

SGA Equipment Purchase Guidelines

Due to space limitations, university policy, and an inability to store and manage equipment, the Student Affairs Business Services Center will **NOT** process the following purchases using SGA-allocated funds:

- Items that must be inventoried*
- Items that pose substantial risk to the health and safety of their users or the broader university community,
- Items that require technical knowledge, and/or involve the use of electricity, for student organizations other than SGA, (seb), TRW, and WMBC when any of the following is true:
- Items are already available for use/rental on campus (ie Library, The Commons/Event and Conference Services, etc.)
- Items that cannot be exhausted after one use
- *For items for which university policy requires that they be inventoried, the Student Affairs Business Services Center will not process purchases from either Student Activity Fee Funds or from carryover funds. For the other items on this list, Student Affairs Business Services Center will process purchases from carryover funds only.

