

Club Purchasing – Made Simple

All budgets must have been approved by the Undergraduate Student Government prior to funds being spent. The only items that can be purchased are the items that are on the approved budget request. All ordering must be done by a staff member.

Expenses: Purchasing Card or Misc.

All Purchase Requests for shaws/star market cards and purchasing card (ie credit cards) must be on UMBelInvolved a minimum of three business days before your event. Please take into account shipping time.

Expense Purchase Order/Check Request:

All Purchase requests for checks must be on UMBelInvolved a minimum of two weeks before the event (only if the vendor is on the system). To get a vendor on the system, a minimum of 3 weeks is needed after the forms are turned in to Student Activities (4 weeks before your event).

All purchases for all non-food items are now done online.

Amazon.com, OrientalTrading.com and Walmart.com are now the preferred vendors. WBMason.com is the preferred vendor for office supplies. Exceptions can be made for specialty items.

All purchases of food are now done online.

Sodexo, Dominoes.com or Buccinismrsub.com are now the preferred vendors. Exceptions can be made for ethnic or specialty food.

A \$.50/person cater fee will be charged to any club that has food delivered to campus (excluding pizza), based on the number of participants given to the Campus Center when booked space.

Fundraising

All items sold at a fundraising table must not be currently sold in the Campus Center food outlets. All food must be prewrapped and labeled with ingredients from a vendor. No home baked goods can be sold.

Promotional Items (most giveaways and apparel)

UMass Boston uses the Massachusetts Higher Education Consortium for vendors providing this service. A Full list of vendors can be found at http://private.mhec.net/Contract_List_By_Contract_Public.aspx under the F11 contract list. Currently 1st Ad Specialties (<http://1stads.com>) does the bulk of work for clubs and organizations in Student Activities.

Posters

Posters can be printed in 8.5x11 and 11x17 for meetings and events. Larger 24x36 posters can be printed for large scale events or to be used repeatedly at tabling event throughout the year. Please read Page 13 of the Undergraduate Club Training to make sure your poster has the requirements for printing and posting. To get your posters printed please email student.activites@umb.edu, or come in to the Front Desk of Student Activities with a thumb drive, with the number of posters to be printed and the size of the poster. Please give 3-5 days for posters to be printed.