Purchasing Guide

For OU Registered Student Organizations (RSO)

How to pay for goods, services, food, and more with your organization's funds.

THE SHORT VERSION

Four numbers to remember

72
business hours
Minimum notice for any off-campus purchase or food request.

30-60
days ahead
Quote lead time for services, rentals, and contracts.

$5,000
or more
Requires two additional quotes, or a sole source form.

4-8
weeks
Typical wait for a personal reimbursement.

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Not sure where to start?

Email sbsc@ou.edu with a brief message that names the item or service you need, the date you need it, and your preferred vendor. When in doubt, ask SBSC before you commit.

SECTION 1

On-Campus Accounts

- A **Chartfield Spread (CFS)** is an on-campus university financial account.
- This account houses SGA funding, department sponsorships, and deposits made by the RSO.
- Each RSO has a unique ORG number in the format **SAN99XXX**. Email sbsc@ou.edu if you do not know yours.

Every CFS contains the following information

FUNDING	ORG NUMBER	FUND	FUNCTION	ENTITY	SOURCE	PURPOSE
SGA funds	SAN99XXX	AUFEE	00015	00000	NAACTVTY	SN500101
Non-SGA funds	SAN99XXX	MISCA	00015	00000	-	-

Other funds

Your RSO may also have money in other types of funds, such as the OU Foundation. SBSC can provide a full list of what your RSO has available and the respective balance. If you would like to use a different fund, let SBSC know so the appropriate chartfield can be used for payment.

SECTION 2

Purchasing Guidelines

Paying an on-campus unit

- Paying an on-campus service unit, such as the Union, Campus Scheduling, Food Services, Printing Services, or Facilities Management, is always an easier process because the funds do not leave university accounting.
- These areas offer discounts to RSOs and have experience working with student leaders.
- When you are ready to pay an on-campus unit, give the organization's CFS directly to that unit.

Purchasing from an off-campus vendor

- Email sbsc@ou.edu with a brief message outlining the item(s) you need, when they are needed, and the name of the preferred vendor.
- **Allow sufficient time for processing.** Do not submit requests for items needed within 72 business hours. It is better to reschedule your event than to force the process.

Plan 30-60 days ahead

Submit these 30-60 days in advance. See Section 4.

- Services
- Rentals
- Invoices greater than or equal to $5,000
- Written agreements and contracts

Personal reimbursements

Allowed on an occasional basis but discouraged. With proper planning, they should not be needed. If one becomes necessary, remember:

- Reimbursement typically takes **4-8 weeks.**
- The person being reimbursed must go through a supplier set-up process.

SECTION 3

Helpful Tips for Purchasing Food from Off-Campus Vendors

- Allow sufficient time for processing. Do not submit requests for items needed within **72 business hours**.
- When choosing a food vendor, there are three payment options:

RECOMMENDED

OU Travel Card

Food for university student programming is allowable on the Concur travel card.

RSO Faculty and Staff Advisers can and should use their travel card for food and beverages whenever possible. These expenses should be tax exempt.

After the event, email sbsc@ou.edu for help with the food and beverage expense report. Always keep an itemized receipt of purchase.

OPTION 2

Invoices

Any restaurant can provide a tax-exempt invoice that can be submitted to SBSC for payment via check.

The restaurant must be a current supplier or be willing to go through a supplier registration process.

OPTION 3

Personal reimbursements

Allowed but discouraged.

Typically takes **4-8 weeks**.

The person being reimbursed must go through a supplier set-up process.

- In the event your adviser does not have a Travel Card, email sbsc@ou.edu for assistance.

SECTION 4

Important Questions to Consider When Spending Funds

When your RSO needs to procure goods or services from an off-campus vendor, work through these questions first. The box beside each question shows the timing, requirement, or next step to plan for.

Is the vendor set up in OU's financial system?

All vendors must be approved OU Suppliers. If the vendor needs to be set up, this adds 2-3 weeks to the transaction because the vendor must go through a supplier approval process. Make sure to allow sufficient time.

TIMING

Adds 2-3 weeks if new

Is there an invoice?

An invoice is a document with a list of goods or services provided by a vendor. Basically, it is a bill and needs to be paid. Make sure the invoice includes:

- Remit address
- Invoice number
- No sales tax

Email sbsc@ou.edu to determine the best method to pay the invoice.

