

Financial Guidelines and Policies



Maximizing Impact with
Financial Stewardship

Leading Principle:

Student organization leaders and advisors have no authority to commit the University to the purchase of any product or service without the approval of an authorized faculty or staff member with approval rights.



*HPU Business Office
SGA/GSGA Advisor*

General Guidelines

- There are many ways to make a purchase.
- HPU strongly encourages the limitation of reimbursements. These are after-the-fact approvals, and pre-purchase approval is desired.
- Any student group wishing to make a purchase of any kind **must** follow the requisition process.
- *Unallowed purchases/expenditures:*
 - Gift cards
 - Alcohol
 - Games of Chance per NC Code



The WHY

Consistency with the overall University procurement and gifting policy.

Provides gifting data to the University for annual planning.

Ensures that tangible gifts do not exceed taxable amounts with proper accounting and tax reporting for all procured and gifted items.



The PROCESS

Need to make a purchase?

- Funding secured
- Appropriate timeline
- Gift request approved
- Purchase Request Check List



Submit FINANCE REQUEST:

- Funding Source
- Request Type
- Quote(s), Invoice(s) and/or Receipt(s)
- Gift Request, if applicable
- Justification



Approval Chain

- President
- Advisor
- SGA/GSGA Treasurer
- SGA/GSGA Advisor



Procurement/Payment

- Invoice Paid
- Online Order Placed (i.e., Amazon)
- Store Card approved
- Reimbursement Paid



Gift Requests

For all purchases intended to give tangible personal property or monetary gifts REQUIRE a GIFT REQUEST.

Once your gift request has been approved, please submit the **approval** with the purchase request.

Note: approval is not the confirmation email you receive once the form is submitted.

WHAT IS A “GIFT”?

- Branded merchandise
- Honor cords
- Awards & Recognitions
- Donations
- Candy
- Event materials given away

Gift/Purchasing Request

All university organizations desiring to give tangible personal property or monetary gifts should submit a gift/purchasing request.



Procurement Categories

- Store Cards
- Amazon Orders
- Promotional / Branded Items
- External Vendors
(i.e., events, physical arrangements, staffing, etc.)
- Food & Catering
- Reimbursements



Store Cards

Walmart



Food Lion



Hobby Lobby



Pick Up / Return

Purchasing Office

College Village

1161 E. Lexington Avenue

Monday-Friday | 8:00am – 5:00pm

Items purchased on the Store Card will be charged to your Organization Account. An itemized receipt must be provided when returning the Store Card. Please return within 48 hours.

****Reimbursements will not be granted to these establishments. The Store Card MUST be used.***

Amazon



- Obtain GIFT REQUEST approval, if applicable, prior to submission.
- Create an order list – links, quantities, details
- SUBMIT via the Finance Request Form

Please allow 7 business days for ordering and fulfillment.

A decorative graphic consisting of a series of white chevrons pointing to the right, set against a dark blue background.

Pick Up

Office of Student Leadership (Panther Commons)
Organizations will be notified when ready to pick up.

****Reimbursements will not be granted for personal account Amazon orders.***

Promotional & Branded Items

Any vendor producing items bearing the High Point University brand must be licensed.

Approved Preferred Vendors List

**Shop Local = Save \$ on Sales Tax and Shipping*

**Plan Ahead* Quote → Finance Request → Purchase Order
→ Production → Fulfillment



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Preferred Vendors

Awards and Name Tags

- Capitol Medals

Business Cards / Printed Items

- HPU Media Services
- Sir Speedy
- Minute Man Press
- Graphic Visual Solutions

Entertainment

- GW2 LLC (Band/DJ)
- Joy Squad (Photobooth)

Hardware

- Lowe's Home Improvement

Office Supplies

- Amazon
- *Hobby Lobby

Promotional Items

- Allswell Promos
- Alpine Graphic Apparel
- Carolina Custom Promotions
- Colonial LLC
- Graphic Connections
- Sunset Creations

Physical Arrangements

- TCS or Happy Rentz
- Show Pros

External vendors may request a signed contract.

