

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

Graduate Student Government Association



GSGA Refresher, Fall 2024
Finance Policy & Guidelines

Leading Principle:

University students and student organizations have no authority to commit the University to the purchase of any product or service without the approval of a faculty or staff member with approval rights.



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 first 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.
- Ensures proper accounting and tax reporting for all procured and gifted items.



Gift Requests

- For all purchases intended to be gifted (or for HPU branded items in our warehouse), please complete **both** of the following:
 - <https://www.highpoint.edu/administration/giftrequest/> - budget approval
 - <https://www.highpoint.edu/ooc/branding/branding-approval> - branding approval
- Once your gift request has been approved, please submit the **approval** with the purchase request / requisition form.

Note: approval is not the confirmation email you receive once the form is submitted.
- Gift Requests are required for any tangible item(s) given away (i.e., shirts, cords, donations, etc.) or any HPU branded items.



Current Procurement Process



Categories

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



Store Cards

- Walmart



- Food Lion



- Hobby Lobby



Submit the GSGA Finance Request (online) and have received approvals before picking up the Store Card.

Store Cards are available at the Procurement Office located in the North College Administration building with Kristen Beadnell (1911 Centennial, 2nd floor).

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

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

Amazon Orders



- GSGA Finance Request (online) with approvals and a gift request (if applicable) must be provided before the order will be placed.
- Submit an order list through the GSGA Finance Request (online) by including links to all items and quantities to order.
- Please allow 7 business days for ordering and fulfillment.
- The order will be shipped to the Office of Student Life and can be picked up upon arrival.

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

Food & Catering

- Harvest Table Culinary Group must be used for all on-campus food events. Off-campus vendors can be used only if under \$150.
 - <https://hpu.catertrax.com/>
 - Catering@highpoint.edu
- If an off-campus vendor is desired:



- **Will the expense be under \$150?**

If yes, provide an itemized receipt and the GSGA Finance Request (online) with approvals to the GSGA Adviser for reimbursement.

- **Will the expense be \$150+?**

Prior written approval must be received from Harvest Table before the event and order is placed. If approved, provide an itemized receipt and the GSGA Finance Request (online) with approvals to the GSGA Adviser for reimbursement.



Promotional / Branded Items

- Trademarks & Licensing – Any vendor producing items bearing the High Point University brand must be licensed. This includes, but is not limited to, promotional products, signage, banners and uniforms. HPU contracts with Affinity Licensing to properly represent our brand identity.
- Branding Guidelines
- We have approved vendors for branded items.
- Receive gift/brand approval before proceeding with the requisition process, where an approved purchaser will order the branded item for fulfillment.
- Branding approval must be received before ordering. For questions, contact:
 - Elaina Huffman, Assistant Vice President for Branding and Special Projects
ehuffma1@highpoint.edu

****A Gift Request will be required for all branded items that will be gifted.***

Preferred Vendors List

The following is a list of preferred vendors who have been approved by HPU. Please try to use these vendors for any purchases. [See our full list located on the GSGA website.](#)

- Awards and Name Tags

- Capitol Medals

- Business Cards / Printed Items

- HPU Media Services
- Sir Speedy
- TGC Legacy
- Graphic Visual Solutions

- HPU Branding

- See previous slide

- Promotional Items

- Guardian Products
- Bright Ideas

- Food and Beverages

- See previous slide.
- All orders \$150 must go through Harvest Table.

- Hardware

- Lowe's Home Improvement

- Office Supplies

- Amazon
- *Hobby Lobby

- Physical Arrangements/Staffing

- TCS
- Happy Rentz
- Show Pros

External Vendors - CONTRACTS

- External vendors may request a signed contract.
- Contracts for services or rentals should be reviewed and signed by the Business Office.
- Please send these to the GSGA Advisor for pre-approval.
**Students are not allowed to enter a contract on behalf of HPU, as they could find themselves liable for the agreement amount.*

- Payments to a supplier, vendor or company must include:

- GSGA Finance Request (online)
- Detailed Quote / Invoice
- Approved Gift Request, if applicable
- Contract for Services (signed by University Official)

Examples of Vendor Contracts:

- Photo Booths
- DJ Services
- Event Rental Equipment
- Speakers/Talent

Reimbursements

- Reimbursements are not a preferred method of purchase and should be the final option if no other finance request method is available.
- HPU strives to ensure all purchasing is approved prior to commitment of funds. Reimbursements should be limited to extreme circumstances with prior approval by advisors.
- HPU cannot, under any circumstances, reimburse a purchase made with a gift card due to IRS regulations.
- Personal travel expenses must be submitted for reimbursement via the GSGA Travel Expense Worksheet and you will be reimbursed at the federal IRS mileage rate.

Quote Requirement

- High Point University Purchasing Policy requires a second competitive quote to be obtained for any purchase greater than or equal to \$5,000.
- If purchasing an order of this amount, you must submit a second quote from a competitor of the vendor you selected to compare pricing.
- Example: Tables/Chairs for an event
 - TCS – quote for \$7,348
 - Happy Rentz – quote for \$6,788