 2nd Copy of Direct Pay to CFO office

**Total Payment:** 500.00

**Signed**
- Department Head
- Accounting Manager
- Check Number
- Other - When Required
- Date

**Signed**
- Other - When Required

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# Direct Payment Form

**To be used for payment of:**
All Student Organization Expenses, including Supplies, Activities, and Travel (Mileage) Expenses  
Reimbursements to individual students and or faculty/staff require their Employee/Student ID number  
Payment to outside parties requires a vendor number, please leave blank and that will be added for you.  
Payment to individuals for Contractual Services or Honorariums - **Completed W9 Form Required**

<table>
<thead>
<tr>
<th>(Person/Business to be paid)</th>
<th>Vendor/Employee/Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Albion Lumber Supply</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>Address</td>
<td>922 Victory Park View</td>
</tr>
<tr>
<td>Submitted by</td>
<td>Jamie Peterson</td>
</tr>
<tr>
<td>Student Org Name</td>
<td>Student Volunteer Bureau</td>
</tr>
<tr>
<td>Date</td>
<td>2-Oct-15</td>
</tr>
</tbody>
</table>

**Description of Goods or Services is Required:**
Please describe the items purchased, or services rendered, dates of service provided, place of event etc.  
Please attach all receipts and supporting documentation, for mileage please include mapquest / google map  
Please highlight any special instructions for handling of payment or check.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Line Name</th>
<th>Description of Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Supplies: Gloves</td>
<td>Community Service Project, Victory Park Clean up on October 10</td>
<td>53.25</td>
</tr>
<tr>
<td>6</td>
<td>Supplies: Tools</td>
<td></td>
<td>212.5</td>
</tr>
<tr>
<td>7</td>
<td>Supplies: Cleaning</td>
<td></td>
<td>35.79</td>
</tr>
</tbody>
</table>

**Total Payment**
301.54

**Special Handling Instructions:** (ie. if check is to be returned to dept etc..)
Hand-Typed Check  
Return 2nd Copy of Direct Pay to CPO office

**Signed**

- Department Head
- Accounting Manager
- Check Number
- Other - When Required
- Date

**Accounting Use Only:**

Rev. 7/10/15
2) Request to reimburse an individual (student or college employee) or organization for expenses/purchases made with personal or organizational funds.

   a) Prior to making a purchase, identify to the vendor of your tax exempt status and supply the vendor with Albion College tax ID information. You may have to purchase items at the customer service desk or with the assistance of a manager.

   b) Purchase the goods/services and make sure you get a receipt showing that a financial transaction has occurred. The receipt should contain the name, address of the vendor as well as the date on which the transaction occurred. You may keep a copy of the receipt for your records, but the original receipt needs to be submitted with the Direct Pay form.

   c) Keep in mind a reimbursement is made to the individual or organization that made the purchase. A reimbursement cannot be made to an organization when an individual’s credit card is used to make the purchase. Likewise if a purchase is made using an organizational check or debit card, an individual cannot be reimbursed.

   i) A few organizations have debit cards. If this is the case, please indicate in the Special Handling Instructions Box that the purchase was made using an organizational debit card and that will allow the organization to be reimbursed.


   i) Fill in the individual or organization name and address.

   ii) If the reimbursement is for an Albion College Student or employee, please enter the individual’s Student ID number or their Employee Number in the appropriate box. If this is a reimbursement to a student organization, please leave this box empty.

   iii) Fill in Date of Request, the form will format the date by day-month-year.

   iv) Fill in Student Organization’s Name whose budget will be charged.

   v) Print clearly the name of the individual submitting the request.

   vi) Fill in the line number and line name from your approved budget which corresponds to the expense you are making. You may split charges to more than one budget line; just make a separate entry on a separate line with the corresponding amounts. Make sure your total is the correct final amount listed on the receipt.

   vii) In the Description of Purchase box, please describe purchase in-brief but with details. For example, if it is supplies for an event, list the name of the event and date of the event, and if appropriate what the items are going to be used for. Make sure you have the correct amount for each line and that the total amount is correct and matches the receipt.

   e) If you have any special instructions, please indicate them in the Special Handling Instructions box. Unless indicated otherwise, all checks will be returned to the CPO office for pick-up. It is the organization’s responsibility to get that check to the person being reimbursed.

   f) Print your Direct Pay form and attach the receipt to the Direct Pay form and attach the original receipt to the Direct Pay form.

   g) Drop off completed forms to the folder outside the Student Senate Office, Kellogg Center Room 444.

   h) The person who submitted the check request will receive an email from the CPO office indicating that your check is ready for pick-up in the Campus Programs and Organizations...
# Student Organization Guide to Purchasing

## WHITE ALBION COLLEGE

### Direct Payment Form

**To be used for payment of:**

- All Student Organization Expenses, including Supplies, Activities, and Travel (Mileage) Expenses
- Reimbursements to individual students and or faculty/staff require their Employee/Student ID number
- Payment to outside parties requires a vendor number, please leave blank and that will be added for you.
- Payment to individuals for Contractual Services or Honorariums - **Completed W9 Form Required**

<table>
<thead>
<tr>
<th>(Person/Business to be paid)</th>
<th>Vendor/Employee/Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicholas Dodd</td>
<td>2014978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellogg Center Box 8324</td>
<td>29-Jan-16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address required for all requests</th>
<th>Student Org Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albion College</td>
<td>Delta Tau Delta</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albion, MI 49224</td>
<td>Frank Cain</td>
</tr>
</tbody>
</table>

**USA**

(please print clearly)

**Description of Goods or Services is Required:**

Please describe the items purchased, or services rendered, dates of service provided, place of event etc.

