



ROWAN UNIVERSITY

Student Government Association

ProConnect Shopping Authorization

PRIOR TO SHOPPING

CLUB: _____

BANNER ORG #: _____

☐ FUNDRAISING?

WHERE ARE YOU PURCHASING FROM? _____

WHAT TYPE OF PURCHASE? ☐ FOOD – Not to exceed \$100*☐ SUPPLIES☐ OTHER: _____**Gourmet Dining must provide all non-pizza food >\$100 on-campus unless a waiver is obtained.*

AUTHORIZED AMOUNT (UP TO): \$ _____

This ProConnect Shopping Cart has been approved by:

Organization Representative Signature
(☐ Treasurer ☐ President)_____
Date_____
Organization's Faculty/Staff Advisor Signature_____
Phone #

COMPLETED BY SHOPPER

SHOPPER INSTRUCTIONS: Build your Shopping Cart in ProConnect (<https://go.rowan.edu/rowanproconnect>): 1) use a punchout, Standing Order Form, or shop for a Non-Catalog Item and search for a vendor; 2) Select the most accurate Commodity Code for each line item in your cart/order; 3) Please rename your cart to "SGA [CLUB] [YYYY-MM-DD] [description]" 4) Assign Cart To an SGA purchaser; 5) enter the Banner Org number listed above as Note to Assignee; 6) then click Assign. Once your Cart is Assigned, provide the Requisition number and total to your club treasurer to deduct from your internal budget tracker.

CLUB MEMBER WHO WILL SHOP USING PROCONNECT: _____

CELL PHONE #: _____ Requisition#: _____

SHOPPING CART NAME: _____

Please email this approval form to sga@rowan.edu or bring to the SGA Office, Student Center 155

Your order will not be placed until this authorization is received.

COMPLETED BY SGA

SGA USE ONLY DATE SUBMITTED: _____

STAFF: _____

NOTES:

PO #: _____

Sent to: ☐ Vendor ☐ Club

RECEIVED ON DATE/BY: _____

☐ Reconciled in ProfLink