

## Section 6 | Non-Travel Expenses

# QUICK TIPS

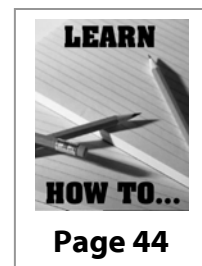
### What type of expense am I dealing with?

- General Purchase
  - o Equipment (Balls, Nets, etc.)
  - o Maintenance/Repairs
- Unique Purchase
  - o Payment of League Memberships
  - o Facility Reservations
  - o Instructional Seminars



### What needs to be turned in to make a purchase?

1. General Purchase Form or Unique Purchase Form
2. Quote of pricing from vendor for item, product or service being purchased.



### Where do I find the forms?

Purchase forms, General and Unique, can be found using the Resource Center link on the Sport Clubs web site at [fsu.campusrec.com/sportclubs](http://fsu.campusrec.com/sportclubs)

### When do I need to turn in the paperwork?

Forms must be turned a minimum two weeks before desired outcome (two weeks before facility reservation, two weeks before contractual service, etc.). However, four or more weeks is recommended, as two weeks is the very minimum.

### Where do I turn in the paperwork?

Paperwork is to be turned in to the Assistant Director of Sport Clubs in the Sport Club Office inside 1035 Tully Gym.



## Non-Travel Expenses | Definitions

### Different Types of Purchases

#### General Purchases

A General Purchase is an expenditure made by a club for something relatively common, such as equipment (balls, nets, etc.) or maintenance/repairs. These purchases are made with off-campus vendors using a club's allocated money. In order to begin the process of making a General Purchase, a General Purchase Form must be filled out. The SCP does not pay for the purchase of personal equipment, such as pads, sticks, shoes, skates, etc.

#### Unique Purchases

A unique purchase is an expenditure made by a club for something not purchased very often. Such expenditures include annual membership fees or facility rentals for hosting events. In order to begin the process of making a Unique Purchase, a Unique Purchase Form must be filled out.

### What Happens After I Turn in the Necessary Paperwork to the Sport Club Office?

#### General Purchase

After the required, and properly completed, paperwork is turned into the Sport Club Office, the administrative process of ordering can begin. Using the turned in paperwork, the Assistant Director of Sport Clubs will place a purchase order request using the OMNI System. The purchase must then be approved by the Director of Campus Recreation. Once that process has been completed, the FSU Purchasing Department will dispatch a purchase order to the vendor for the items requested. This purchase order serves as a commitment for payment from the university.

Once the purchase order has been received by the vendor, the order should be fulfilled and shipped to the Sport Club Office. When the ordered items have been received in the Sport Club Office, and an invoice has been received, the vendor can be paid. The invoice will be documented and sent over to FSU Purchasing (Accounts Payable), at which time they will send payment to the vendor.

#### Unique Purchase

After the required and properly completed paperwork is turned into the Sport Club Office, the Assistant Director of Sport Clubs will begin the administrative process involved with making a unique purchase. Additional forms need to be filled out by the Assistant Director of Sport Clubs, and approved by other Campus Recreation staff members. Once this process has been completed, all the paperwork can be sent over to Purchasing to complete the order.



