

Purchasing Guide

For OU Registered Student Organizations (RSO)

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On-Campus Accounts

- A “Chart field spread” (CFS) is an on-campus university financial account.
- This account will house SGA funding, department sponsorships, and deposits made by the RSO.
- All CFSs contain the following info:

ORG number | Fund | Function | Entity | Source | Purpose

- Each RSO has a unique ORG number: SAN99XXX. Email sbcs@ou.edu if you do not know yours.
- When using SGA funds, an RSO's CFS will always be the following:

SAN99XXX | AUFEE | 00015 | 00000 | NAACTVTY | SN500101

- When you want to use non-SGA funding, use the following CFS:

SAN99XXX | MISCA | 00015 | 00000

- Your RSO may also have monies 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, please let SBSC know so that the appropriate chart field can be used for payment.

Purchasing Guidelines

- Paying an on-campus service unit, such as the Union, Campus Scheduling, Food Services, Printing Services, Facilities Management, etc. will always be an easier process since the funds do not leave university accounting. These areas offer discounts to RSOs for utilizing their service and have experience in working with student leaders.
 - When you are ready to pay an on-campus unit, please give the organization's CFS directly to that unit.
- When you are ready to make a purchase from an off-campus vendor, please email sbsc@ou.edu with a brief message outlining the item(s) that you need, when they are needed, and the name of the preferred vendor.
- Always allow sufficient time for processing. Do not submit requests for items that would be needed within 72 business hours. It would be better to reschedule your event rather than force the process.
 - Please note, some types of purchases need to be submitted 30-60 days in advance. Additional information is below under "Important Questions to Consider When Spending Funds".
 - Services
 - Rentals
 - Invoices greater or equal to \$5,000
 - Written agreement/contracts
- Personal reimbursements are allowed on an occasional basis but are discouraged.
 - With proper planning, personal reimbursements should not be needed. However, in some cases, when a personal reimbursement becomes necessary, please remember the following:
 - Reimbursement typically takes 4-8 weeks.
 - The person being reimbursed must go through a supplier set-up process.

Helpful Tips for Purchasing Food from Off-Campus Vendors

- Allow sufficient time for processing. Do not submit requests for items that would be needed within 72 business hours.
- When choosing a food vendor, there are three payment options:
 - OU Travel Card
 - Food for university student programming is allowable on the Concur travel card. RSO Faculty/Staff Advisers can and should use their travel card to purchase food and beverages whenever possible. Please remember that these expenses should be tax exempt. When a food purchase has been made with a Concur card, please email sbsc@ou.edu to get assistance with these food and beverage expense reports following the event. Always make sure to keep an itemized receipt of purchase.
 - 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.
 - 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 advisor does not have a Travel Card, please email sbsc@ou.edu for assistance.

Important Questions to Consider When Spending Funds

When circumstances arise where RSOs need to procure goods or services with an off-campus vendor, please consider the following questions:

- Is the vendor setup in OU's financial system?
 - All vendors must be approved OU Suppliers.
 - If the vendor needs to be setup, this will add an additional 2-3 weeks to a transaction because the vendor must go through a supplier approval process. Make sure to allow sufficient time.
- Is there an invoice?
 - An invoice is a document with a list of goods or services that were provided by a vendor. Basically, it's a bill and needs to be paid.
 - Ensure the invoice includes the following information:
 - Remit address
 - Invoice Number
 - No sales tax
 - Please email sbsc@ou.edu to determine the best method to pay for the invoice.
- Is a service involved?
 - Please 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 for 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@ou.edu.

- Is a rental involved? (This does not include rental of on-campus units such as the Oklahoma Memorial Union and equipment from Facilities Management.)
 - Please 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 for the vendor to provide the rental and then invoice your department after use of 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@ou.edu.
- Does it cost more than \$5,000?
 - Regardless of what is being purchased, if the total cost is \$5,000 or more, two additional quotes, in addition to the preferred quote, will be required. This should show that your preferred vendor is the best option.
 - If two additional quotes are not available, a sole source form should be completed. Please email SBSC to request a sole source form
- Is someone receiving an award?
 - Payments to students can be processed via award check. Please email sbsc@ou.edu and request for payment to be made. There are additional forms that will need to be completed, and SBSC will provide them after the initial request for payment has been received.
- Would you like to pay a guest an honorarium?
 - An honorarium is a payment to an individual for speaking services. There are other services that can be included as an honorarium so please make sure to email SBSC to see what other types of services can be included.
 - Please email sbsc@ou.edu 15-30 days BEFORE the guest arrives. There are additional forms that will need to be completed, and SBSC will provide them after the initial request for payment has been received.
 - Payment will be made after the speaking event.

- Do you need to pay an individual for providing services?
 - An Independent Contractor (IC) is defined as some who provides professional services that provide intellectual and creative expertise to a University business unit on a temporary basis. These services can require specified experience and technical skills/abilities to complete a need or project that the University otherwise would not be able to complete without these certain skills sets.
 - Please email sbcs@ou.edu 30-60 days in advance to work with the IC and get them set up to be paid by OU.

- Is an agreement and/or contract involved?
 - Please email sbcs@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 for the vendor fulfill the agreement/contract and then invoice your department after event. Please provide SBSC with the invoice.
 - Regardless of the dollar amount, if a service is involved, a quote must be submitted to sbcs@ou.edu 30-60 days in advance
 - Unsure if an agreement and/or contract is involved? Ask SBSC!
 - This includes **Independent Contractors**
 - An Independent Contractor (IC) form will be required, and SBSC is happy to provide you/the guest with the required paperwork after SBSC receives your initial request
 - What is an Independent Contractor (IC)?
 - See above under “Do you need to pay an individual for performing services?”