Please attach all receipts and supporting documentation, for mileage please include mapquest / google map

Please highlight any special instructions for handling of payment or check.

<table>
<thead>
<tr>
<th>Line #</th>
<th>Line Name</th>
<th>Description of Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Kitchen tools</td>
<td>Dining Serving utensil for daily kitchen operations purchased at GFS</td>
<td>106.3</td>
</tr>
<tr>
<td>7</td>
<td>Faculty Appreciation</td>
<td>Plates and Napkins for Faculty Appreciation Event on Feb 7</td>
<td>38.92</td>
</tr>
</tbody>
</table>

**Special Handling Instructions:** (ie. If check is to be returned to dept etc ....)

**Hand-Typed Check**

Return 2nd Copy of Direct Pay to CPO office

**Total Payment**

145.22

<table>
<thead>
<tr>
<th>Signed</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Accounting Use Only:**

- Department Head
- Accounting Manager
- Check Number
- Other - When Required
- Date

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3) Request to reimburse an individual for mileage expenses.

a) Only the individual who owns/drives the vehicle may be reimbursed for mileage. Passengers in the vehicle do not receive or share in mileage reimbursement.

b) Mileage reimbursement rate covers gas along with a set cost for maintenance and other operational costs of the vehicle.

c) You may use actual odometer reading (actual miles driven from start of trip to finish) or you may use google map/mapquest or similar online tool to derive mileage for reimbursement. Even if you use actual odometer reading, you must still supply a google map/mapquest document to indicate that reported mileage is reasonable to the distance traveled.

d) You may incur additional mileage once you reach your destination. For example, you may be at a hotel for 3 days, but the hotel is 14 miles from the convention site and you must drive there and back each day. If you incur additional miles in this fashion, please note that in Description of Purchase box.


   i) Fill in the individual's name and address.
   ii) Please enter the individual's Student ID number or their Employee number in the appropriate box.
   iii) Fill in Date of Request, the form will format the date by day-month-year.
   iv) Fill in Student Organization’s Name whose budget will be charged.
   v) Print clearly the name of the individual submitting the request.
   vi) Fill in the line number and line name from your approved budget which corresponds to the expense you are making. You may split charges to more than one budget line; just make a separate entry on a separate line with the corresponding amounts.
   vii) In the Description of Purchase box, please describe the trip reason, trip date, trip departure location, trip destination and trip ending location along with total mileage incurred. If you incurred additional miles after arriving to the destination please add this to the description.
   viii) In the Description of Purchase box please show reimbursement calculation.

   (1) 68 miles x 2 (round trip) x .54 IRS Rate = 73.44
   (2) Make sure you put the 73.44 in the amount column. See example direct pay form.

f) If you have any special instructions, please indicate them in the Special Handling Instructions box. Unless indicated otherwise, all checks will be returned to the CPO office for pick-up. It is the organization’s responsibility to get that check to the vendor.

g) Print your Direct Pay form and attach the google map/mapquest document to the Direct pay form.

h) Drop off completed forms to the folder outside the Student Senate Office, Kellogg Center Room 444.

i) The person who submitted the check request will receive an email from the CPO office indicating that your check is ready for pick-up in the Campus Programs and Organizations Office located on the third floor of the Kellogg Center.
**Student Organization Guide to Purchasing**

**WHITE**

**ALBION COLLEGE**

**SAF-Senate**

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**Direct Payment Form**

**To be used for payment of:**

All Student Organization Expenses, including Supplies, Activities, and Travel (Mileage) Expenses

Reimbursements to individual students and or faculty/staff require their Employee/Student ID number

Payment to outside parties requires a vendor number, please leave blank and that will be added for you.

Payment to individuals for Contractual Services or Honorariums - Completed W9 Form Required

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<table>
<thead>
<tr>
<th>(Person/business to be paid)</th>
<th>Vendor/Employee/Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Patty St. Claire</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellogg Center Box 8058</td>
<td>5-Oct-15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Org Name</th>
<th>Submitted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Phi Omega</td>
<td>Bill Fisher</td>
</tr>
</tbody>
</table>

**Description of Goods or Services is Required:**

Please describe the items purchased, or services rendered, dates of service provided, place of event etc.

