

Purchasing Items for Your Club

SGA-approved clubs and organizations are invited to purchase needed items for their meetings and events. If you have questions about the SGA budget, please contact the SGA Office Manager (sga@mcla.edu).

Purchase Process:

1. To purchase items or services, the club must fill out the Purchase Request Form (PRF) and have it approved at least one week prior to your event.
2. The SGA Office Manager must approve the purchase using the PRF on the EngageMCLA site. Your approval will be followed by a confirmation email, prompting you to make a reservation to borrow a credit card (you will not be allowed to make a purchase without prior approval).
3. Once the purchase request has been approved, clubs can make an appointment to use the SGA Mastercard or Walmart card using the SGA Office Reservations bookings (you will not be able to make an appointment if it is less than one (1) week in advance).

Purchase Guidelines:

• Types of Purchases:

1. In person (e.g. Walmart)
2. Over the phone (e.g. Ramuntos/Pizza Works)
3. Online orders (e.g. Amazon) ----- > must be made by the SGA Office Manager. PRF must include links to each item with exact amounts, sizes and colors.

• Clubs and Organizations may borrow a credit card from the Office Manager to go shopping. Representatives will be given a 2-hour block of time during which they can shop for items and return to the Campus Center. Cards can only be used during office hours, 8:30am to 4:30pm, and not borrowed after 2:30pm.

* Purchases are restricted to those that follow all college rules and regulations. (Example: clubs may not buy candles, as that violates Res Life & Housing guidelines.)

* Gift cards may not be purchased for college sponsored events.

Steps to Complete the Purchase Request Form

*Note: To use any of the EngageMCLA electronic forms, you must download the App and register as a user on this system.

1. Log into EngageMCLA.
2. You will be on your Home Screen. Navigate to the "Groups" tab and select the group you are making the purchase for (must be a group in which you are an officer).

3. You will see a page of tiles. You will select the "Accounting Book" tile.
4. Select the "Payment/Budget Request" button on the right of the screen.
5. This will bring you to the actual Payment Request Form. Please complete and submit this form and wait for your approval or other from the SGA Office Manager