Student Handbook

THEATRE

**Student Purchasing**

WCU has several policies when it comes to purchasing and or reimbursement. Student Organizations and Student Projects may purchase items, rentals, and charge use of various things; however, this must go through the office. Please use the following guidelines:

1. Students are to request a purchase prior to purchasing. Purchasing without approval usually means you will not be reimbursed.
2. Students intending an approved purchase will provide the following:
	1. Approval from the person in charge of the budget they wish to use, i.e. if it is UP the current president must send in documentation of his/her approval.
	2. Awareness of which form to be used for the purchase made – whether PO, check, internal billing, etc. Whether the vendor takes PO’s will dictate the form that can be used. Please know that IF the vendor will take a PO, or if we have an account set up with the vendor, then a PO MUST be used.
	3. Provide the office with: Approval, written request, vendor information (and if they accept a PO), item information to be purchased, and cost. Shipping method can sometimes be assessed but not required.
	4. If the PO is an open PO to Wal-Mart, Lowe’s, etc. **a faculty member must pick the items up. A student cannot use an open PO or P-Card.**
3. When the order comes in or when you have made purchases, detailed receipts must be turned in with a signed copy of the PO. The office will have sent you a copy of the PO when it is sent out.
4. If the purchase follows a “pay-up-front- for- reimbursement” plan, the following process applies:
	1. Send in a request for the expense to the accountable officer (person in charge of budget that the reimbursement will come out of).
	2. Send the approval of accountable officer and the following information:
		1. Written request, vendor information, reason why a PO couldn’t be used, item information and cost. Also, student information including name, address, contact number, and RECIEPT.
		2. Reimbursements take up to two weeks and will be sent to the Stage & Screen office for pick up by the student.

**PLEASE REMEMBER:** If the expense was purchased from a vendor that takes PO’s and it was done as a reimbursement than you MIGHT be denied the reimbursement. PLEASE BE AWARE!

**Student Generated Revenue and Donations**

WCU has policies and processes that need to be followed when it comes to revenue and donations. Student can raise money and have incoming revenue. They can have bake sales and solicit donations HOWEVER the following guidelines must be followed:

1. Student organizations may take in revenue from events and fundraisers produced by students, but the moneys must be deposited into their WCU account. For example, the University Players and USITT have a shared account. The FTP students have a project account. All money must be recorded and deposited in their respective accounts for records. The following is the process for deposit:
	1. All money comes to the office of Stage & Screen.
	2. Money will be recorded in budget and turned into cashier to then be deposited into the account.
	3. Money shows as posted in 2-3 days
	4. Money is available to be used after the records show it has been deposited.
2. Students may solicit donations in the form of cash, check or items. However, students may not approach any company or business that is national, a chain, or is being pursued or solicited by the University Development Office. This eliminates such companies as Wal-Mart, Lowe’s, Harrah’s, Radio Shack, and most fast food chains. WCU seeks donations from large companies, and student groups are prohibited from competing with those donations. Soliciting individuals or groups is allowed. Please use the following guidelines:
	1. Students approach the possible donator with their proposal or request. If the individual or group agrees, then either cash or a check made out to WCU School of Stage & Screen may be accepted.
	2. Please make sure that the check also indicates in the note line what it is for, i.e. film project, Niggli Awards, student show, etc.
	3. Make sure to get the individual or groups information so that a tax deductable letter can be sent to them for tax purposes.
	4. Deposit donation to the office so that it can be sent in, recorded and posted to be used for project.
	5. If it is a donation of items, and/or services, please pick up the applicable form at the Stage & Screen office.

**PLEASE BE AWARE** that all fundraising projects must be pre-approved by the Department Head and the Dean.