

ILLINOIS TECH

Office of Campus Life

BuyIt Policies:

Student Organizations are able to utilize BuyIt to purchase items for *events, competitions, and/or projects.*

Getting Access to Buy It

- Student organizations looking to add their treasurer to BuyIt will need to fill out the *New Buy It Manager* form located here.

Buy It Guidelines

- Only student org/club **treasurers and/or presidents** are allowed in BuyIt
- If a club/org is buying items for an event, the event request needs to be approved in Presence first. **The form needs to be submitted at least two weeks in advance from the date of the event.**
- To purchase items from BuyIt student orgs must do the following
 - Complete an Allocation Request form on Presence before the next upcoming Finance Board Hearing.
 - Attend the Finance Board Hearing (optional).
 - Have the Finance Board Approve their request on Presence.
 - The OCL Staff member working with the Finance Board approves the finance board's approval.
 - The treasurer goes into BuyIt to purchase the items that the club/org requires.
 - Once the organization has placed all the items they need in the cart, they must reassign the cart to the primary buyer in the Office of Campus Life-- Celestine McGee.
 - Once they have reassigned it, the primary buyer will receive an email and will have to go in to complete the purchase. Please allow 3-5 business days to complete the purchase.
- NOTE: The **only** gift cards that can be purchased are **Amazon** and **PNC** gift cards. **NO OTHER TYPE OF GIFT CARDS CAN BE PURCHASED!**

Adding a Supplier to Buy it

- There will be times in which student clubs/orgs wish to purchase something from a supplier that is not in BuyIt.
- In order to request the supplier, the following form must be completed
 - [New Supplier in BuyIt Request Form](#)

Allocation Approval Policies:

- In order for an student club/org allocation to be approved, it must first pass Finance Board and then be approved by an Office of Campus Life Staff member.
- The Finance Board may have edits and recommendations for the student club/org to make before approving it.
- The student club/org is allowed to make those edits before approval.