Contracts for services or rentals should be sent to the SGA/GSGA Advisor to be reviewed and signed by the Business Office.

Food & Catering

Approved Catering Vendors

[Harvest Table](#) is our sole University food vendor. All on-campus events must use Harvest Table for their catering needs. Off-campus events have more flexibility with external vendors.

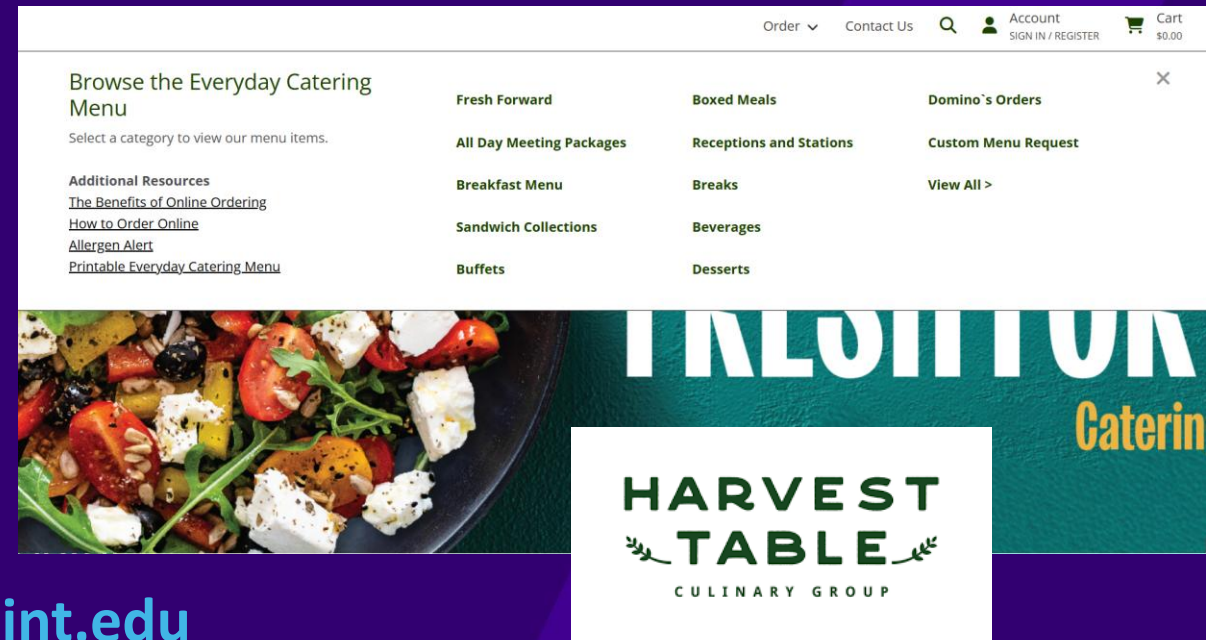
Restrictions on Outside Food

Bringing outside, or unapproved, food is generally prohibited without prior authorization to ensure safety.

- Food purchased off-campus under \$150 is allowed with prior approval.
- For orders \$150 or more, Harvest Table approval is required.

Advance Planning Required

Catering requests should be submitted no later than 72-hours before the event.



<https://hpu.catertrax.com/> | Catering@highpoint.edu

Reimbursements

Reimbursements are not a preferred method of purchase.

HPU strives to ensure all purchasing is approved prior to commitment of funds. Reimbursements should be limited to extreme circumstances with prior approval by the SGA/GSGA Advisor.



HPU cannot, under any circumstances, reimburse a purchase made with a gift card due to IRS regulations.

Organizations must receive **pre-approval** for all fundraisers.

Philanthropy

- Give Back Nights
- Donations (solicited or unsolicited)
- Payment Methods: Check, Cash, ACH, Bank Wire

Sales [Proceeds – 6.75% NC Sales Tax]

- Event Admission Tickets
- Merchandise

Sponsorships [Proceeds – 21% Corporate Tax]

Grants [Not Allowed]