

FPO (Field Purchase Order) \$1.00-\$1,000.00

FPOs are used for most purchases. They are used like a charge card, and are accepted at most Golden Vendors (i.e. Kinko's, Safeway, Meyer Hardware). A receipt must be obtained showing proof of purchases. FPOs not returned within two weeks will result in the clubs account being charged for the maximum amount of the FPO.

VR (Voucher Request)

VRs are a request for checks. VRs can only be used to reimburse someone or specifically pay a bill/contract. VRs require specific procedures; please meet with the ASCSM Treasurer prior to request.

PR (Purchase Requisition)

PR's are used for all contract items and any purchases over \$750.00. If a purchase is over \$5000.00, bids must be received from three separate companies. Meet with the Treasurer before starting the 'bid' process.

Petty Cash Reimbursement \$1.00-\$50.00

Used to reimburse an individual. Need original receipt.

ISSV (Interdepartmental Sales/Service)

Used when purchasing items from another department (copy cards).

TA (Travel Authorization)*

TA's must be filled out at least on week prior to any organizational travel. A TA enables you to receive a cash advance on some of your travel expenses. Also, plane reservations must be made with a TA. Please keep every receipt involved with your travel.

TE (Travel Expense)*

TEs must be filled out within 2 weeks of trip. It is a detailed report of your trip and allows for room and other travel reimbursements.

Postage Requisition

To mail items (for large mailer only); turn into the ASCSM Treasurer mailbox.

Copy Job Orders

To have the copy center make large numbers of copies for advertising or club specific purposes.

Deposits

To deposit money in your account, please give items to the ASCSM Treasurer with a note requesting deposit. ALL checks must be deposited within 30 Days of being issued, or the organization will be charged processing fees.

Vehicle Requests

To utilize a CSM Vehicle for approved travel, please detail when you want the vehicle, when you are returning the vehicle, and where you plan on going. Additionally, all drivers must attend a CSM driver training course.

* All travel must be **pre-approved** by the ASCSM Treasurer.