Club Sports Purchasing Checklist

Department Credit Card Purchases Check List

* Purchase falls into one of the following categories
	+ Hotels, uniforms/apparel, equipment, supplies, tournament fees, league fees,
* Purchase does not exceed $4999
* Communicated with Club Sports the what and why of your purchase
* Have invoice or itemized list and costs
* Provided tax-exempt paperwork to the vendor
* Have website, portal, or phone number of how to make the payment
* Itemized receipts are available (meals require itemized AND tip receipt)
* Contact club sports to complete final payment

Clubs PrePaid Card Purchase Check List (Declining Value Cards)

* Set up checkout/check-in times in advance with Club Sports
* Communicated with Club Sports the what and why of your needs
* Purchase does not exceed pre-approved amount
* Tax exempt where required
* Itemized receipts (plus tip receipt if for meals)
* Return ALL Receipts via provided card envelope the morning of the next business day after you return.

Checks/Invoice Purchase Check List

* Minimum of 2 weeks in advance of due date
	+ If purchase exceeds $4999 minimum of 3 weeks in advance and multiple bids/quotes required prior to purchase
* Vendor is a business or organization and not an individual
* Checked with Assistant Director of Recreation and Wellness to see if vendor is already in system (vendors last 2-3 years)
	+ If no, have gathered a completed – dated and signed – W9 from the organization
	+ Vendors always in GV system; Louies Locker Room, Stitchtime, Holiday Coach, Enterprise
* Have gathered a completed invoice that includes
	+ Vendor/Organization/Club Name
	+ Your club’s name
	+ Today’s date and payment due date
	+ Itemized list of fees/items with description and cost
	+ Listed total
	+ A “remit to” line with appropriate mailing address for check
* Submit Invoice and W9 (where required) to club sports for payment