

What is a Purchase Requisition (PR) used for, and how to complete the form?

Purchase Requisition:

- **PURCHASES OF GIFTS, GIFT CARDS, RAFFLE ITEMS AND ALCOHOL ARE NOT AUTHORIZED AND WILL NOT BE REIMBURSED**

- PR's are used to access club funds to reimburse officers for approved purchases or to pay vendors for approved expenditures.
- ANY and ALL spending of club funds must be documented as **approved with a passing vote** in the meeting minutes **PRIOR TO THE SPENDING TAKING PLACE**. (*Please refer to archived ASCOM minutes for reference on how this is documented <http://ss.marin.edu/saa/ascom-minutesagendas>).
- Amounts in excess of what is approved in the minutes, will not be processed. Amended minutes will be required.
- Meeting minutes must accompany ALL PR submissions and must be signed by both the club president and advisor.
- Receipts and invoices must accompany ALL PR submissions, and will not be processed with them.
- Officers and advisors **CANNOT** sign for or approve their own reimbursement request.

Steps to submitting a PR:

1. Once the expenditure has been approved and documented in the meeting minutes, contact the office of Student Activities at studentactivities@marin.edu to request the assignment of a PR and number.
2. Fill in the PR document with the information for payment.
3. Confirm that the receipts and amount requested are the same.
4. Request [email approval of PR](#) from officer(s) in lieu of signatures. (*if officers/advisor has ability to **sign** the PR directly then email approval is not required)
5. Submit the following to studentactivities@marin.edu via **ONE email**:
 - a. Completed PR
 - b. Signed minutes
 - c. Receipts/invoices
 - d. Email approvals

