Student Activities Business Office (SABO)
Purchase Requests

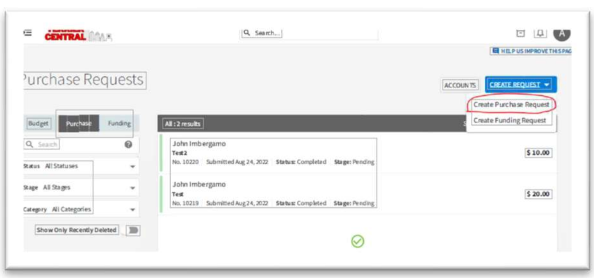
08.06.25 – Last Updated

Background

Purchase Request (PR) is a form in Terrier Central, that groups can submit when they need pay vendors or procure goods. This includes supplies, service subscriptions and membership dues. Prior to submitting a PR you will need to complete an Event Request and have that approved.

How to Submit a Purchase Request (PR)

- Only the President or Treasurer can submit a PR. These position holders will:
    1. Login to Terrier Central and go to your group's portal. It's crucial that you remember to log in to your organization's account first.
    2. Click finance
    3. Select – Create Purchase Request. Here's a screenshot:



Completing the Form – Important Tips

- The process of paying a vendor/supplier differs depending on their status and will need specific documentation and information. To assist with this, please see our chart with tailored directions for each type of purchase.

- Timeline – Please allow for 14 business days for to be approved.

Quick Guide

Category	Quick Reference
Purchase Requests	Submit PRs in Terrier Central. One vendor per request. Exclude tax. Use the correct subject line format.
Filling Out the Form	Full amount only. Titles must be formatted correctly (Event or General Business). Missing details = denial.
Documentation	Always add context in the description. Attach event approval, W-9, invoices, and payee info.
Timeline	Once event is approved, please allow 2 weeks for processing.
Vendors	Approved vendors get paid through BU's system. For Amazon, submit a wish list link (make sure it's public).
Gift Cards	Gift cards can only be purchased through Black Hawk Market (virtual only). Must include recipient info and W-9.
Food & Catering	Use BU's tax-exempt ID. EzCater preferred. Outside restaurants need exceptions unless it's Otto or T. Anthony's.
General Reminders	Submit PRs as soon as your event is approved. Missing info = denial. Reimbursements are last resort. Processed first-come, first-serve.

PR – Category Specific

Type of Request	What You Need	Key Reminders
Approved Vendors	Event approval, itemized invoice/quote, payee contact info	One vendor per PR; exclude tax; subject line format required
Charity Donation	Must be 501(c)(3), event flier, W-9, donation form	Donations can't come from general club funds; must be event-based
Conference Fees	Invoice, event approval, W-9 (if required)	PRs only for BU-approved conferences/events
Honoraria	Honoraria form, event flier, W-9, payee info	One PR per recipient; honoraria is a thank-you gift, not salary
Membership Dues/Fees	List of members, invoice, W-9, event approval	Submit one PR for each membership due/fee
General PRs / Other	Event approval, vendor info, receipts (no alcohol, no personal purchases)	Gift cards only via Black Hawk Market; outside restaurants need catering exemption
Gift Cards	Must include recipient info and W-9, as well as a event flier.	Gift cards are only for student winners from a raffle, trivia, etc. Please note these are only virtual cards, not plastic cards.