

**Spending Your Organization’s COSO Money**

You can learn more about all **BOLDED** terms in the following flow charts by using the glossary at the end of this document.

General Purchases

i.e. **programming supplies**, make-up for fashion show, costume for specific performances, anything you need for an event that doesn’t pertain to food or event performers/performances

How to Purchase Promotional Items

How to Make Food Purchases

Off Campus: any vendor that accepts direct deposit

On campus: Use Chartwells or others with completed/approved food waiver

\*These documents are ONLY required if you are NOT using Chartwells for an on-campus event. Any off-campus events do not require this paperwork regardless of vendor. On-campus events that use Chartwells do not require this paperwork either.

How to Use Blanket Purchase Orders (PO’s)

(i.e. Dominos, Wizard Creations, Office Depot, )

How to Plan Off Campus Events

How to Book Performers/Performances

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**Approved Food Waiver –** an approved **Food Waiver Request Application.** This should be emailed to the person whose contact information was originally provided on the application. If it takes more than 5 business days to receive this you may contact business services and follow up with the application.

**Approved Vendors** - To determine whether or not a vendor has been approved by FAU you can

**Banner Requisition Form** - You can find the banner requisition form titled “On-line Requisition” here: <http://www.fau.edu/purchasing/forms.php>. Remember that the account number is S00324 and the fund is LOCSTG for all purchases using COSO funds. You can only work with an APPROVED vendor when using COSO funds. If you would like to use a vendor that has not been approved by FAU, then you MUST send the following form to the vendor to get it approved BEFORE you can use it: “Vendor Application” Form: <http://www.fau.edu/purchasing/forms.php>. Once the vendor has completed the form and returned it to you, turn it into the Student Union Accounting and Budgeting office, room 221. Once the forms are complete and approved by FAU you may use this vendor.

**Event Approval** – an email response to your organization’s submitted **Event Registration Form** stating that your event has been approved. Unless you are ordering promotional items (e.g. t-shirts) you will have to print this out and attach it to your paperwork to SGAB.

**Event Registration Form (ER)** - whether or notthere are costs associated with your event you must turn in an Event Registration (ER) Format least three weeks prior to any on or off campus event your organization plans to host. The ER form must be submitted to the Student Union Administrative Offices, room 203.  After the ER form is reviewed you will receive a confirmation via e-mail to let you know if the space is available and if there are costs associated with your event.  Once you receive this confirmation (a.k.a **Event Approval**), save it. You will generally need to print it out and submit it with your other paperwork to SGAB to use your COSO funds.

**Expense Justification Form -** You can find the expense justification form titled “Expense Justification Form up to $3,000.00” here: <http://www.fau.edu/sg/forms.php>. Only **fiscally certified** student officers can sign this form. Remember that the account number is S00324 and the fund is LOCSTG for all purchases using COSO funds.

**Final Invoice –** your final receipt provided to you by the vendor usually at the same time as the goods purchased. Some vendors such as Wizard Creations (promotional products) will send the final invoice to you electronically before they ship the goods. In this case hold on to the invoice until you receive the goods. NEVER turn in your final invoice to SGAB until you have your goods!

**Fiscal Certification –** to use your COSO funds, your organization must have at least two current officers fiscally certified. Once a student is fiscally certified, they will not have to re-certify every year. Just hold on to your certification number! This certification process occurs through COSO. To register for this training, contact COSO at [fau.bocacoso@fau.edu](mailto:fau.bocacoso@fau.edu).SGAB will not accept paperwork from a student who is not fiscally certified.

**Food Safety Training –** this training must be completed prior to applying for the **temporary food service permit**. The training is offered by Environmental Health and Safety and can be accessed and completed using the following link (it will take about 30 minutes and is very easy): <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php> and then selecting the “Food Safety Training”. Once a student is trained in food safety, they will not have to re-train every year.

**Food Waiver Request Application –** this is required if you plan to serve food on campus that is not from Chartwells such as donations or Dominos pizza (Chartwells does not cater off campus events and thus no Food Waiver is needed). The Food Waiver Request Application must be turned into Business Services in the Student Union, room 204 (when applying for the food waiver you must also apply for the **temporary food service permit**). Three occasions allow you to use vendors other than Chartwells for food on campus:

1. Chartwells does not offer the food your event requires
2. You are receiving donated food/drinks for your event
3. You can provide justification that same items can be purchased for a lesser cost by printing out a price comparison from Chartwells.

You can find the “Food Waiver Request Form” here: <http://www.fau.edu/studentunion/forms/>

**PO Number (purchase order number) –** the number listed on the top of the purchase order. It is used by the vendor to reference an order and receive payment for the goods provided to your student organization as ordered by the PO. This number is also used by the SGAB office to process your final invoice once you turn it in with your signature, date and PO number.

**Proof/design –** a preliminary rendering of the artwork/logo/inscription that you wish to have imprinted on you promotional product. It allows you to see what your finished product will look like to decide if it is what you had envisioned. If you do not like the proof/design work with the company to make the desired changes prior to mass printing. This applies to all promotional products on which you wish to print something (t-shirt logos, mug logos, etc.).

**Purchase Order** (**PO**) – a guarantee of payment made to a vendor from Florida Atlantic University after the reception of the requested goods.

**Quote** – a spreadsheet directly from the vendor with their company header, stating the price of the requested goods. When using certain vendors it may not be possible to receive a quote and in such cases a print-out of the “shopping cart” list from the vendor’s online site will suffice (e.g. Office Depot).

**SGAB** – Student Accounting and Budgeting Office located in the FAU Student Union on the Boca Raton campus in room 221. All paperwork related to purchasing goods for your club must be turned into this office and preferably to the Student Government Treasurer. You can also work with the treasurer to obtain current balance information for your organization provided you have fiscal certification. Always know the status of your Organization’s COSO funds!

**Shopping Cart Purchase List –** sometimes it is difficult to get a quote from a vendor (e.g. Office Depot). Instead what you can do is go to the vendors website and find all of your items and palce them in a virtual shopping cart. Then print out this list as a **quote** substitute but DO NOT place the order right then and there!

**Tax** - You should not be paying taxes on your purchases! Please ask vendors to take taxes of quotes prior to submitting them to **SGAB**.

**Temporary Food Service Permit:** this has to be applied for in conjunction with the **Food Waiver** Request Application. Before applying for this permit you have to first complete the food safety training. You can do this by clicking on the following link (it will take about 30 minutes and is very easy): <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php> and then selecting the “Food Safety Training”. Once a student is trained in food safety, they will not have to re-train every year.