

Office of Campus Life

BuyIt Policies:

Student Organizations are able to utilize BuyIt to purchase items for *events, competitions, and/or projects.*

Getting Access to Buy It

Student organizations looking to add their treasurer to BuyIt will need to fill out the *New Buy It Manager* form located here.

Buy It Guidelines

Only student org/club **treasurers and/or presidents** are allowed in BuyIt. If a club/org is buying items for an event, the event request needs to be approved in Presence first. **The form needs to be submitted at least two weeks in advance from the date of the event.**

To purchase items from BuyIt student orgs must do the following

- o Complete an Allocation Request form on Presence before the next upcoming Finance Board Hearing.
- o Attend the Finance Board Hearing (optional).
- o Have the Finance Board Approve their request on Presence.
- o The OCL Staff member working with the Finance Board approves the finance board's approval.
- o The treasurer goes into BuyIt to purchase the items that the club/org requires.
- o Once the organization has placed all the items they need in the cart, they must reassign the cart to the primary buyer in the Office of Campus Life-- Celestine McGee.
- o Once they have reassigned it, the primary buyer will receive an email and will have to go in to complete the purchase. Please allow 3-5 business days to complete the purchase.

NOTE: The **only** gift cards that can be purchased are **Amazon** and **PNC** gift cards. **NO OTHER TYPE OF GIFT CARDS CAN BE PURCHASED!**

Adding a Supplier to Buy it

There will be times in which student clubs/orgs wish to purchase something from a supplier that is not in BuyIt.

In order to request the supplier, the following form must be completed

- o [New Supplier in BuyIt Request Form](#)

Allocation Approval Policies:

In order for an student club/org allocation to be approved, it must first pass Finance Board and then be approved by an Office of Campus Life Staff member.

The Finance Board may have edits and recommendations for the student club/org to make before approving it.

The treasurer