Student Club Purchasing

Students will submit a purchasing request for purchases for an event or item using a Yale P-card.

Please note: Business Operations requires at least three business days notice prior to the event in order to contact the vendor and complete the purchase.

Student Club Purchasing

Club Purchasing

All requests should be submitted through the Yale SOM Jira Ticketing System using the Purchasing Request Form. There are three options for payment students can obtain:

- Purchasing Card (P-card) is the preferred tool for creating a one-step transaction for buying and paying for certain goods.
- Purchase Order – is the preferred tool for treating a pre-arranged agreement for service or goods. Usually, this option has at least two weeks of lead time before the event/goods are received. The earlier you involve the Business Office in your major event planning, the better. You would also use this option for a contract review from the central Yale purchasing department.*
- Invoice – this is submitted to the Yale SOM Jira Ticketing System after the item has been purchased and is awaiting payment.*

* A W-9 or a W-8Ben is required for Purchase Order and/or Invoice.

How-to-guide

**Step one - Budget officer approval**

Determine your budget and receive written/email approval from the club budget officer

**Step two - Plan ahead**

For food or catering purchases for club events:

1. Contact the supplier which you are seeking to use the P-Card for and place your order with them before you submit your P-Card purchase request.
2. Submit your purchasing request via the Yale SOM Jira Ticketing System. After the ticket has been submitted in Jira the business office will contact you once payment has been made to the vendor.

For items to be purchased online:

1. If you are requesting the use of the Yale P-Card for online purchase of goods, submit your P-Card purchase request in Jira first.
2. Be sure the items you are purchasing are in your online cart. Bring your laptop to the Business Office, Office Hours at Evans Hall, Monday-Thursday 12pm-1pm or stop by the business office at 121 Whitney avenue to complete the purchase any time Monday-Friday 9am-4pm.

**Step three - Follow up**

After the event occurs or the purchase has been made online, submit your catering or food purchase receipt or online purchase receipt to the business office. You can either attach it to the original ticket or send it through e-mail to sombusops@yale.edu referencing your event.

---

**Purchasing Card (P-card)**

P-card usage is available upon request for any club events. P-card requests can be initiated by completing the online Purchasing Request form. Students are responsible for initiating purchases with vendors (caterers, supplies, etc.). University P-cards can be utilized during the final step of purchase following the guidelines below.

- Requests must be submitted by the budget officer or club leader.
- We recommend making purchasing arrangements at least one month in advance, and no later than three business days before the payment is due (Yale’s holiday schedule). If this deadline is not adhered to, the student must utilize personal funds and seek reimbursement.
Related articles

- Requisition to Purchase Order
- Student Club Purchasing
- Enterprise Learning Credit (ELC)
- Supplier Set Up and Change Requests
- Grubhub - Yale Corporate Account