

BUDGET AUTHORITY, PRESIDENT AND TREASURER PURCHASING INSTRUCTIONS

The Purchasing Office is here to help you with all of your purchasing needs: IFAS training, travel, credit cards, cash box, etc. Please call Kaleen Fisher at 4463 or Sandi Stricker at 4250 or come to Sheridan Hall Rm 318.

Student Organization officers:

Policies and procedures can be found at the FHSU Purchasing website:

<http://www.fhsu.edu/purchasing/policies-procedures-and-templates/>

Instructions for finding account balance from IFAS:

<http://www.fhsu.edu/purchasing/Instructions-Reports/>

Frequently used links:

Basic PR	http://www.fhsu.edu/purchasing/AA-Basic-PR/
Cash Box	http://www.fhsu.edu/purchasing/Cash-Box/
Credit Card	http://www.fhsu.edu/purchasing/AA-Credit-Card/
Gifts, Prizes, Awards	http://www.fhsu.edu/purchasing/State-Gifts-Prizes-and-Awards/
Oktoberfest	http://www.fhsu.edu/purchasing/AA-Oktoberfest/
Resale	http://www.fhsu.edu/purchasing/AA-Resale/

Helpful information:

- All student organizations, please allow six weeks for travel planning (Airfare, Lodging, Registration).
- To prepare deposits for Student Fiscal Services, come to the Purchasing Office for help.
- Make weekly deposits.
- When checking out a credit card or cash box, submit a PR first then go to Student Fiscal Services Picken Hall 302 to pick up the credit card or cash box at the stated time and date.
- For IFAS user ID's please contact Rachel Depenbusch at 4454.
- For IFAS training please contact the Purchasing Office at 4463-Kaleen Fisher or 4250-Sandi Stricker at Sheridan Hall Rm 318.
- When a student organization has a new budget authority or new backup, do an Account Changes form in Lotus Notes.
- For payment or reimbursement you will need to process **itemized receipts** or invoices

Budget Authority:

Instructions on how to approve PR's from Lotus Notes and IFAS:

<http://www.fhsu.edu/purchasing/Instructions-Budget-Authority/>

Account Policies and Procedures:

<http://www.fhsu.edu/purchasing/Instructions-Budget-Authority-Responsibilities/>