PURCHASER AGREEMENT

GUIDELINES

1. **TYPE the form.** One funding request per event.
2. Designate a **PRIMARY REQUESTOR**, a non-student College employee who will be responsible for this request.
3. **PLAN ahead** and stick to the plan. Purchases CANNOT exceed the amount approved per subcode.
4. Purchases will be made via **PURCHASE ORDER (PO)**. Written approval required for exceptions.
5. **TWO STIKE POLICY.** Email the Secretary to present at the Student Council meeting. After two no shows, no money will be approved for the current semester.
6. PO must be **open PRIOR TO purchase**. No one may initiate a purchase or promise a vendor any money until the PO is received by the vendor. You do not have any money to spend until the PO is opened.
7. Travel expenses will only be considered for in-state airfare and requires additional processing.
8. All purchases **must conform** to the UH Systemwide Administrative Procedures (APM) and Student Life guidelines.

### Restricted Items

Money will not be granted for the following:
- Class Assignments
- Events that serve alcohol
- Past expenditures
- Scholarships
- Furniture / Large equipment purchases
- Payment of organization debt
- Payment to organization members for services rendered
- Payments to CSO members
- RISOs not currently registered with Student Life
- Organizations on hold
- Requests not in compliance with purchasing guidelines and procedures
- Forms that do not have supporting documents attached
- Unsigned applications

### Checklist

- 1. Submit your Funding Request:
  - Signed Agreement
  - Completed Funding Request (Page 1)
  - Completed Expense Plan (Page 2)
- 3. Submit RTP forms: One per vendor
  [http://goo.gl/pUh1MR](http://goo.gl/pUh1MR)
- 4. Open PO = Make your purchases
- 5. Submit ALL invoices and receipts to the Office of the Vice-Chancellor for Student Affairs 3 days after the event or sooner.
- 6. Submit an event summary for reporting purposes.

### Need Help?

**Office of the Vice-Chancellor for Student Affairs.**

808-934-2509

### RISO: ______________________________

**Student**  **Faculty/Staff**  **Kau Wa'a Center**

**Name of Requester:**

______________________________
## Funding Request

<table>
<thead>
<tr>
<th>Printed name of Faculty/Staff responsible person</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature of Faculty/Staff responsible person</td>
<td>Date</td>
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