

Purchasing Guidelines

Before making a purchase, please fill out the Purchase Approval Form and gather all necessary authorizations.

Procurement Card

Ideally all purchases should be made on your procurement card. It takes less time to process and your purchases can easily be reallocated into the appropriate budget lines for WISDM.

Claire Armstrong is the designated user for RTF card. If your organization doesn't have its own card, then you must process your purchase through the office. (use above mentioned form)

All purchases must be tax exempt. Copies of the UWO tax exempt certificate are available in the office.

Some of the items that may not be purchased on the card:

- Food/beverages
 - Flowers/gifts/awards
 - Furniture
 - Gas/Fuel
 - Party supplies/decorations
 - Lodging
 - Printing/Duplicating
 - Registration Fees
 - Subscriptions/Memberships
- questions refer to long list in office*

Approved Vendor Contracts

We are bound by the UW System to purchase from Vendors that the state of Wisconsin have contracts with. Some of these items are: computer software/hardware, office supplies, furniture, equipment maintenance & repair and food.

Food / Meal Requisitions

Food may be purchase outside of University Dining only if the bill will be no more than \$200. There is a list of approved vendors located in the office. We need a week to process a meal requisition.

If you would like to order food, the process is as follows:

- Pick an approved vendor from the list
- Fill out a meal requisition form (Claire)
- Copies are forwarded to accounting
- Accounting mails a copy to the vendor
- We can then order the Food

Tips for drivers need to be added to the invoice (can't be reimbursed) and cannot exceed 15%

UWO on Campus Services

The university has on campus services that you may use. These services require a Postal Code for payment. Each student organization has an assigned code. The list is available in the office. Document services and Central Stores have online ordering and can be ordered through the RTF office.

Services available are:

- Document Services located across the river in the new facilities bldg.
- Copy This is located in Reeve Union.
Both places offer b&w and color printing, collating, binding and posters.
- Central Stores
 - batteries
 - electrical supplies
 - paper
 - first aid supplies
 - cleaning supplies
- University Catering (student casual dining menu)

There is a list available online under student catering or stop by the office. For more information contact: Carol Dougan, Catering Manager
Reeve Union, Room 104
dougan@uwosh.edu
(920) 424-2248

Direct Payment Requests

Payments that cannot be made using the procurement card will need to be paid by check. The process is as follows:

- Bring the paperwork requiring payment to the office.
- A DPR will be processed through the accounting and a check will be sent from accounting. You will need to determine where the check should be sent.
- DPR's less than \$25 will be processed in cash through the cashier's office.

Receipt reimbursement will be handled on a case-by-case basis. Do not assume you will be reimbursed. If reimbursed, you will not get the tax back.