

How to Submit a Purchase Request

ALL EXPENSES PAID FOR WITH RESTRICTED MUST BE UNDER A TRAVEL REP'S NAME!!! ANY NON-TRAVEL REP THAT PAYS WILL NOT BE REIMBURSED THROUGH RESTRICTED.

REMINDERS:

- Purchase requests must be submitted and approved by the Sport Club Coordinator PRIOR to any purchase using restricted or supplemental money
- Purchase requests are usually used for uniforms and equipment
- The purchase request must be accompanied by:
 1. A quote from the vendor (A quote is an estimated/negotiable price)
 2. A W9 from the vendor (make sure the W9 is the most updated one – found at <https://recreation.ku.edu/sport-clubs-resources>)
 3. Vendor contact information
- Make sure you check to see if the Vendor will accept a PO for Purchase (This means that they will ship the product to us before they are paid by the university).

Step 1:

Go to <http://recreation.ku.edu/sport-clubs> and click on resources.

The screenshot shows the website for KU Recreation Services, a Division of Student Affairs. The page is titled "Sport Clubs" and features a navigation menu with options like Programs, Membership, Facilities, Staff/Organization, and Jobs. A sidebar on the left lists various resources, with a red arrow pointing to the "Resources" link. The main content area includes a photo of a lacrosse team and text describing the Sport Club program. On the right, there are sections for "Upcoming Events" (listing away games for Ultimate Frisbee and Crew Club) and "Results/Rankings" (listing rankings for Softball, Ultimate Frisbee, and Quidditch). Contact information for the Sport Clubs Coordinator and Program Manager is also provided.

Current Clubs

- Handbook
- Resources**
- Executive Board
- Hazing Prevention
- FAQs
- DoSportsEasyKU

Sport Clubs

The Sport Club program is designed to serve the sporting interests of KU students, faculty and staff. The program offers sport activities and opportunities for members of the university community.

Some of the sport clubs compete on regional and sometimes national levels in a wide variety of [sports](#). Other clubs tend to focus more on self-improvement or just for fun.

Each club is guided by KU Recreation Services, but student development is emphasized as each club is student-led, student-ran and student-driven.

Upcoming Events

Away

May 21st - May 25th:

- KU Women's Ultimate Frisbee Club
Ultimate Nationals - Milwaukee, WI
- KU Crew Club
ACRA Nationals - Gainesville, GA

Results/Rankings

- KU Softball Club**
Ranked **#1** in Mid-America-Central Conference
- Ku Women's Ultimate Frisbee Club**
Ranked **5th** in the Country
- KU Quidditch Club**
Ranked **10th** in the Country

Sport Clubs Contacts

Emilie Buzhardt, Coordinator
ebuzhardt@ku.edu
785-864-0792

Chris Janes, Program Manager

Step 2:

Click “Ku Sport Clubs Documents and Forms” → Choose the purchase request form that applies to your purchase.

The University of Kansas myKU Email Bla

KU

KU Recreation Services

A Division of Student Affairs

Home Programs Membership Facilities Staff/Organization Jobs

Fitness Intramurals Outdoor Pursuits Sport Clubs Wellness

Sport Clubs Resources

▼ **KU Sport Clubs Documents & Forms**

Financial Forms

- 1) Purchase Request \$3,000 & Above
- 2) Purchase Request < \$2,999 & Below
- 3) Receipt Form (SOFAS) (pdf)
- 4) Supplemental Budget Request (pdf)

Travel Rep. Forms

- 1) EFT (pdf)
- 2) Travel Receipt Log (pdf)
- 3) W9 (pdf)

Risk Management/Facilities Forms

- 1) Accident Report (pdf)
- 2) Coaching Application (pdf)
- 3) Facility Agreement (pdf)
- 4) Off-Campus Facility Agreement (pdf)
- 5) KU Facilities - Practice Reservation Request (pdf)
- 6) Release of Liability Waiver (Visitor) (pdf)
- 7) Release of Liability Waiver (Minor) (pdf)

There are two different forms. One for purchases above \$3,000 and one for purchases \$2,999 and below

Have a

Results:

KU So
Ranked

KU W
Ranked

KU W
2015 NC

KU Qu
Ranked

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Emilie B
ebuzharc
785-864-


Chris Ja
clubs@

Step 3:

Fill out the purchase request form.

Any items purchased with restricted or supplemental must be delivered to the rec center! (1740 Watkins Center Dr.)

Save this form BEFORE filling it out, or it will be blank when it gets to us!



KU Sport Clubs

Purchase Request

(\$2999 & below)

Sport Club _____ Requested by _____ Date submitted _____

Supplemental
 Restricted Budget
 Endowment

Purchase Description (Uniform, equipment, event registration fee etc.)	SKU #	Quantity	Cost per Item	Sub-Total Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Sub-Total Cost				\$
Plus: S&H				\$
TOTAL COST				\$

Cost should not include tax, as KU Sport Clubs is a tax-exempt organization

Make sure to include a quote and VENDOR W9!

ATTENTION:
All items below must be submitted before the Sport Club Office will process paperwork. No purchases will be made until the following items are submitted.

- Yes No Is vendor's W9 attached?
- Yes No Is a quote attached?
- Yes No N/A If apparel: is the mockup artwork attached?

PAYMENT/SHIPMENT CLARIFICATIONS:

- Yes No Can the supplier accept a PO for purchase? (Can the supplier ship the order prior to receiving the payment?)

We can only use a vendor if they will send the product before receiving payment.

VENDOR:

Company _____ Contact Name _____

Address _____ Phone _____

_____ Email _____

_____ Fax _____



This address will be the one we send the check to after receiving the product

REMINDERS:

For purchase requests \$3,000 and above:

- Requires club to include bids from 3 separate vendors for the same item(s). The vendor chosen must hold the lowest bid.
- Must include with purchase request form: **W9** if applicable (don't need W9 for hotels), **quote/bids, vendor contact information, graphic mockups** (if purchasing apparel with logo or requires licensing approval from the University of Kansas), **payment and shipping information.**

For purchase requests \$2,999 and under:

- For items other than apparel, only 1 quote is required (For apparel, at least 2 are required)
- Must include with purchase request form: **W9** if applicable (don't need W9 for hotels), **quote/bids, vendor contact information, graphic mockups** (if purchasing apparel with logo or requires licensing approval from the University of Kansas), **payment and shipping information.**