

Club Purchasing Matrix

I want to purchase...	Guidelines
<p>Club Apparel (shirts, hats, scarves)</p>	<ul style="list-style-type: none"> ○ The purchase must be approved as a line item in the club operational or contingency budget. ○ Any imagery on the apparel must be original or copyright free. ○ The apparel must say the club name and “South Puget Sound Community College” or “SPSCC” ○ Any modification to the campus logo must be approved by the Public Relations Office ○ Apparel items may not exceed \$25 (printed and shipped). ○ Excess apparel items must be stored with Student Life. ○ Club members may redeem items with valid student ID. ○ Apparel items must be approved, purchased, and procured by the end of Winter Quarter.
<p>Promotional Materials <i>Items to be given away to the general student population at events and club fairs.</i></p>	<ul style="list-style-type: none"> ○ Any imagery on the items must be original or copyright free. ○ The items must say the club name and “South Puget Sound Community College” or “SPSCC” ○ Any modification to the campus logo must be approved by the Public Relations Office ○ Individual cost for promotional items may not exceed \$5 (printed and shipped)
<p>Food or Refreshments.</p>	<ul style="list-style-type: none"> ○ Food can only be purchased as a part of a registered club event or official meeting. ○ The food purchase amount should not exceed the state per diem for the expected number of individual attendees. (B: \$17, L: \$21 D: \$31)
<p>Contractors (performers, artists, speakers)</p>	<ul style="list-style-type: none"> ○ Students may not contract with existing college faculty or staff during their regularly scheduled work period or for services that they already offer to the college as a part of their scope of work. ○ Contracts must be all-inclusive, meaning transportation, meals, and accommodations must be included in the final contract price. ○ Contractors must be able to justify their pricing either through market comparisons, comparable prices charged to other institutions, or through publicly posted prices. ○ A completed contract must be submitted ○ Contractors offering kickbacks or other forms of commission are strictly prohibited.

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<p>Supplies or equipment.</p>	<ul style="list-style-type: none"> ○ Individual equipment purchases exceeding \$300 must be approved as a line item in the club operational or contingency budget. ○ Supplies can only be used for club use and consumption. ○ Club supplies and equipment CANNOT be stored in classrooms, academic spaces, or faculty offices unless approved through Student Life. ○ Supplies and equipment CANNOT be purchased for the intended use within a program or classroom tool or to support an external organization. ○ Clubs funds CANNOT be used to purchase weapons, drugs, or potentially hazardous materials.
<p>Gift Cards</p>	<ul style="list-style-type: none"> ○ Gift cards may not be given as compensation or appreciation for faculty, staff, or other employees of the college. ○ Gift card amounts should not exceed \$25. ○ The method through which a gift card or prize recipient is selected must be clearly outlined in the Purchase Request Form. ○ Recipient information must be provided to the Student Life office once the gift cards has been given out.
<p>Prizes <i>Prizes or awards won by the student population through College surveys or activities are also considered taxable, and subject to reporting when applicable. There must therefore be a record of all gift cards/certificates, debit cards or any other cash equivalent items of any amount, as well as tangible goods in excess of \$100 in value.</i></p>	<ul style="list-style-type: none"> ○ Gift cards may not be given as compensation or appreciation for faculty, staff, or other employees of the college. ○ Gift card amounts should not exceed \$25. ○ The method through which a gift card or prize recipient is selected must be clearly outlined in the Purchase Request Form. ○ Recipient information must be provided to the Student Life office once the gift cards has been given out.
<p>Films or movies.</p>	<ul style="list-style-type: none"> ○ Public movie and film screenings are strictly regulated under law. Any time a club publicly (through flyers, social media, or word of mouth) promotes a screening, rights to show the film must be secured. ○ Film rights typically range from \$250 -\$1000 depending on release date and/or popularity. Please work with the Student Life staff to connect with the appropriate film purchasing company. ○ Certain films and documentaries may be shown at a free or reduced price, particularly those owned by independent or education agencies. ○ The SPSCC library may also have films that groups can show where the institution has already purchased the screening rights.