



# Northland Community & Technical College Standard Operating Procedure

**SOP Title:** Purchasing Club Apparel with a Purchase Order  
**Division/Dept.** Student Life and Business Services  
**Author/Title:**  
**Date:** September 17, 2010

## **Purpose and Scope:** State the intent, objectives and extent of coverage of the SOP.

The purpose of the purchasing club apparel with a purchase order procedure is to ensure that student clubs purchase club apparel in accordance with college and State guidelines. The scope of this procedure is interdependent between business services and student life.

## **Procedural Steps & Responsibilities:** Document specific, procedural, step-by-step instructions. List titles and departments responsible for specific aspects of the SOP.

1. Is club recognized?  
If Yes, proceed to step 2  
If No, club must go through club recognition process through Student Senate found at <http://www.northlandcollege.edu/studentlife/clubs/>
2. Club discusses and approves club money for club apparel.  
-Club minutes must reflect approval of apparel expenditure from club account (4XXXXX) and list of club members receiving apparel  
-Cabinet minutes from August 26, 2009 allow maximum of \$30/student club member to be used from club account 4XXXXX toward club apparel. Cabinet defined marketing value of apparel to be \$30 per club member.  
-If cost per student is above \$30 per student club member, individual student must pay for additional cost. The vendor may invoice this separately and the students pay that invoice directly without going through the college PO system; or this cost may be included on the invoice but the students must collect the difference and deposit into the 9XXXXX club account. The PO will need to reflect the cost being charged to 4XXXXX and 9XXXXX based on the approved maximum and additional dollars collected from students to make up the difference.
3. After club agrees to move forward to purchase club apparel, club representative or club advisor contacts vendor to obtain an estimate for club apparel.
4. Is vendor built in ISRS?  
-If Yes, continue to step 5  
-If No, vendor must be built in ISRS. See [https://www.northlandcollege.edu/VirtualOffice/employee\\_id001/forms/accounts\\_payable/new-vendor.php](https://www.northlandcollege.edu/VirtualOffice/employee_id001/forms/accounts_payable/new-vendor.php) or contact Sandy Hagen in TRF.
5. PO is entered into ISRS using vendor ID and club cost center/s.
6. Supervisor who is set up in ISRS to approve club expenditures must approve PO (Status 050).
7. Place order with vendor.
8. When goods are received, Invoice (if received-sometimes invoice is sent directly to the business office in TRF) and pink copy of PO must be signed, dated (when goods were received), and sent to business office in TRF (Sandy Hagen).

## **Associated Documents:**

## **Notification List:**

Extensive communication between Club Advisor, Club Representative purchasing apparel, Student Senate Advisor, Dean of Student Development and/or Dean of Student Services and Business Services during the process.

## **Revision History:**