SPORT CLUB FINANCES: Purchasing Procedures

Clubs wishing to use any allocated funds held by CRS (including SGA funds) must submit all of the following information via the Purchase Request Form to the Assistant Director-Sport Clubs:

- Vendor’s name
- Product (be as specific as possible - i.e. color, size, R/L)
- Quantity and price per unit
- Total price of items or service (including labor or shipping and handling)
- Address (physical or web address)
- Contact person
- Telephone AND fax numbers
- Nine digit Federal Tax Identification Number (FEI#) for vendor

Website quotes may be used, but they need to be turned into the Assistant Director-Sport Clubs in addition to the Purchase Request Form. Do not just submit the web address for the company. Whenever possible, clubs should locate a vendor which is located in the State of Maryland.

When using the services of other departments on campus, such as the campus police or Maryland Student Officials Association, see the Assistant Director-Sport Clubs, for approval and instructions on purchasing.

All requests for purchases, regardless of how the items will be paid (University funds or individual funds), must be accompanied by price quotations from a minimum of three vendors if the purchase is over $500.00 including shipping costs. University policy requires that any purchase over $5,000.00 must be put out for bid (this can be an extremely long process). Arrangements for such expenditures must be discussed in advance with the Assistant Director-Sport Clubs.

The following template may be used to submit quotes from three (3) vendors:

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Price</th>
<th>Quantity</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor A: Dicks Sporting Goods</td>
<td>$67.45/doz</td>
<td>6 dozen</td>
<td>$10.00</td>
<td>$414.70</td>
</tr>
<tr>
<td>Vendor B: Tennis Pro</td>
<td>$57.99/doz</td>
<td>6 dozen</td>
<td>$4.99</td>
<td>$352.93</td>
</tr>
<tr>
<td>Vendor C: Amazon.com</td>
<td>$77.99/doz</td>
<td>6 dozen</td>
<td>$8.99</td>
<td>$476.93</td>
</tr>
</tbody>
</table>

All orders placed through the Assistant Director-Sport Clubs will take up to one week to be placed. If the order is needed immediately, it may be to the advantage of the club to place the order and use personal or club checking account funds. However, if an individual member uses personal funds for a purchase of club items or services, he/she will not receive reimbursement through CRS or SGA funds. The individuals making the purchase will be held fiscally responsible.