Purchasing Guidebook for Graduate & Professional Student Organizations (GPSO)
“Spending Your Organization’s GPSO Money”

You can learn more about all BOLDED terms in the following flow charts by using the glossary at the end of this document.

How to Make General Purchases
i.e. programming supplies, make-up for fashion show, costume for specific performances, anything you need for an event that doesn’t pertain to food or event performers/performances

3 Weeks Prior to Your Event Date
- Turn in Event Registration Form to the Student Union, Room 203
- Find an approved vendor to work with in producing an estimated invoice

3-2 Weeks Before You Need Items
- Obtain and complete the following paperwork
  - Banner Requisition (BR)
  - Expense Justification Form (EJF)
  - Quote (Include itemized list of purchases)

2 Weeks Prior to When You Need Items
- Bring completed paperwork (Event Approval, Quote, BR, & EJF) to SGAB for approval & Purchase Order (PO) process
- Be sure to make copies of paperwork for your own records. Make a note of the date turned in on your copy

1 Business Day Immediately Following Event
- After receiving the goods, turn in the final invoice with your signature, “Okay to Pay”, PO number and date to SGAB
How to Make Food Purchases

Off Campus: any vendor that accepts direct deposit
On campus: Use Chartwells or others with completed/approved food waiver

3 Weeks Before Event
- Turn in signed Event Registration (ER) Form to the Student Union, Room 203
- Search for an Approved Food Vendor
- Turn in Food Waiver Request Application* to Business Services in the Student Union
- Complete Food Safety Training* and apply for Temporary Food Service Permit*

3-2 Weeks Prior to Event
- Obtain Quote from vendor
- Complete Expense Justification Form (EJF)
- Complete Banner Requisition (BR)
- Print out Event Approval & copy of Approved Food Waiver*

2 Weeks Prior to Event
- Bring completed paperwork (Event Approval, Quote, BR, Approved Food Waiver*, and EJF) to SGAB for approval and Purchase Order process (PO)
- Be sure to make copies of paperwork for your own records. Make a note of the date turned in on your copy.

1 Business Day After Your Event
- Turn in Final Invoice with your signature, “Okay to Pay”, PO number and date to SGAB
- Remember to display your Temporary Food Service Permit* at your event!

*These documents are ONLY required if you are NOT using Chartwells for an on-campus event. Any off-campus events do not require this paperwork regardless of vendor. On-campus events that use Chartwells do not require this paperwork either.

Note: College of Medicine Student Organization Please refer to COM Student Council Procedure outlined by GPSA (11/28/12)
How to Use Blanket Purchase Orders (PO’s)
(i.e. Dominos, COSTCO, Office Depot)

3 Weeks Before Event
- Turn in signed Event Registration (ER) Form to the Student Union, Room 203

3-2 Weeks Prior to Event
- Get a Quote or print out your Shopping Cart Purchase List
- Complete Expense Justification Form (EJF)
- Print out Event Approval (not required if purchasing promotional items)
- (No Banner Requisition is required)

Two Weeks Prior to Event
- Bring completed paperwork (Event Approval, Quote, and EJF) to SGAB to complete Blanket PO (BPO)
- Be sure to make copies of paperwork for your own records. Make a note of the date turned in on your copy.
- Bring PO Obtained from SGAB to vendor
- Blanket PO can be processed the same day of the event if the event is approved and food waiver is processed.

Next Business Day
- Turn in Final Invoice with your signature, “Okay to Pay”, PO number and date to SGAB

Adapted November 2012 by L. Lee; Created by SIL, COSO and Boca Treasurer
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Approved Food Waiver – an approved Food Waiver Request Application. This should be emailed to the person whose contact information was originally provided on the application. If it takes more than 5 business days to receive this you may contact business services and follow up with the application.

Approved Vendors - To determine whether or not a vendor has been approved by FAU you can

Banner Requisition Form - You can find the banner requisition form titled “On-line Requisition” here: http://www.fau.edu/purchasing/forms.php. Remember that the account number is S00324 and the fund is LOCSTG for all purchases using GPS0 funds. You can only work with an APPROVED vendor when using GPS0 funds. If you would like to use a vendor that has not been approved by FAU, then you MUST send the following form to the vendor to get it approved BEFORE you can use it: “Vendor Application” Form: http://www.fau.edu/purchasing/forms.php. Once the vendor has completed the form and returned it to you, turn it into the Student Union Accounting and Budgeting office, room 221. Once the forms are complete and approved by FAU you may use this vendor.

