

A-Team Purchases & SASP Policies

Guidelines on Using a SASP

The SASP is a University credit card that is signed out by RSOs to make purchases for their group. The Artistic Team must reserve the SASP in order to make purchases for their supplies. Here are some guidelines for using the SASP:

1. Make sure to check through the Guild office (423B in the Student Union) for costumes and props that can be recycled. We don't want to spend money if we don't need to!
2. After speaking with the Director and coming up with a concrete plan for what you need to acquire for the show, make a list of supplies you wish to purchase. You must include what you wish you buy, how much the supplies cost, and where you will purchase them. There is no limit for how many stores you can list—put as many options as possible in case your first option does not end up having what you need.
3. Give your list to the Treasurer **AT LEAST five days in advance** along with your name, email address, and SPIRE ID number. The Treasurer will fill out a SASP request form with the Business Office and create an appointment for you. The Treasurer will only accept requests until exactly 2 weeks before the opening night of the respective show. On the appointed day, you must go to the Business Office (420 in the Student Union—just down the hall from our office!) to speak to Linda, the Guild Business Advisor, in order to sign out the SASP. You will be asked to read the University guidelines for purchases and sign your name.

4. When making purchases, you **MUST ONLY** shop at the pre-approved stores you provided the Treasurer when the SASP appointment was made. If you realize that you need to make additional purchases, you must start the process over again, provide the Treasurer with a new list, and wait at least five days for the Business Office to process the request.

5. While shopping, make sure to tell the cashier that your purchase must be tax-free, as you are using a University credit card. Also make sure you are provided an itemized receipt at checkout.

6. You will have 24 hours to complete your purchases. You must return the SASP and your receipts to the Business Office within the 24 hours. You must also keep a record of how much you spent and tell the Treasurer.

7. If you take the SASP out on a Friday, you will be able to use it over the weekend. You must return it to the Business Office on Monday.

8. The Guild is only allowed to sign out one SASP at a time. Occasionally you may need to coordinate shopping trips with other A-Team groups so you all can use the card on the same day. Otherwise, some groups may face difficulties making their purchases in a timely manner.

9. MAKE YOUR PURCHASES AS EARLY IN THE SEMESTER AS YOU CAN. YOU WILL BE UNABLE TO MAKE PURCHASES WITH THE SASP DURING TECH WEEK AND WILL THEREFORE BE UNABLE TO GET SUPPLIES. We really, *really* do not want to have a bunch of A-Team groups scrambling to take the SASP for their own purchases at the last minute (trust me, it's miserable for everyone), so PLEASE keep timing in mind.

Always ask the Treasurer for help if you have any questions! We love questions. University policies can be confusing, so never hesitate to ask.