

Purchasing Process - Pcard and Purchase Order

Pcard (Credit Card)

Used for purchasing food or supplies for meetings or events

Vendor must take Mastercard over the phone

Food Orders:

- o Our office calls either the day before or day of the event/meeting to provide payment and tax-exemption information.
- o Receipts for the payment (both the credit card and itemized receipt) must be sent to Student Life either by dropping them off at their office or sending photos by email. **This should be done within 2 days of the meeting/event.**

in the organization.

Current Online Vendors: Amazon, Walmart, Sam's Club, Target, Hobby Lobby, Michael's, JoAnn Fabrics

Online Vendors must allow for tax-exemption, shipping or pickup options, and take Mastercard.

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or merchandise, venue rentals, entertainment/services and large catering orders
nts.

nt is done via physical check or direct deposit

Vendor Form may be required if the vendor is not already setup in our system. To
please send vendor information to Student Life once selected.

For vendors that are Independent Contractors another form w (d) (6) - 2ver 4eeo-- 2rm)-(t) 4J2 (6) - 2vnt w 61hd (d) 642.

- o Once the order is ready the vendor will contact the students and provide an Invoice. The Invoice should be sent to Student Life for processing. We will also need to know when the items are picked up.

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