

## **Columbia College Club Advisor Steps for Basic Purchase**

1. Complete the Purchase Order Form “Associated Students and Student Clubs of Columbia College”
2. Attach the following:
  - a. Official Club Minutes approving the Purchase (see Minutes Template on Club Resources website)
  - b. An original invoice or quote (if applicable)
  - c. Itinerary or Event Form (if applicable)
3. Submit Purchase Order Form and any documents listed above as follows:
  - a. Email [ccbussinessservices@yosemite.edu](mailto:ccbussinessservices@yosemite.edu)
  - b. In the CC line, include all Club Advisors and ASCC Advisor
  - c. Store originals in a secure file
4. Club Advisor purchase order steps completed
5. CC Business Office will:
  - a. Confirm receipt of Purchase Order Form and supporting documents within 2 business days
  - b. Submit Requisition to District Purchasing through Colleague and upload supporting documents to Etrieve within 3-5 days and communicate Requisition number to club advisor.
  - c. Provide completed purchase order number/blanket Purchase Order number and copy of purchase order/blanket purchase order form to club advisor and ASCC Advisor when complete.