

**PURCHASING – STUDENT BODY AND CLUBS**

AP No. 6336
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Board Reviewed: 2/68; Rev 10/77; 8/16/06

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## I. Procedures for Student Body and Clubs

The use of Associated Students' Body or club funds in the purchase of supplies and equipment and contracting for services of any kind shall be based on sound business procedures and in keeping with Associated Students' Body and Board of Trustees policies. Economies, through quantity purchasing shall be affected wherever possible.

## II. All expenditures from Associated Students' Body and club funds shall be in accordance with the approved budget of the Associated Student Body or within the budget limitation of club funds.

## III. The following procedures are established to regulate the purchase of supplies, equipment and services:

- A. Prepare a standard Associated Students' Body requisition and indicate vendor, if there is a preference.
- B. Requisitions must be signed by an appropriate officer of the Associated Student Body and Director of Student Activities (or Vice President of Student and Community Services) for Associated Student Body expenditures, club sponsor and Director of Student Activities (or Vice President of Student and Community Services) for club expenditures.
- C. Requisition must be delivered to the Accounting Office for Approval of the Vice President of Finance and Business and for processing.
- D. Upon receipt of material, equipment, etc., the organization shall be notified accordingly.