

Penn State York

Student Activity Fee Allocation Board

Purchasing Guidelines

If you have been approved to utilize Student Activity Fee funds, you will need to consult with the Administrative Support Assistant before making any purchases. Making purchases without first consulting the Administrative Support Assistant may result in Penn State's inability to reimburse you for said purchases.

General Guidelines:

- Always obtain itemized receipts.
 - All receipts must have the name of the establishment printed clearly on them.
 - Handwritten receipts will never be accepted, nor will we reimburse someone for them.
- When researching the best price for any item or service, always obtain three quotes. These quotes will be submitted with the proposal.
- When arranging for all purchases, either for items, services, or trips, please know that the student and their adviser/sponsor have full responsibility for such work.
 - With prior consultation, The Office of Student Affairs may be able to make the final call or online entry to make purchase.
- If you are using a bus, you must utilize a vendor from the list of accepted charter bus lines, which can be found at <http://www.controller.psu.edu/divisions/riskmanagement/vendors/buslines/>.
- If a trip is being coordinated, please know that all vehicles must be at least 50% full.
 - If, five days before departure, the trip vehicle is not 50% full, a smaller vehicle will be agreed upon between the Office of Student Affairs and the trip host.
 - If the latter option is not acceptable, five days before departure, the trip vehicle is not 50% full; the Administrative Support Assistant in the Office of Student Affairs will contact the trip host, and will coordinate for one person to cancel the transportation.
- When organizing trips, please know that students will make a \$5.00 deposit. This deposit will be returned to them when they arrive to participate in the trip. Students who do not participate in the trip will not have their \$5.00 refunded.
 - Faculty and staff members will not have their fee for their trip reimbursed.
 - The Student Activity Fee will use funds to pay for one chaperone per vehicle per trip.
- When students are taking trips wherein they will be reimbursed a specific dollar amount (Alternative Spring Break, a trip for a class, etc.), they must fill out a Non-Employee Travel Form. This form and an itinerary needs to be handed in to the Administrative Support Assistant in the Office of Student Affairs.
 - All students who participate in such trips must make a campus-wide presentation upon their return. It is the responsibility of the students to make such arrangements with the Campus Senate Diversity Committee to make their presentation during Unity Day in April or at an alternate time. The Administrative Support Assistant in the Office of Student Affairs will not accept Non-Employee Travel Form for reimbursement until this requirement has been met.