



# Cougar Clues

*clue\klü\* - Something that guides through an intricate procedure or maze of difficulties; a piece of evidence that leads one toward the solution.

UMM – Office of Student Activities – 589-6080

## Purchasing/Contract Power

HOW TO MAKE PURCHASES WITH ACTIVITY FEE FUNDS...

**Purchase Orders:** All purchases paid for out of University funds must be made with a University Purchase Order. Purchases made without a purchase order are the personal responsibility of the person making the purchase. Purchase orders assure the vendor that goods may be charged to the University and gives tax exempt assurance. Most organizations must initiate a purchase order through the Student Activities Office; the exceptions to this are organizations with staff support other than Student Activities (e.g. band, choir, jazz ensemble, athletics, hall governments). These organizations should make all purchases through the appropriate support office.

**NOTE:** Purchase orders must be obtained prior to purchase of goods.

To obtain a Purchase Order, you must submit a purchase order request in the Student Activities Office. Preparation of purchase orders requires 2 business days/48 hours notice. It is critical after our purchase is made, that you return one copy of Purchase Order (yellow)/bill and receipt invoice within a day of making the purchase [because it takes approximately 4-6 weeks for payment to be processed through the Twin Cities campus.]

To place an order over the phone, you must first get a purchase order number through the Student Activities Office. You will give the supplier the Purchase Order number over the phone and, if requested by the supplier, a confirming purchase order may be sent or faxed. When the merchandise is received, notify Student Activities so that payment can be initiated.

**Bookstore Purchases:** Student organizations may purchase office supplies and other materials from the UMM Bookstore and have the cost charged to their budget. A Bookstore supply order form is available from Student Activities. An office staff member must sign it before it is presented to the Bookstore.

**Contracts:** Contracts are a very special case. **Students cannot sign contracts.** In brief, a contract is an agreement between two parties (in our case, usually UMM and a performer or agency) concerning the purchase of services (usually a performer). Only authorized personnel may sign University contracts. Student Activities professional staff will help groups with all contractual agreements.