*Please attach all receipts and supporting documentation*, for mileage please include mapquest / google map

Please highlight any special instructions for handling of payment or check.

---

<table>
<thead>
<tr>
<th>Line #</th>
<th>Line Name</th>
<th>Description of Purchase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Conference</td>
<td>Reimbursement for driving to Alpha Phi Omega regional conference From Albion MI to Chicago O'Hare Sheraton and back to Albion, MI Traveling Thursday, October 1 - Sunday October 4, 2015 214 miles to Chicago X 2 (round trip) = 428 miles Additional miles to and from hotel to conference center = 14 miles Total miles 442 x .54 IRS rate</td>
<td>238.68</td>
</tr>
</tbody>
</table>

Special Handling Instructions: (ie. If check is to be returned to dept etc....)  Hand-Typed Check  Return 2nd Copy of Direct Pay to CPO office

---

<table>
<thead>
<tr>
<th>Signed</th>
<th>Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signed**

Department Head  Accounting Manager

Signed  Check Number

Signed  Other - When Required

**Accounting Use Only:**

Check Number  Date

---

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9
4) Internal Transfer to Pay a College Department

a) College Department will have to generate a bill or produce a copy of a bill or invoice the department has already paid.

b) If the College Department has a specific college account they want to funds transferred to, please get a full account number from the department you are paying. A full college account number will look similar to 11000-41410-72317-510. If you are simply paying an general Albion College bill you don’t have to include an account number.

c) Complete Request for Internal Transfer form.
   i) Fill in the date
   ii) Fill in Student Organization Name
   iii) Fill in Name of Individual submitting request
   iv) Fill in Line Number and name from your approved budget
   v) Fill in Amount of the transfer
   vi) If you have expenses split between more than one budget line you can include them on the same Internal transfer as long as the charges are being paid to the same department.
   vii) Fill in Description of Purchase

d) Print 1 copy of completed Internal Transfer Form and attach the bill or copy of bill/invoice given to you by the college department.

e) Turn completed form into the box outside the Senate Office, Kellogg Center Room 444.
**Request for Internal Transfer**

Internal Transfers are used to pay for expenses that are paid to other college departments. Since no check is written initiating a direct pay is not appropriate. Instead simply fill out the Internal Transfer form below, and attach it to your accompanying documentation (copy of a bill or invoice from the college department). Turn completed form and accompanying documentation into the folder outside of the Student Senate office (Kellogg Center Room 444).

**Internal Transfer**

<table>
<thead>
<tr>
<th>Date (mm/dd/yy):</th>
<th>11/15/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td>Canoe and Kayak Club</td>
</tr>
<tr>
<td>Name of Individual Making Request:</td>
<td>Brooke Swift</td>
</tr>
<tr>
<td><strong>Budget Line to Charge:</strong></td>
<td>Line Number: 2</td>
</tr>
<tr>
<td><strong>Budget Line to Charge:</strong></td>
<td>Line Number:</td>
</tr>
<tr>
<td><strong>Budget Line to Charge:</strong></td>
<td>Line Number:</td>
</tr>
<tr>
<td><strong>Budget Line to Charge:</strong></td>
<td>Line Number:</td>
</tr>
<tr>
<td><strong>Budget Line to Charge:</strong></td>
<td>Line Number:</td>
</tr>
<tr>
<td>Reason for Change (Please be detailed):</td>
<td>Pay Albion College bill for van usage charges for trip to North Carolina for the National Canoe / Kayak competition. Transfer money to Campus Programs and Organizations account: 11000-40410-72317-510</td>
</tr>
</tbody>
</table>

Student Senate Signature / Date

CPO Adviser Signature / Date
5) Assisted Purchase with College Credit Card - Pending

a) In situations where the club/organization needs to make a purchase and the amount is large and/or the group does not have the financial means to make the purchase and/or the vendor will not accept a check, an assisted purchase with the College Credit Card may be made. Assisted Credit Card purchase should only be used when other options for purchase are not available.

b) Items that qualify for assisted purchase include airfare purchases, hotel reservations, train/bus tickets, admission tickets to event or institution, or large ticket equipment and/or supplies.

c) The Purchaser in the Campus Programs and Organizations has the sole discretion to decide if each purchase is appropriate for use of the College Credit Card.

d) At no time will the credit card number or the credit card itself be given to individuals of a club/organization to be used to make purchases.

e) Any unauthorized or unintended use of the Credit Card or the actual Credit Card purchase by an individual in any way is subject to college judicial action.

f) To make an assisted purchase you will need to make an appointment with Purchaser in the Campus Programs and Organizations office.

g) Please arrive at the appointment with all of the information you need ready to make the purchase. Please do not use the purchase appointment to shop for items.

h) Upon completion of the Purchase, a Credit Card transaction from will be completed with the assistance of the Purchaser to record the purchase and deduct the amounts from the club/organizations budget.

i) If you need assistance purchasing an item because you do not have funds to do so, please contact Tracey Howard in the Campus Programs and Organizations Office.