

## CBSM Student Support Fund Accounts

### Purchasing Policy & Procedures

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#### General Guidelines

1. All purchases must be made using authorized UAF Procurement Procedures. The most common method is to use the UAF ProCard for local and online purchases.
2. Before making ANY purchase, please submit the [CBSM Purchase Request Form](#). You must provide advance notice as there are a limited number of cards used by all of CBSM and we need to be able to plan accordingly.
  - NOTE: If you are making a purchase online, the easiest method is to include the link to the item(s)(along with any additional information) in the CBSM Purchasing Request Form. In this case, Jillian Bjornstad will just make the purchase for you.
3. For ALL purchases made with UAF ProCards, you MUST submit an itemized receipt to Jillian Bjornstad when the card is returned; a credit card receipt alone is not sufficient.
4. **Do not** make purchases out of personal funds and request reimbursement.
5. Any purchase greater than \$150 requires prior approval by the student organization faculty advisor. The advisor should email Jillian Bjornstad to indicate approval.

#### Pre-Approved Purchase Categories

Student organizations may use funds from their College of Business and Security Management Student Support Fund accounts to purchase the following:

1. Marketing materials – e.g., flyers, posters, websites, bulletin board supplies, etc.
2. Promotional materials – e.g., giveaways such as shirts, hats, etc.
  - The cost of each item must be \$25 or less
  - Items over \$25 may be purchased through your Wood Center student account with prior approval from the Wood Center Business Office
3. Fundraising activities – e.g. bake sales, lunch sales, etc.
4. Food, drinks, plates, cups, etc. for meetings
  - A [UA Representational Allowance form](#) must be filled out and submitted to Mary Ernst along with the itemized receipt
5. Awards, plaques, and other tokens of appreciation
  - The cost of these items must be under \$50 and have a clear business purpose.
  - The \$50 limit does not include the cost of engraving
  - A [UA Representational Allowance form](#) must be filled out and submitted to Mary Ernst along with the itemized receipt
  - Awards over \$50 may be purchased through your Wood Center student account with prior approval from the Wood Center Business Office.
6. Other service or supplies with prior approval

#### Additional Purchase Categories – Prior Approval Required

Student organizations may also use their CBSM account funds for the following purposes, if the appropriate requirements are met:

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#### Travel Costs

1. The reason for travel must be educational (e.g. conference, workshop, etc.)
2. The event must be specifically student-focused (i.e. a standard professional conference without a specific student track would not qualify)
3. An application process must be followed for the travel opportunity
4. The opportunity must be open for all registered CBSM students within the organization
5. Selection of student(s) for the travel opportunity will be made by a committee to include, although not limited to, the organization's faculty advisor(s)
6. Upon their return, the student(s) attending the opportunity will share the knowledge gained from their experience with other members of their student organization and CBSM
7. Travelers must follow all UA travel regulations and policies
8. **Travelers should begin the process of requesting and arranging travel as soon as they know they will be traveling.** Follow the instructions outlined in the [CBSM Student Travel Instructions](#) a minimum of 30 days prior to travel to ensure enough time to complete all the steps in the process.

#### Event Costs

1. The event must be approved by the student organization's faculty advisor; if the cost is greater than \$200, it must also be approved by CBSM Fiscal Officer Francine Davis (fmdavis@alaska.edu)
2. The event must be educational (e.g. guest speaker, workshop, etc.)
3. The event must benefit the UAF campus and/or Fairbanks community
4. There must be support for the event by campus members (i.e. faculty, staff, students)
5. A reasonable, detailed budget for the event must be submitted and approved by the student organization's faculty advisor

#### Team-building Activities

1. The event must be approved by the student organization's faculty advisor; if the cost is greater than \$200, it must also be approved by CBSM Fiscal Officer Francine Davis (fmdavis@alaska.edu)
2. The activity must be outlined and approved by the student organization's faculty advisor
3. A reasonable, detailed budget for the activity must be submitted and approved by the student organization's faculty advisor.

#### Contacts:

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