

Purchasing Process - Pcard and Purchase Order

Pcard (Credit Card)

- Used for purchasing food or supplies for meetings or events
- **Vendor must take Mastercard over the phone**
- Food Orders:
 - Our office calls either the day before or day of the event/meeting to provide payment and tax-exemption information.
 - Receipts for the payment (both the credit card and itemized receipt) must be sent to Student Life either by dropping them off at their office or sending photos by email. **This should be done within 2 days of the meeting/event.**
- Supplies Orders:
 - Order is placed online either for delivery to the campus or pick-up by an officer in the organization.
 - Current Online Vendors: Amazon, Walmart, Sam's Club, Target, Hobby Lobby, Michael's, JoAnn Fabrics
 - Online Vendors must allow for tax-exemption, shipping or pickup options, and take Mastercard.

Purchase Order

- Used for merchandise, venue rentals, entertainment/services and large catering orders for events.
- Payment is done via physical check or direct deposit
- New Vendor Form may be required if the vendor is not already setup in our system. To verify, please send vendor information to Student Life once selected.
 - For vendors that are Independent Contractors another form will be required for orders – the Independent Contractor Questionnaire.
- Process for Purchase Orders:
 - Student organization contacts a vendor for a quote of the items they are wanting to order.
 - The quote and design proof (for merchandise only) is sent to Student Life through the Purchase Request system.
 - Student Life submits the quote into the TTUHSC system to start the approval process. Once approved it will generate a Purchase Order number which is sent to the vendor. This lets vendor know the order is approved and they can begin working on the order.

- Once the order is ready the vendor will contact the students and provide an Invoice. The Invoice should be sent to Student Life for processing. We will also need to know when the items are picked up.
 - If anything is missing or incorrect with the order, let the vendor and Student Life know so that corrections can be made.
- After the Invoice is received by Student Life, along with confirmation that everything has been picked up and is correct, the Invoice will be submitted into the system for payment to be sent to the vendor.
- The payment request is submitted to Accounts Payable who works through their queue of orders and send out payment. This is typically done within 5-10 business days depending on the order in which it is received.