

## Types of Purchase Requests

Purchase Request is the blanket term referring to any type of financial transaction used to access money from your CalLink accounts. There are several types of Purchase Request:

### Reimbursements

Reimbursements are paid when a member of your organization spends money out of their pocket on group expenses, and needs to be paid back. Purchases that total under \$25 will be reimbursed in cash. Purchases for more than \$25 will be reimbursed via a check.

When submitting a reimbursement request, please make sure to include an itemized receipt as backing. A credit card receipt DOES NOT count. If you added a tip to the bill, you can hand write that on the original, itemized receipt. If you purchased something online, please make sure that the printed receipt you provide shows the balance as paid. If payment details are not clearly shown (i.e. there is a list of what you bought, but nothing says "payment method used" or "payment received,") a credit card or bank statement (with account numbers crossed out) should also be provided.

Please note that for tax reporting reasons personal service agreements, stipends, and property rental fees cannot be reimbursed and must be paid directly to the payee.

### Checks to Vendors or other Payees

Some vendors will allow you to pay by check after a service is rendered (e.g. caterers.) In this case, you can use a CalLink Purchase Request to directly pay a vendor. Please submit a final invoice as backing.

Checks to payees may also be used to pay scholarships or prizes. In this case, please provide documentation that shows why this person should be paid (e.g. a competition announcement, and the winning entry or resume of the person who will be paid.) Please note that any time we are paying an individual, they MUST PROVIDE A TAX ID Number, such as a social security number. Please fill out a Personal Service Agreement at the LEAD Center to pay this individual.

### Purchase Orders (PO)

A Purchase Order is a formalized promise to pay a vendor. When you submit a PO request, documentation will be provided to you to give to the vendor which states how much money you have allocated for this particular purchase. If you use the same vendor for multiple purchases over the course of a semester or year, you may also get a blanket PO to cover all expenditures during a specified period.

Once the service or purchase is complete, the vendor will send the final invoice to the LEAD Center and they will be paid directly on your behalf. Please note that not all vendors accept Purchase Orders. Make sure you ask before assuming!

While no formal backing is required when submitting a PO request, it is always helpful to include an

estimate. Remember to include sales tax and approximate shipping costs when calculating the PO amount, as it is often not included on estimates.

Not all vendors accept POs, common ones include: printers/copy shops, rental car companies, venues (both those on campus, like iHouse and Wheeler Auditorium, and large event spaces, like hotels, off campus,) caterers, companies that sell raw materials, equipment suppliers, and some apparel printing companies.

### **Personal Service Agreements (PSA)**

When an individual renders a service (e.g. gives a speech, does design work, disk jockeys an event) for a student group, he or she must fill out a Personal Service Agreement. Once the service is completed, s/he will be paid via a check from the group's CalLink account.

When submitting a PSA request, please submit the signed PSA form (available at the LEAD Center) and a copy of the individual's resume or other documentation proving they are qualified to do this work, as backing.

### **Stipends**

Stipends are a form of salary disbursement for a person contracted to perform certain duties over a specific time period. They are very similar to PSAs, except the individual is usually paid in more than one increment.

When submitting a Stipend request, please submit a signed Stipend form (available at the LEAD Center) and a copy of the individual's resume or other documentation proving they are qualified to do this work, as backing.

Please note that while you only have to submit the stipend form once, you must submit a new Purchase Request each time the payee should be paid (e.g. if they were to be paid \$300 over three months, you must submit a \$100 Purchase Request for each of those months. For months two and three you would indicate on the purchase request that a Stipend form is already on file.)