Purchasing Guidelines

General Purchases

- All purchases must be requested through the purchase request form found online at weber.edu/sportclubs → Forms → Purchase Request Form
  - This includes purchases that will be done by a club member and petty cashed later
  - Do NOT purchase item before approval is given
  - If purchase is done before approval, it will be denied! Even if the purchase would have been approved.
- Purchases include but are not limited to:
  - Uniforms
  - Gear
  - Entry fees, lift tickets, or other competition fees
  - Travel...etc...

Timeline Guide

- Under $1500
  - Request should be in 2 weeks prior to item being needed
- $1500-$2999.99
  - Request must be in 3-4 weeks prior to item(s) being needed
- >$3000
  - Request must be in 6-8 weeks prior to item(s) being needed

What to give the Campus Recreation Office?

Before selecting vendor:
- Submit a purchase request form
  - Indicate 3 companies as possible vendors
- Details on product (colors, quantity, design)

After vendor selected:
- Sales Quote from the vendor
- Avoid all invoices
  - Companies will put the due date as the date they send it in
  - Purchasing will consider this purchase a “confirmation” order
  - Confirmation orders result in a ding on the club and will eventually make it to where the club’s purchasing power is taken away

Purchases over $500
- Club must provide three options to the Competitive Sports Office with pricing to show that the club has done best price comparison
This requirement is set under the university and State Procurement laws

- Members of a club are allowed to purchase item and be reimbursed after approval

### Purchases over $1500
- Must provide three vendors
- Can contact companies for pricing and designs Purchasing
- Will need to go through a University Requisition process
- A sales quote should be given to office by the company decided on
  - Do NOT turn in an invoice, this leads towards a confirmation order on the club and potentially other sanctions to follow

### Purchases over $3000
- Purchase request turned in with 3 vendors
- Can NOT contact any company to get pricing from a sales associate or any person working for the company
- May go online and find out the general pricing
- All product mock ups must be done by the club
  - Do NOT have a company do this for you
- Any violation of the above don’ts will result in the prosecution of the individual by the State for the violation of the State procurement laws

### Facilities
- Inform Competitive Sports Coordinator/Manager you are looking to use an off campus facility
  - An insurance binder will be made (if needed)
- Have all potential games sent in an sales quote to Competitive Sports Office
  - Even if games or times are not used, this guarantees no confirmation orders on the club’s record
  - Competitive Sports Office will create a drawing account
    - This allows for the facility, once games are played, to send the IMRC Office an invoice stating what times have been used.

### Entry Fees
- These can be done two ways
  - Having the tournament/league send a quote to the IMRC Office
    - 2-3 weeks in advance for check payment
    - 1-2 weeks for card payment
  - Have P-card holders card activated to cover the entry fee when you get to the location

### Officials
- When needing to pay officials
  - If it is a company, have them send all potential games in a quote to the Competitive Sports office
    - Competitive Sports office will create a drawing account
    - Official’s send invoices once games done or complete
  - If an individual, not associated to a company
- Have them fill out an independent contractor form (under Sport Club Forms online)
- After this is done, they can follow same process as above