

**The University of Connecticut  
Department of Student Activities  
Trustee Account Purchasing Guidelines**

Following is a general outline to assist officers of the Trustee Accounts with purchasing decisions. All questions should be directed to the DSA Business Office before making major purchases or if unusual items need to be purchased.

1. Purchases should be made at the best prices obtainable. Before making a purchase, the organization should contact the DSA Business Office to obtain information about special rates that may be available on state or University contract.
2. Purchases over \$1,000 require the organization to obtain three (3) quotes from different vendors. Copies of the quotes should be submitted as supporting documentation demonstrating that the organization did some research to obtain the best prices. Be sure to include all charges for shipping, warranties, etc.
3. All purchases over \$10,000 must be processed through the University Purchasing Department through a competitive bid process. Refer to the Purchasing Department website [www.purchasing.uconn.edu](http://www.purchasing.uconn.edu) for more information.
4. If a purchase will be done through the University Purchasing Department, a completed *Trustee Account Purchase Request* form will need to be submitted, along with proper supporting documentation to the DSA Business Office for approval. Please contact the DSA Business Office for a copy of the purchase request form. A purchase order will be issued from the Purchasing Department after the order is entered by the DSA Business Office.
5. All billing for purchases done through the University will be automatically charged to the organization's FRS account. Officers are required to approve and sign off on invoices as they are received so the invoice can be released for payment by the Accounts Payable Department. After invoices have been paid by Accounts Payable and purchase orders are complete, charges will appear on the quarterly invoice (Form BO-12) for the total amount of the purchase order issued.