Event Approval – an email response to your organization’s submitted Event Registration Form stating that your event has been approved. Unless you are ordering promotional items (e.g. t-shirts) you will have to print this out and attach it to your paperwork to SGAB.

Event Registration Form (ER) - whether or not there are costs associated with your event you must turn in an Event Registration (ER) Form at least three weeks prior to any on or off campus event your organization plans to host. The ER form must be submitted to the Student Union Administrative Offices, room 203. After the ER form is reviewed you will receive a confirmation via e-mail to let you know if the space is available and if there are costs associated with your event. Once you receive this confirmation (a.k.a Event Approval), save it. You will generally need to print it out and submit it with your other paperwork to SGAB to use your GPS0 funds.

Expense Justification Form - You can find the expense justification form titled “Expense Justification Form up to $3,000.00” here: http://www.fau.edu/sg/forms.php. Only fiscally certified student officers can sign this form. Remember that the account number is S00324 and the fund is LOCSTG for all purchases using GPS0 funds.

Final Invoice – your final receipt provided to you by the vendor usually at the same time as the goods purchased. Some vendors such as Wizard Creations (promotional products) will send the final invoice to you electronically before they ship the goods. In this case hold on to the invoice until you receive the goods. NEVER turn in your final invoice to SGAB until you have your goods!

Fiscal Certification – to use your GPS0 funds, your organization must have at least two current officers fiscally certified. Once a student is fiscally certified, they will not have to re-certify every year. Just hold on to your certification number! This certification process occurs through SGAB. To register for this training, contact GPSA at gspa@fau.edu. SGAB will not accept paperwork from a student who is not fiscally certified.
Food Safety Training – this training must be completed prior to applying for the temporary food service permit. The training is offered by Environmental Health and Safety and can be accessed and completed using the following link (it will take about 30 minutes and is very easy): http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php and then selecting the “Food Safety Training”. Once a student is trained in food safety, they will not have to re-train every year.

Food Waiver Request Application – this is required if you plan to serve food on campus that is not from Chartwells such as donations or Dominos pizza (Chartwells does not cater off campus events and thus no Food Waiver is needed). The Food Waiver Request Application must be turned into Business Services in the Student Union, room 204 (when applying for the food waiver you must also apply for the temporary food service permit). Three occasions allow you to use vendors other than Chartwells for food on campus:

1. Chartwells does not offer the food your event requires
2. You are receiving donated food/drinks for your event
3. You can provide justification that same items can be purchased for a lesser cost by printing out a price comparison from Chartwells.

You can find the “Food Waiver Request Form” here: http://www.fau.edu/studentunion/forms/

PO Number (purchase order number) – the number listed on the top of the purchase order. It is used by the vendor to reference an order and receive payment for the goods provided to your student organization as ordered by the PO. This number is also used by the SGAB office to process your final invoice once you turn it in with your signature, date and PO number.

Proof/design – a preliminary rendering of the artwork/logo/inscription that you wish to have imprinted on you promotional product. It allows you to see what your finished product will look like to decide if it is what you had envisioned. If you do not like the proof/design work with the company to make the desired changes prior to mass printing. This applies to all promotional products on which you wish to print something (t-shirt logos, mug logos, etc.).

Purchase Order (PO) – a guarantee of payment made to a vendor from Florida Atlantic University after the reception of the requested goods.

Quote – a spreadsheet directly from the vendor with their company header, stating the price of the requested goods. When using certain vendors it may not be possible to receive a quote and in such cases a print-out of the “shopping cart” list from the vendor’s online site will suffice (e.g. Office Depot).

SGAB – Student Accounting and Budgeting Office located in the FAU Student Union on the Boca Raton campus in room 221. All paperwork related to purchasing goods for your club must be turned into this office and preferably to the Student Government Treasurer. You can also work with the treasurer to obtain current balance information for your organization provided you have fiscal certification. Always know the status of your Organization’s GPS0 funds!
**Shopping Cart Purchase List** – sometimes it is difficult to get a quote from a vendor (e.g. Office Depot). Instead what you can do is go to the vendors website and find all of your items and place them in a virtual shopping cart. Then print out this list as a *quote* substitute but **DO NOT** place the order right then and there!

**Tax** - You should not be paying taxes on your purchases! Please ask vendors to take taxes of quotes prior to submitting them to **SGAB**.

**Temporary Food Service Permit**: this has to be applied for in conjunction with the **Food Waiver** Request Application. Before applying for this permit you have to first complete the food safety training. You can do this by clicking on the following link (it will take about 30 minutes and is very easy):
http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php and then selecting the “Food Safety Training”. Once a student is trained in food safety, they will not have to re-train every year.