

HOW TO ORDER FOOD – on campus events

Come to the office & use the P-card for orders over the phone or online at:

Restaurants - Tung Thong Thai, Famous Famiglia (same day order), Kismat, El Malecon, Golan Heights, etc...

Online - Fresh Direct, Amazon, Google Express, Seamless *card cannot be lent out for use

**please note the P-card cannot be used to purchase alcohol, rentals, or food for off- campus events.

**bring your event flyer/email

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Request the vendor to send us an invoice (see famous famiglia form under “Club Leader Resources” for example)

Restaurants - Faculty Club, Famous Famiglia, Dinosaur Bar-B-Que, X-Caffé, etc...

**bring your event flyer/email

HOW TO ORDER SUPPLIES, EQUIPMENT, GIFTS

Come to the office & use the P-card for orders at:

Online Retail - amazon, staples, target, walmart, home depot, etc... B&H & Best Buy need to invoice us

Local Stores – Columbia bookstore

**bring your event flyer/email

HOW TO ORDER T-SHIRTS & PROMOTIONAL SWAG

Promotional Swag – t-shirts, bags, etc... sold by Columbia University approved vendors only – 4imprint

**Come to the office or send an e-mail with what you would like to order. Once a quote is generated and artwork approved we can pay with the P-Card.

HOW TO PAY FOR SPEAKERS, SERVICES, RENTALS, ETC...

Come to the office & discuss with us what you need and your budget at least 1 month in advance of your event

Request an invoice from the vendor, proof of liability insurance, & signed performance agreement/contract, w-9

Plan in advance accordingly - payment takes 4-6 weeks when using an invoice

****DO NOT sign any contracts on behalf of your club as you are not authorized to sign contracts. Submit the contract to the P&S Club Director, so it can be reviewed by purchasing in advance.**

****If there is a vendor you would like to use that is not on [this](#) list, DO NOT start to do business with this vendor UNTIL you speak to the P&S Club Director. Failure to follow this procedure will lead to failure of payment and reimbursement.**

Spending Policies

Prior to any purchase, the P&S Club Director or P&S Club Program Coordinator must approve the budget for your meetings, events, social programs, etc.... This is to ensure your club has the funds for the event and that money is spent in adherence to the spending guidelines of P&S and all of CUMC.

1. Events:
 - a. Meetings & Socials (snacks, hors d'oeuvres/appetizers & non-alcoholic drinks) - \$3/person
 - b. Regular Events (lunch or dinner, inc. non-alcoholic drinks) - \$7-\$10/person
 - c. Special Events:
 - i. Transition Dinner - \$15-\$20/person (inc. all beverages)- restricted to board members/officers
 - ii. Semi-Formal Banquets, etc...- \$35-\$50/person (inc. all beverages)- must be for all members and requires approval of the P&S Club Director

2. For expenses totaling over \$1,000 you MUST speak to the Director before making the purchase, as it should be must be paid directly by the University and may require additional bids to be able move forward on the purchase.

3. Serving Alcohol: see Alcohol policy listed in event planning (pg 12).
 - a. Alcohol is not to be served or brought to any P&S Club event. Coffeehouse is the only club currently allowed to provide alcohol with a **mandatory Faculty Club bartender @ \$200/bartender.**

NOTE: Should you serve, advertise, provide, and/or encourage alcohol at a P&S Club event then the club leader(s) must meet with Dr. Melman and/or the P&S Club Director. Additionally, event expenses will not be reimbursed.

You are expected to adhere to the above guidelines. Any club that does not will also run the risk of not being reimbursed/paid for expenses and/or freezing of club budget.

4. Gift Cards and Certificates are not allowed to be purchased.
5. Conference & Travel Guidelines: ([official University Travel policy](#))
 - a. Please speak to the P&S Club office 1mo in advance to confirm budget and availability of funds.
 - b. Decide in advance how much you will allocate/person. for trans., hotel, and/or conference fees.
 - c. *Conference registration* is to be paid by the P&S Club purchasing card. However, if you are unable to do this with the Director and you pay on your own, you can submit this *prior to travel*.
 - d. *Transportation* (airfare, bus, train) - You must pay your own transportation up front and wait to be reimbursed.
 - i. You can submit reimbursement paperwork for flights/trains upon booking – you do not have to wait until after the conference.
 - e. *Hotel* charges must be turned in *post-travel* as you are not billed in advance for this (this includes hotel reservations made through online sites that charge you in advance). You cannot be reimbursed for hotel charges until the stay is completed. Upon your return, you can submit your paid bill and credit card statement with a reimbursement form.
 - f. All conference travel reimbursement *must* include a copy of the conference agenda (proof of date, location, and affiliated organization), associated receipts, and print outs of credit card statements as needed.