

Expenditure of Club Funds Checklist

I. Campus Based Requisitions

Create a Purchase Order - Issued to a company that approves purchases to be encumbered/charged to your account, not paying a vendor.

- Completed Campus Based Requisition
- Quote from Vendor
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

Pay Vendor - checks issued directly to a vendor/company after the club has received the items

- Completed Campus Based Requisition
- Invoice from Vendor
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

Reimbursement - Checks issued to a student or advisor that purchased items already and is requesting a reimbursement

- Completed Campus Based Requisition
- Original Receipts
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

Cash Advance (for Advisors Only) - Checks issued to Advisors to cash and use the funds to purchase items.

- Completed Campus Based Requisition “check request”
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

College Store Order - The College Store can purchase items a variety of ways (websites, online stores or through the College Store catalog) and charge the expense to the club account.

- Completed Campus Based Requisition
- College Store Quote
- Club Meeting Minutes approving the expenditure
- Food and Supply: Justification Memo
- Event: Flyer of event & list of attendees

II. Ordering Food Through City Cafe/Aramark

- Complete City Cafe Catering Request form and email to Robert Burks
- Complete City Cafe Catering Form
- Completed City Cafe Catering Request form from Robert Burks (quote)
- Club Meeting Minutes approving the expenditure
- Event Flyer
- List of attendees

III. Cash Box Request

- Complete the Cash Box Request Form
- Submit to Business Service Office
- Pick up Cash Box from Business Service Office