

Student Organization Finance Request Checklist

Please use this checklist as a preparation guide before submitting a GSGA Finance Request online. It will help to ensure you have all required items obtained and ready to upload upon submission.

- Funding Source (i.e., fund balance, bill, budget).
- Finance Request Type
 - Amazon
 - Approved Vendor Quote/Invoice
 - Reimbursement
 - Store Card
 - Other
- Event Date/Date Items Needed
- **Amazon Orders**
 - Itemized list including links to the item(s), quantities, and any notes.
 - Gift Request (*if applicable*)
- **Store Cards**
 - Store (Food Lion, Hobby Lobby, Walmart)
 - Amount you plan to spend
- **Approved Vendor Quote/Invoice**
 - Ensure the vendor is on the Approved Vendor List located on the GSGA website.
 - All vendor documents (i.e., contracts, quote/pro forma, invoice, etc.)
 - Who the check is being made out to
 - Approved Gift Request (*if applicable*)
 - Approved Branding Request (*if applicable*)
 - NOTE: All contracts must be emailed to the GSGA Advisor (GSGAAdvisor@highpoint.edu) to obtain approval from the University Business Office before any further action is taken.
- **Reimbursements**

Highly discouraged. These should be pre-approved by the GSGA Advisor in advance of any purchase.

 - All reimbursement documents (i.e., receipts, expense worksheets, etc.)
 - General Expense Worksheets – for all non-travel related expenses.
 - Travel Expense Worksheets – for all travel-related expense reimbursements, including personal vehicle mileage.
 - Who the check is being made out to
- **Gift Requests** (*if applicable*)

Required for all tangible item(s) given away (i.e., shirts, cords, donations, etc.). Submit your Gift Request for budget approval at <https://www.highpoint.edu/administration/giftrequest/>. Be ready to upload a PDF copy of your approved gift request.
- **Branding** (*if applicable*)

Required for all items that will have a university, school, or organization logo affixed on it. Submit your Branding Approval request at <https://www.highpoint.edu/oc/branding/branding-approval>. Be ready to upload a PDF copy of your approved branding request.

General Guidelines

- Gift cards, alcohol and games of chance may not be purchased.
- Food & Catering
 - For orders less than \$150, provide a GSGA Requisition Form and itemized receipt(s) for reimbursement.
 - For orders \$150 or more, contact Harvest Table Culinary Group which must be used for all on-campus food events \$150 or more.
 - <https://hpu.catertrax.com> / catering@highpoint.edu
- Branding
 - Visit [Branding Guidelines](#) for more information. 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.
- A second competitive quote must be obtained for any purchase greater than or equal to \$5,000.
- A list of approved preferred vendors approved by HPU is available on the GSGA Website.