Student Activities PO’s

Purchase orders provide for a uniform and single payment system that accounts for the ways in which student clubs use the funds allocated to them by Student Senate.
All Purchase Orders Must:

- **Be typed**
  - Typewriter is in the Club Suite area in the basement of Farrell Hall
- **Have three signatures**
  - Club Treasurer
  - Advisor
  - Student Activities Director – John Huber
    - Office 222 Farrell Hall
    - John’s signature is the last signature you obtain
Purchase Order Required Information

• Date the PO is typed
• Club number with a 5000 extension and club name (ex: 03-5000 LASO entered in “Charge To” area of the PO)
• Vendor- Who you are purchasing from
• Description of what you are buying and the date the product or service will be used
• Attach a flyer from your event if one is available
• The amount you will spend. If the amount is not known than you must give a “not to exceed amount” based on the estimate you will spend
# The Purchase Order

**STUDENT ACTIVITIES**  
COLLEGE ASSOCIATION AT DELHI, INC.  
STATE UNIVERSITY OF NEW YORK  
DELHI, NEW YORK 13753

<table>
<thead>
<tr>
<th>VENDOR:</th>
<th>ADDRESS:</th>
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<tr>
<td>CITY</td>
<td>STATE</td>
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<tr>
<td>SHIP TO</td>
<td>GROUP NAME OR OFFICE</td>
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<td>ADDRESS:</td>
<td>CITY</td>
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**PURCHASE ORDER**

- **ORDER NO.**: SA 45217
- **TAX EXEMPT #:**: 157953
- **PREPAY**: [ ]  **CHARGE**: [ ]

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<tr>
<th>QUANTITY</th>
<th>PLEASE ENTER OUR ORDER FOR GOODS LISTED BELOW</th>
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**PLUS FREIGHT AND/OR HANDLING CHARGE (IF APPLICABLE)**

**ADVISOR’S SIGNATURE**  
**DATE**: 

**TREASURER’S SIGNATURE**  
**DATE**: 

**DIRECTOR’S SIGNATURE**  
**DATE**:

*PLEASE NOTE: THIS ORDER HAS NOT BEEN APPROVED FOR PAYMENT IF THIS SIGNATURE LINE IS UNSIGNED.*

**IMPORTANT:** PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.

SEND US COPIES OF YOUR INVOICE WITH ORIGINAL BILL OF LADING.  
**RECEIVED BY**:  
**DATE**: 
Three Types of Purchase Orders

1. For all stores or establishments that SUNY Delhi Student Activities has an account with.
   - Price Chopper, Family Dollar, Cuginos, Streat Foods

2. After getting your 3 signatures take the white to the store and present it for payment. The yellow, pink, and gold copies of the PO should be put in Karen Detert’s mail box in Student Activities or brought to Karen’s office in the basement of Farrell Hall.
PO Type 1 Continued

- *** **Turn in receipt** *** receipts from purchase should be turned in to Karen Detert’s mailbox in Student Activities or her office in the basement of Farrell Hall.
  - Turn in receipt as soon as possible- working with establishments to recreate lost receipts is time consuming and often frustrating.
  - Turn in the receipt with a copy of the PO or write the PO number on the receipt along with the club name and number.
Three Types of Purchase Orders

- **Check**—Used in the case where SUNY Delhi does not have an account with the vendor and payment is required at time of purchase.

  - A PO requiring a check is **TIME SENSITIVE**
    - Checks are processed and written once a week on Wednesday and Thursday AND are ready for pick up or mailed on Friday.
    - IF YOU WISH TO HAVE A CHECK BY FRIDAY THE PO ALONG WITH ALL DOCUMENTATION MUST BE IN KAREN DETERT’S OFFICE BY 12 NOON OF THE WEDNESDAY PRECEDEING THE FRIDAY YOU WANT THE CHECK.
• A PO requiring a check must have the following documentation:
  – **Invoice** -- not a quote, but an actual invoice from the vendor is required
    • The total invoice amount **can not include tax**- SUNY Delhi is tax exempt and you must arrange to have the tax exempt number sent to the vendor if they are charging tax.
  – If the PO is for an event with students in attendance such as trips and events requiring tickets, you must submit a **list of students along with their 800 numbers**.
Three types of Purchase Orders

- VISA--Using the Student Activities VISA
  - Taking the VISA to the store or establishment to make the purchase.
  - Ordering on line.
• **Taking the VISA to the store or establishment to make the purchase**
  
  – When the PO has three signatures, the club advisor can make arrangements with student activities to sign out a VISA card.
  
  – The advisor should make sure they take a tax exempt certificate with them when making the purchase. SUNY Delhi will not pay tax and if there is tax on the receipt that amount will be collected from the advisor or club members and deposited in the club account.
  
  – The white, yellow, pink, and gold copies of the PO should be put in Karen Detert’s mail box in Student Activities or brought to Karen’s office in the basement of Farrell Hall.
  
  – When the purchase is complete, turn in the VISA card to the Student Activities office. The VISA receipt with a copy of the PO or with the PO number along with the club name and number written on the receipt should be turned into Karen Detert’s mail box or office.
• **Ordering on line with the VISA**

  – When the PO has three signatures, a club member can order on line with John Huber, Bari Marshall, Nick Wagner or Karen Detert.

  – For some vendors such as Amazon we have a tax exempt account, but if we have not established tax exempt status with the vendor that must be established before ordering. Most out of state orders do not charge tax.

  – At the conclusion of the order the receipt must be printed out and put with the white, yellow, pink, and gold copies of the PO that must be submitted to Karen Detert’s mail box in Student Activities or brought to Karen’s office in the basement of Farrell Hall.

  – When the purchase is received turn in the packing slip to Karen Detert’s mail box or office.
Fund Raising

• **Student Activities money cannot be donated to charities or organizations.**
  
  – Clubs can use student activities money as seed money to buy supplies to create objects that are sold for fund raising.
  
  – The seed money must be deducted from the money earned and returned to the student activity account. Proceeds less the seed money can then be donated.
Meal Advance

- **CADI will reimburse up to $15.50 a day to clubs for students with meal plans who travel and miss meals during the academic year (but not on academic breaks)**
  - The breakdown is as follows: Breakfast - $4.00, Lunch - $5.40, Dinner- $6.10
  - Clubs will only be reimbursed for the number of meals the students still have at the end of the meal week.
- **To receive the meal advance the club must submit a PO with the advisor’s name as the vendor**
  - A check is cut to the advisor who in turn distributes the money to the students
  - A list of students and their 800 numbers must be submitted with the PO
  - Check requests must be submitted by noon of the Wednesday preceding the Friday of the trip

**Remember**-- This is a Meal ADVANCE and not a Meal Reimbursement and therefore must be made before the trip occurs.
I am here to help

- Karen Detert
- 030 Farrell Hall (basement)
- 607-746-4572
- detertkk@delhi.edu
- Office Hours
  - 11:00 am – 7:00 pm  Monday and Tuesday
  - 11:00 am – 6:00 pm  Wednesday
  - (On Wednesday I am in the Student Senate meeting from 5:15-6:00 pm, but check in at my office at 6:00 pm to see if anyone needs assistance)