

PURCHASING TERMINOLOGY

TERMS	DEFINITIONS
Agenda	A document listing the items and/or activities to be discussed or performed in a meeting or event.
Advertising and Promotion (Budget Form)	Term used when you are looking to purchase posters, adverts, and tablecloths etc. that are York College branded.
Bids	Outreach to multiple vendors to obtain pricing information for goods and/or services. York College requires written bids from 3 vendors if items or services to be purchased exceed \$500.
Catering Form	A form indicating the type of food and beverages to be purchased for an event. A catering form includes information about quantities to be purchased and pertinent event details, such as event date and room location. In lieu of an invoice, York College requires a signed catering form from its in-house caterer, MBJ.
Certificate of Liability Insurance (COI) Form	A one-page form that summarizes the benefits of an insured party's insurance policy. It is proof of insurance coverage including limitations (amounts) of their insurance policy. York College requires COI's from all new food vendors, special service providers (i.e., photo booth companies, game companies, etc.), and movement-oriented companies or performers (i.e., dance instructors, martial artists, etc.). All COIs must name "York College and affiliated entities as additionally insured."
Conference Agenda	A document listing the workshops and/or activities to be held at a conference.
Conference Registration Fees	A sum of money required to register in order to participate at a conference.
Contract	A legally binding written agreement between two or more parties.
CUNY Off-Campus Student Travel Approval Form	A form that must be completed by the Trip Sponsor (Student Activities or other designated funding source Representative) and submitted to the Chief Student Affairs Officer for student organization travel or to the Chief Academic Officer for academic (class) related travel a minimum of one month prior to travel. All organized travel is expected to follow the CUNY Student Domestic Trip and Travel Guidelines . These Guidelines are located on the CUNY website. Form must be approved by the Chief Student Affairs Officer or the Chief Academic Officer in order for travel to commence.
CUNY Off-Campus Travel Waiver	This form must be completed and signed by all students participating in off-campus travel. If students are under 18 years of age, their parents or guardians must also complete this form, and have it notarized. York College requires off-campus travel waivers to be completed by students participating in out-of-state or international travel only.
Design Specifications	A detailed document providing information about a designed product (or process). Design specifications typically include image(s), drawings, dimensions, and colors. York College requires design specifications for promotional items.
Equipment (Budget Form)	Equipment can be purchased with College Association fees but please note these items become property of the college. You can propose for equipment for an academic program, but the items will remain on campus.
Event Flyer	A document advertising an event or product. York College requires event flyers for all purchases, including private events.
Event Sign-In Sheet	List of event attendees, it includes participants' full names and EMPL ID information. York College requires event sign-in sheets for all college-sponsored activities on and off-campus.

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Films/Film Rental (Budget Form)	You can rent films from companies like SWANK. Please check the library first to make sure the college does not already have the film on file.
Funding Request Form	Form utilized to request funding for events and activities on and off-campus. The funding request form requires thorough details about how organizations plan to utilize the funds requested. All funding request forms must be submitted with supporting documents to the appropriate funding source in order to be considered for funding approval.
Independent Contractor Agreement	Contract type used for a vendor who will perform a service for the college. For instance, a smoothie company, a photo booth company, or a person who will be setting up and operating lighting for a show, and so on.
Invoice	A document issued by a vendor to the buyer indicating the quantities and costs of the products and/or services provided by the vendor. An invoice specifies what a buyer must pay the vendor according to the vendor's payment terms.
Performance Agreement	Contract type used for a vendor who will perform at an event, such as, a DJ, a band, musician, dancer, or singer. A person who has an agent representing them would also fall under this category. York College also uses this type of contract to pay event speakers and/or panelists.
Personnel Services (Budget Form)	You can pay salary for personnel services such as someone to repair equipment.
Promotional Items (York College Branded Products)	Articles of merchandise that are branded with a logo and are typically used as a marketing strategy to attract attention to an entity and/or organization. York College promotional items adhere to a very specific product type list and design guidelines, please refer to : Marketing & Communication
Quote	A verbal notice or document that provides the estimated cost for a product(s) or service(s). York College requires written quotes from all vendors, 3 written quotes are always needed when an item or service exceeds \$500.
Scope of Work	The section of a contract agreement in which the work to be performed is described in detail. All contracts require a scope of work section.
Shopping Cart	Similar to an invoice, a shopping cart is the online version of the invoice. It indicates the types of products to be purchased, the quantities, and their costs, including shipping costs.
Tax Exempt Form	A certificate form that enables a purchaser to make tax-free purchases that would normally be subject to sales tax. York College is a tax-exempt institution, as such, it does not pay in state taxes.
Travel Expenses (Budget Form)	Can include but not limited to: Hotel, Airfare, Bus, Train, Per Diem, Registration, hotel fees etc.
Vendor	A person or business that supplies goods or services to an entity or individual.
Vendor Bio	A document that provides a detailed description of an entity or individual's professional experience. York College requires vendor bios for new entities or individuals providing goods and/or services to the college. Vendor bios can easily be obtained from entities "'About" pages online or by asking individuals to provide copies of their resumes.
W-9 Form	A commonly used IRS form, the "Request for Taxpayer Identification Number and Certification" form is used by Individuals and entities to provide their taxpayer identification number (or social security number) to entities that will pay them income during the tax year. York College requires this form from all new vendors.