

Student Organization Supply & Equipment Orders

There are two methods of ordering supplies, refreshments, or equipment to be used by a student government organization. Those that are requesting the expense be placed on a university purchase card must use the first method.

METHOD 1: Amazon

- Go to www.amazon.com and create a free account
- Select the items you wish to purchase. After each selection, click Add To List *(create a list, if necessary)*
- Once you've completed all selections, view your list
- Copy the link and paste it into an email to lawadvancement@okcu.edu
- Your email must advise the shipping address and name and phone number of the person responsible for collecting the items
- If the email is not sent from the President or Treasurer of the organization, an email approving the purchases must be sent to lawadvancement@okcu.edu authorizing payment from the organization's funds
- You will be sent an email confirmation once the order has been accepted

THIS MUST BE COMPLETED AND SENT TO lawadvancement@okcu.edu at least five (5) business days prior to your event or more if shipping time requires it.

METHOD #2 – If not using Amazon, a student may opt to use their personal charge card and seek reimbursement. If so, you will need to fill out an OCU Payment Form. The payment form must be signed by the President or Treasurer of the student organization affiliated with the purchase as the Approving Official. Your submission must include the following:

- A completed Oklahoma City University Payment Form
- A receipt(s) for each purchase listed on the form
- Each receipt must include the last four digits of the form of payment
- Indicate the number of people that attended
 - (If this number is 10 or less, you'll need to list the name and B# of the attendees in the body of your email)
- Each receipt and signed payment form must be scanned and submitted in a pdf format only and attached to your email.

General rules for either method

- Alcohol purchases are not eligible for reimbursement
- Each expense shall be incurred by one individual only. Reimbursement to more than one person per receipt is not allowed.