## Non-Travel Expenses | How to Complete the Purchasing Process

### What is the Process of Placing an Order?

#### Process for Placing an Order:

1. Decide what you want to buy and where you want to buy it from.
2. Make sure you have enough money in your account to buy the item(s).
3. Contact the vendor to make sure they accept purchase orders. If not, alert the Sport Club Office which can explore other purchasing methods.
4. Verify the price for the item and the shipping price. Make sure the vendor knows that FSU will be purchasing the item, thus making it a tax-free purchase. The Sport Club Office can supply a tax-exempt statement to the vendor if they request it. Note: Sometimes internet specials do not apply, so make sure they clarify all prices for you.
5. Fill out Purchase Form completely, getting all the information from the vendor. Information must be correct, or else problems can arise in the ordering process.
6. Bring Purchase Form to Assistant Director of Sport Clubs or the Sport Club Program Assistant working in the Sport Club Office.\*\*\*
7. Assistant Director will process the purchase. The item(s) will be shipped to 1035 Tully (unless other arrangements are made) and available for pick-up upon arrival. The entire purchasing process can take anywhere from one week to many weeks, depending on the item(s) and vendor.
8. Once the order is received in the Sport Club Office, the person that completed the Purchase Form will be contacted and notified that the order has been received. The club then must pick-up the purchase from the Sport Club Office within one week to avoid penalty.
9. To pick-up a received order, come to the Sport Club Office in 1035 Tully Gym. The representative picking up the order must fill out an "Equipment Receipt" form in the office as verification that the equipment was received by the club.

#### FSU Foundation Accounts

\*\*\*If you wish to make a purchase using funds from an FSU Foundation account, as opposed to SCAC Allocated Funds, you must inform the Assistant Director of Sport Clubs or Sport Club Program Assistant when you turn in all paperwork of your intention to use Foundation money. All other steps and requirements of a General or Unique Purchase apply.



## Non-Travel Expenses | How to Complete the General Purchase Form

### How Do I Fill Out the General Purchase Form Correctly?

A General Purchase Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Sport Club Forms** link. When filling out a General Purchase Form properly, particular fields must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed.

**Please note that an order cannot be placed without ALL of these fields being properly completed.**

An example of a properly completed General Purchase Form can be found in the following pages of this manual.

#### Required Fields

**Sport Club** – The name of the club making the purchase is needed on all Purchase Forms.

**Date** – The date the request is being made is needed on all Purchase Forms.

**Individual Initiating Request, Phone #** – The club representative that is filling out the form must be noted on the form. This person will be used as the contact for this purchase, should the Sport Club Office have any questions or issues regarding the order. Once the order has been received by the Sport Club Office, the person initiating the request will be contacted to inform the order has been received, and must be picked up from the Sport Club Office in a timely manner.

**Item #** - To place an order with a vendor, and to expedite the process, the Florida State University Purchasing Department needs item numbers to communicate to the vendor. If an item number is not included, the order cannot be placed as the Purchasing Department, nor the vendor, know exactly what is to be ordered.

**Item Description (Be Very Specific)** – The Item Description is required to make sure that the correct item is being ordered. Sizes, colors, model numbers, etc. will help make sure the correct piece of equipment is ordered.

**Quantity** – The number of each item being purchased is required.

**Unit Price** – The price of each item being purchased is required.

**Extended Price** – The extended price is the number of each item being purchased, multiplied by the unit price of each item being purchased.

**Extended Total** – The total of all the Extended Prices included earlier in the form. Essentially this is a subtotal of everything being ordered.

**Shipping Total** – The cost of shipping must be included in this field. The shipping total is something that will need to be communicated by the vendor to the person initiating the request. If the vendor says there are no shipping charges, you must put \$0.00 in the space provided.

**Grand Total** – The Grand Total will be the final cost of the order, and how much can be expected to be taken out of that club's budget for this purchase. Sometimes shipping costs can be reduced by the vendor and the Grand Total can decrease.

**Vendor Name** – The name of the vendor, who you are purchasing from, is essential to placing the order.

**FEID or Tax ID #** - The Federal Tax number is required in order for FSU Purchasing to place the order. The FEID is a 9-digit number, and can be acquired by asking the vendor for the number. If the number is not included on the General Purchase Form, an order cannot be placed.



**Address** – The address of the vendor needs to be included in this field. In order to send a Purchase Order to the vendor, the FSU Purchasing Department needs an address in which to send the P.O. Knowing the location of the vendor will also assist in tracking down orders, or in knowing how long to anticipate for delivery in some occasions.