ACTION

Email SBSC

Is a service involved?

Email sbsc@ou.edu a quote for the service **30-60 days in advance**. SBSC will work with the vendor to ensure their supplier profile is active in the financial system and submit the quote for review and approval by Purchasing. If Purchasing approves, a purchase order will be sent to the vendor. A purchase order allows the vendor to perform the service and then invoice the RSO after services have been rendered. Please provide SBSC with the invoice.

Regardless of the dollar amount, if a service is involved, a quote must be submitted to sbsc@ou.edu 30-60 days in advance. Unsure if it is a service? Email SBSC.

TIMING
Quote 30-60 days ahead

Is a rental involved?

This does not include rental of on-campus units such as the Oklahoma Memorial Union or equipment from Facilities Management.

Email sbsc@ou.edu a quote for the rental **30-60 days in advance**. SBSC will work with the vendor to ensure their supplier profile is active in the financial system and submit the quote for review and approval by Purchasing. If Purchasing approves, a purchase order will be sent to the vendor. A purchase order allows the vendor to provide the rental and then invoice your department after use of the rental. Please provide SBSC with the invoice.

Regardless of the dollar amount, if a rental is involved, a quote must be submitted to sbsc@ou.edu 30-60 days in advance. Unsure if it is a rental? Email SBSC.

TIMING
Quote 30-60 days ahead

Does it cost $5,000 or more?

Regardless of what is being purchased, if the total cost is $5,000 or more, **two additional quotes** are required in addition to your preferred quote. Together they should show that your preferred vendor is the best option.

If two additional quotes are not available, complete a **sole source form**. Email SBSC to request one.

REQUIREMENT
2 extra quotes or a sole source form

Is someone receiving an award?

Payments to students can be processed via award check. Email sbsc@ou.edu to request payment. Additional forms must be completed, and SBSC will provide them after the initial request is received.

ACTION
Email SBSC

Would you like to pay a guest an honorarium?

An honorarium is a payment to an individual for speaking services. Other services can be included as an honorarium, so email SBSC to see what qualifies.

Email sbsc@ou.edu **15-30 days before** the guest arrives. Additional forms must be completed, and SBSC will provide them after the initial request is received. Payment is made after the speaking event.

TIMING
15-30 days before arrival

Do you need to pay an individual for providing services?

An **Independent Contractor (IC)** is someone who provides professional services that supply intellectual and creative expertise to a University business unit on a temporary basis. These services can require specified experience and technical skills that the University otherwise would not be able to provide.

Email sbsc@ou.edu 30-60 days in advance so SBSC can work with the IC and get them set up to be paid by OU.

TIMING
Start 30-60 days ahead

Is an agreement or contract involved?

Email sbsc@ou.edu a quote for the service **30-60 days in advance**. SBSC will work with the vendor to ensure their supplier profile is active in the financial system and submit the quote for review and approval by Purchasing. If Purchasing approves, a purchase order will be sent to the vendor. A purchase order allows the vendor to fulfill the agreement or contract and then invoice your department after the event. Please provide SBSC with the invoice.

Regardless of the dollar amount, if a service is involved, a quote must be submitted to sbsc@ou.edu 30-60 days in advance. Unsure if an agreement or contract is involved? Ask SBSC!

This includes Independent Contractors. An IC form is required, and SBSC is happy to provide you or the guest with the required paperwork after SBSC receives your initial request.

TIMING
Quote 30-60 days ahead

SECTION 5

Quick Reference: Lead Times

IF YOU ARE...	CONTACT SBSC
Making any off-campus purchase or food request	**Not within 72 business hours of need**
Using a vendor that is not yet an approved OU supplier	**Allow an extra 2-3 weeks for supplier setup**
Buying a service, renting equipment, or signing an agreement or contract	**Send a quote 30-60 days in advance**
Paying an Independent Contractor	**30-60 days in advance**
Paying a guest speaker an honorarium	**15-30 days before the guest arrives**
Spending $5,000 or more	**Include two additional quotes, or request a sole source form**
Requesting a personal reimbursement	**Allow 4-8 weeks**

Questions? Email sbsc@ou.edu whenever you are uncertain about payment methods, procurement requirements, or university policies.