August 24, 2009

To: Parks College students and student organizations

It is required that all students and student organizations follow the policies of the University when making purchases and travel plans on behalf of the University. According to the Chartered Student Organization Handbook and Funding Guidelines, students should avoid using their personal funds for University purchases. To comply with University policies, all purchases must have written approval prior to committing to the purchase.

The Parks College Student Organizations web site (http://parks.slu.edu/student_orgs/index.php) has links to the following forms that serve as written approval:

- **APCS Expenditure Request**: Use this form to request funding from the Association of Parks College Students. This form must be approved by the APCS President or APCS Vice President of Finance and returned to the Dean’s Office.

- **Funding Request**: Use this form to request funding from the Parks College Dean’s Office. Please follow the instructions on the form.

Additionally, if a department, such as Aerospace & Mechanical Engineering, has agreed to fund your purchases, you should secure written approval from the department chairperson. This should be coordinated with the department secretary.

**Individuals and student groups risk personal liability for purchases made without prior written approval.** In other words, you may not be reimbursed for purchases made with your personal funds if you did not receive prior written approval.

Not only is it important to obtain written approval prior to committing to a purchase, it is also important that you review all aspects of your project. To ensure successful completion of a project, plan the project from beginning to end, whether it is the ordering of supplies for the project or making travel plans. For example, when planning to attend a conference or competition, travel plans should be approved and coordinated with the appropriate Parks department at least one month before the departure date. Also, with purchase requests, allow at least two weeks for Parks College staff to process the request. Remember, planning ensures that additional costs and project delays are minimized.

Please do not hesitate to contact me at 977-8208 or debolts2@slu.edu if you have any questions regarding these issues.

Thank you,

Kathy Barbeau
Business Manager