**Phone #** - The phone number of the vendor is needed. Often times the Sport Club Office has to get in touch with a vendor for one reason or another, and a phone number is needed to call.

**Fax #** - A fax number for the vendor is needed in the event that a fax needs to be sent to the vendor either by the FSU Purchasing Department or the Sport Club Office.

**E-Mail** – The email address of the vendor is required in order to allow an email to be sent to the vendor as needed.

**Web site** – The web site of the vendor is required to be used as needed.

**Contact Person** – A contact person for the vendor is required. Typically the contact person will be the employee of the vendor that the person initiating the purchase request has spoken to regarding pricing, shipping prices, FEID, etc. The name of a contact person is required so if either office needs to communicate with the vendor regarding a question, someone can be contacted that is somewhat familiar with the order, or inquiries about the order.

**Signatures** – A General Purchase Form must include the signature of two club officers that attended that semester's office training before it can be processed. This requirement is to make sure that club officers know about the expenditures, can double check that the form is properly completed, and can properly track the club's budget.

### **What Else Needs to Be Included with the Completed General Purchase Form?**

In order to process a General Purchase, a quote from the vendor, on paper, will need to be turned into the Sport Club Office along with the General Purchase Form. A quote can be obtained by printing from the vendor's website or by calling the vendor and requesting one be sent by email to you or by fax to 850-644-0558.

### **When Do I Need to Turn in the Information I Just Read About?**

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all of the properly completed paperwork is turned in, the administrative process of making a purchase can begin. The process will take longer if the vendor is new to the University, as that vendor needs to be added to the University's purchasing system. Most orders will be placed, with items received, within 2-4 weeks of the proper paperwork being turned in. However, forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four weeks is recommended.





## Non-Travel Expenses | How to Complete the Unique Purchase Form

A Unique Purchase Form can be obtained by visiting the Sport Clubs web site , clicking the **Resource Center** tab and the **Sport Club Forms** link. When filling out a Unique Purchase Form properly, particular fields must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed.

**Please note that an order cannot be placed without ALL of these fields being properly completed.**

An example of a properly completed Unique Purchase Form can be found in the following pages of this manual.

### Required Fields

**Sport Club** – The name of the Sport Club is required on a Unique Purchase Form.

**Date** – The date that the form is completed must be included on a Unique Purchase Form.

**Completed By** – The person completing the form must be included on the Unique Purchase Form. Should the Sport Club Office have any inquiries regarding the order, the person completing the form will be contacted.

**League Membership Payment/Facility Rental/Contractual Service** – Depending on what the expenditure is for, one of these boxes must be completed, with as much information as possible included. No fields should be left blank. If the League, Facility or Payee needs to be contacted to obtain the information, the person completing this form must take on the responsibility of making the correct contacts to obtain the required information.

**Signatures** – A Unique Purchase Form must include the signature of two club officers that attended that semester's office training before it can be processed. This requirement is to make sure that club officers know about the expenditures, can double check that the form is properly completed, and can properly track the club's budget.

### **What Else Needs to be Included With the Completed Unique Purchase Form?**

In order to process a Unique Purchase, an Invoice or quote from the vendor, on paper, will need to be turned into the Sport Club Office along with the Unique Purchase Form. For example, for a League Membership, an invoice from the league will need to be obtained with the cost of the membership being purchased. An invoice can be obtained by calling the vendor and requesting one be sent by email or by fax to 850-644-0558.

### **When Do I Need to Submit the Information I Just Read About?**

In order to process orders as quickly as possible, paperwork must be turned in as soon as possible. Once all of the properly completed paperwork is turned in, the administrative process of making a purchase can begin. The process will take longer if the vendor is new to the University, as that vendor needs to be added to the University's purchasing system. Most orders will be completed within 2-4 weeks of the proper paperwork being turned in. However, forms must be turned in a MINIMUM of two weeks before the desired outcome, although at least four weeks is recommended.



