**NORTH DAKOTA FINANCE & OPERATIONS**

**STUDENT ASSOCIATION POLICY LIBRARY**

Authorization for Purchases

**OVERVIEW –** Any requests for NDSA funds must be filed using appropriate procedures, forms and must contain authorized signatures. Authorized Signers for NDSA include: NDSA President, NDSA Vice President of Operations and Finance, Vice President of Communication and Outreach and UND Controller (Sharon Loiland).

**CHANGING AUTHORIZATION SIGNERS –**

1. When the offices of NDSA President, NDSA Vice President of Operations and Finance or Vice President of Communication and Outreach change hands, the UND Controller’s office needs to be advised.
2. The new officer(s) must contact the Controller’s Office to obtain a signature authorization form. UND Accounting Services keeps this form on file to verify signing authorization.
3. Only the above four positions may sign payment vouchers for NDSA.

**PURCHASING ITEMS –**

1. **Direct Billing –**
	1. Approved by NDSA Assembly – The NDSA Assembly must approve the proposed purchase BEFORE it is made. The minutes showing approval will be sent to Patty S. or Sharon L. along with the request in order for the request to be approved.
	2. Signed by two (2) or more Authorized NDSA Officers – If there is no meeting and something is to be purchased immediately, two (2) or more authorized NDSA officers MUST sign the request in order for it to be considered for approval by Sharon L.
2. **Reimbursement –**
	1. Approved by NDSA Assembly – The NDSA Assembly may approve or deny the proposed purchase it is made. The minutes showing approval will be sent to Patty S. or Sharon L. along with the request in order for the request to be approved.
	2. Signed by two (2) or more Authorized NDSA Officers – If there is no meeting and something is to be purchased immediately, two (2) or more authorized NDSA officers MUST sign the request in order for it to be considered for approval by Sharon L.

Any reimbursements or direct billing requests that are denied by the NDSA Assembly cannot be brought to the Authorized NDSA Officers for their signatures. However, if the Authorized NDSA Officers deny the request, it can be brought to the NDSA Assembly for reconsideration.

When purchase anything over $500, the President and/or Vice President of Finance and Operations must consult with UND Purchasing for procedures. This is an additional step after following the procedure of getting funds approved by the NDSA Assembly. Anything over $500 cannot be purchased without the official approval of the NDSA Assembly. Minutes from the meeting showing approval must be attached to either the direct billing or reimbursement request.

The use of university logos, statewide, must be pre-approved by each institution that owns the logo before ordering.

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