



**PURCHASE REQUISITION  
FOR CLUB/ORGANIZATION USE ONLY**

\*Club/Organization Name: \_\_\_\_\_

\*Date: \_\_\_\_\_  
 \*Requested By: \_\_\_\_\_  
 \*Cost Center #: \_\_\_\_\_  
 PO #: \_\_\_\_\_ Object Code: \_\_\_\_\_  
 \*Club Advisor(s) Name(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \*Club Advisor(s) Email Address(es): \_\_\_\_\_  
 \_\_\_\_\_  
 \*Purpose: \_\_\_\_\_  
 \_\_\_\_\_

**VENDOR:**  
 Attn: \_\_\_\_\_  
 \*Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Fed ID #: \_\_\_\_\_  
 Vendor #: \_\_\_\_\_

1. Indicate the # of students who will receive these goods/services and date of event/activity in the description box.
2. Purchases of less than \$5,000 per order require one written quote (attached to this PO Requisition). A written quote, email, online pricing (screenshot or print out of shopping cart items), or published catalog price is acceptable. Requests for quotes must have a specified date and time of submission. Documentation must be kept by the Business Office and maintained until audited.
3. Be sure to include shipping charges (if unknown, estimate 10%)
4. Obtain all approval signatures
5. Scan the Purchase Requisition and required documents to clubpo@sctcc.edu.
6. Purchase Requisition processing takes 5-7 business days.

**\*Please note - all asterisked items are mandatory in order to generate a PO.**

Quantity	Catalog or Parts #	Description	Unit Price	Total
<b>+ Shipping Charges</b>				
<b>Grand Total</b>				

Mail Out PO  Yes  No (if no, return to Club Advisor)  
 Pull Warrant  Yes  No

**I hereby declare this claim is just and that no part of it has been paid.**

\*Club Treasurer Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \*Club Advisor Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Club/Organization Purchase Requisition Process**

In order to pay for club expenses, a representative from the club officer team or advisor must first fill out the official Club/Organization Purchase Requisition Form (Business Office approved). Please follow the precise procedures listed below when submitting Purchase Requisition Forms.

1. *Purchase Requisition Forms must be completed prior to the purchase to ensure that funds can be secured.* (MN Department of Finance Policy)
2. Fill out a Club/Organization Purchase Requisition outlining the item(s) you would like to purchase. The Club/Organization Purchase Requisition is different from SCTCC's general/standard Purchase Requisition. Be sure you have the correct form.
  - If you can find out/know the exact amount of the item(s) ahead of time that is the best case scenario (otherwise an adjustment needs to be made after the fact which results in more work/processes).
  - Indicate the # of students who will receive these goods/services and date of event/activity in the description box.
  - Purchases of less than \$5,000 per order require one written quote (attached to this PO Requisition). A written quote, email, online pricing (screenshot or print out of shopping cart items), or published catalog price is acceptable. Requests for quotes must have a specified date and time of submission. Documentation must be kept by the Business Office and maintained until audited.
  - Be sure to include shipping charges (if unknown, estimate 10%)
  - Obtain all approval signatures (Club Treasurer and Club Advisor)
3. Upon completion of the Club/Organization PO, the club advisor is responsible for scanning the Purchase Requisition (along with all required documents) and emailing them to clubpo@sctcc. Sue Meyer (LAS/Health Sciences), Kim Wehlage (LAS/Health Sciences), or Roseanne Anderson (Trades) will enter your request into Marketplace and submit it for the Campus Life Director's (Tashana Husom) approval.
4. If approved by the Campus Life Director (Tashana Husom), it will be automatically routed in Marketplace to the Business Office (Sue Meyer) for final approval. If final approved is granted by the Business Office, you will be notified via email (from Sciquest.com) that you are cleared for purchasing. If your purchase requires credit card usage, please arrange a date/time with Sue Meyer to complete your order.
5. Requisition processing takes 5-7 business days. An order cannot be placed until the Purchase Requisition Form is fully processed and the PO number is assigned.
6. When the merchandise is received with a packing slip, the packing slip must be dated and signed by the receiver. The packing slip must be attached to the original invoice and "ok to pay" marked on the invoice along with the PO number and a valid signature. Documents must be turned in to the Accounts Payable department in the Business Office.
7. If there is no packing slip, two (different) signatures will be required on the original invoice. First, the Club Treasurer must write "Received" (along with the date received) and sign it. Second, the Club Advisor must write "Ok to Pay" and sign it. After this two-step signature process is completed, the original invoice must be submitted to the Accounts Payable department in the Business Office.
8. When organizations/businesses will not accept purchase orders to secure payment, the college credit card may be used. Purchase orders and necessary documentation must be included at the time the card is used. For example, if ordering online, attach a screenshot or copy of the items to be purchased in the shopping cart.
9. All other methods of purchases and payments must be approved by the Campus Life Director in consultation with the Business Office.