

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

### Purchase Requisition:

- **PURCHASES OF GIFT CARDS 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 Nequeshé at [ndyer@marin.edu](mailto:ndyer@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 [ndyer@marin.edu](mailto:ndyer@marin.edu) via ONE email:
  - a. Completed PR
  - b. Signed minutes
  - c. Receipts/invoices
  - d. Email approvals

