

Purchase Orders/Work Orders

Any organization receiving funds from the Appropriations Board or Sports club fund must have approval to initiate any purchase involving the use of funds from their account. This includes outside purchases and work orders to the Book Rack, Motor Pool, Public Relations/Publications, the *Flyer*, etc. Check with your organization's Appropriations Board representative for special requirements concerning dining services. The Board does not approve reimbursement after the purchase was made.

To begin the process, the organization must complete a Request for Funding form. These forms are available in the Student Activities, Organizations & Leadership office (OSAO&L), GUC 125. All information must be completed with the signatures of the organization's advisor and president. For purchase order requests, all items must be listed with the cost, UPC code and any postage and handling charges. Return the Request for Funding form to the Appropriations Board, OSAO&L office, GUC 125 for Board approval and processing. Allow three (3) days for processing.

If your organization requests a purchase for more than \$500.00, you must list three (3) bids with the company's name and address and cost. Please note that these are campus-wide policies and are not limited to student organizations.

If your organization plans to purchase food items, please refer to "Purchase of Food for Events."

If your organization is picking up purchases from the vendor, you must bring the original invoice and/or receipt to the OSAO&L office for processing payment. If purchases are mailed or delivered to the SU Receiving Dept., the invoice must be sent directly to the Financial Services office and OSAO&L office representative must be notified that the merchandise was received.

All work orders that do not involve money, may be typed by the organization's representative.

Instructions for Completing Request for Funding Form

1. Insert today's date.
2. Print or type your request exactly as it should appear on the Purchase/Work order. Be sure to complete all information requested. Include the purpose of the item(s).
3. If purchase request is more than \$500.00 you must get three (3) estimates. Include name, address and phone number of the vendor.
4. Insert your organization's name.
5. Insert your organization's account code.
6. Insert your name.
7. Insert your title.
8. Insert your phone numbers.

Office of Student Activities, Organizations & Leadership

9. Check whether the item(s) is to be picked up or delivered to Central Receiving.
10. Insert vendor's name and address, and federal Id. number.
11. Must have signature of your advisor and president or treasurer.
12. Give Purchase Request form to Appropriations Board.
13. When request is approved, paperwork will be processed by the OSAO&L secretary.
14. All food requests must include a list of names of members attending the function along with their SS#

Raffles

Conducting Raffles On Campus

This policy applies to the conduct of raffles on the campus by both on and off campus organizations and individuals.

Policy

1. Only raffles conducted by registered student organizations, departments of the University, or by employees of the University (on behalf of legitimate, non-profit off-campus organizations may be conducted on campus.) All such raffles must be registered with the Facilities Reservations Clerk in the Guerrieri University Center and must be accompanied by a valid permit, issued by the Wicomico County Sheriff's Department, prior to being approved (permit number only for employees selling raffle tickets for qualifying off-campus organizations). Raffles may not be conducted by individuals or for the commercial or private gain on the campus.
2. Raffles held on the campus may only be held for the benefit of organizations that are exclusively charitable, religious, athletic, political or educational.
3. The use of University facilities, grounds and offices in the conduct of raffles shall conform to University and Board of Trustees policies and regulations regarding the use of such facilities and shall, in no way, interfere with the normal functions of the University. If interference with the normal function of the institution is evident, permission to conduct the raffle will be immediately withdrawn.
4. Harassment or undue pressure will not be permitted to encourage the sale of raffle tickets.
5. Only reasonable quantities of alcoholic beverages may be raffled and may not be displayed to advertise the raffle and entice sales of raffle tickets.
6. Raffles may not be conducted in any room, or adjacent area, that is being used for academic purposes.
7. Raffles may not be conducted in either the Library, the Commons (exclusive of the front lobby), or residence halls. Additionally, raffles may not be conducted at official University functions such as Convocation, Commencement, registration, etc.
8. Raffles may not be conducted by the University employees or by organizations in the vicinity of any University function that involves the collection of fees or monies for goods or services, i.e. Cashier's Office, Book Rack, University Center Information Desk, cashier station.
9. Persons conducting raffles on behalf of organizations assume full responsibility for and will be held accountable for their involvement.

10. So as not to interfere with the normal function of activities conducted in the Guerrieri University Center, raffles may only be conducted in the lobby and main lounge of the facility at tables provided by the University.
11. The beneficiary, organization and purpose to which collected funds will be put must clearly be advertised when conducting a raffle.
12. Records regarding raffles will not be treated confidentially and the public will have reasonable access.

Application for A Raffle in the University Facilities/Grounds

Office of Student Activities, Organizations & Leadership

Date: _____ PERMIT # _____

SPONSORING ORGANIZATION: _____

RESPONSIBLE ORGANIZATION OFFICER: _____

ADDRESS: _____

PHONE # : _____

DATE(S) OF RAFFLE: _____

LOCATION: _____

PRIZE: _____

PURPOSE: _____

Our organization agrees to comply with the conditions stated on this application.

ORGANIZATION PRESIDENT

FACULTY ADVISOR

Approved
Guerrieri University Center Director

DATE

OFFICE USE ONLY:

1. Additional Conditions:
2. Winners and Prizes:

Reservations Checklists

Maggs Gym

Room Reservation

Work Orders for Physical Plant:-Heat/A.C.

-Maintenance

-Housekeeping

Work Orders to Campus Recreation:

-Floor Mats/Set-up

Work Order for Public Safety Officer (if needed)

Please forward copies of all work orders for Maggs Gym to Campus Recreation!!!