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 venders
- 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 venders
- 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