

Purchase Orders

CSA Organizations can request a purchase order be typed to secure items needed for upcoming events. A purchase order guarantees payment to a vendor within 30 days and also gives you the product before the actual payment is made. Many companies will accept purchase orders, however, it is best to ask the company ahead of time to be on the safe side. The CSA office takes care of the purchase order when provided with the following:

- An official quote from the company you want to buy from that has their company letterhead and a quote number along with the itemized purchases
- Your organization name and the CSA account that you are using
- Your contact name and phone number on the quote in case of any questions

After you have submitted the proper paperwork and CSA determines that your purchase conforms to your budget and you have enough funds available, we will proceed with the purchase order. The CSA Executive Director is the only person authorized to approve a purchase order. In compliance with the CSA signing policy, upon approval of your purchase order, a signature is granted by the Chair and/or his/her alternate of the CSA. There can be no verbal purchase orders given to a company for any reason. The items ordered must be delivered to the CSA office to make sure that you have received all of your items. Once you receive your order and it appears complete, a payment request form signed by your advisor and your treasurer, along with the original invoice needs to be turned in to our office for prompt payment to the company. When we are in receipt of your payment request it tells us that you have received your product and everything was satisfactory with the order.

An example of our existing vendors are:

Oriental Trading
Stumps (Shindigz)

Lsl/2/19/15