



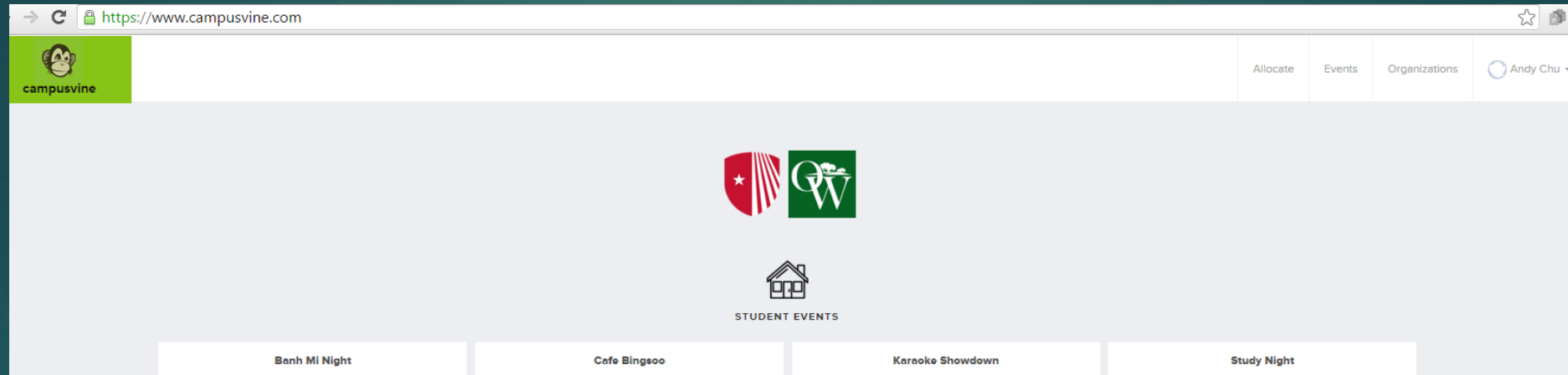
How to buy stuff on Campus Vine?

THE SOLAR RACING TEAM MANUAL

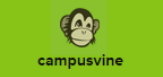
What is Campus Vine?

- ▶ Campus Vine is an Undergraduate Student Government (USG) system used for purchasing items for clubs and organizations
- ▶ The Solar Racing Team uses Campusvine (CV) to order material. Priority are these items:
 - ▶ We use CV to order material to create technical workshops for students
 - ▶ Examples: Electrical, SolidWorks, Composites, and Etc.
 - ▶ The reason why we use USG to buy material for workshops is because we are more definite in know what is needed
 - ▶ However, if there is an item for the boat we really need to buy because we know we need it way based on the design we can also use US
 - ▶ We also use CV to order material for the shop, such as cleaning supplies and items to make the environment more productive for students

The following is a picture tutorial to buy stuff on CV



Go to www.campusvine.com and login or create an account



HOME



ALLOCATIONS



BUDGETS



VENDORS

Home

SBU Solar Racing - Edit Organization / Add Positions

Upcoming Events

Past Events

Banana Stand

Banana Stand
non-event vouchers

Non-Event Vouchers

The Boardwalk

Every Day

All Day

Create Allocation

Then click on Banana Stand:
Banana Stand is an place where
we purchase items because we
do not create events like other
clubs. We then should proceed
to make vouchers.



campusvine

Allocate Events Organizations Andy Chu

HOME ALLOCATIONS BUDGETS VENDORS

Banana Stand

SBU Solar Racing

FISCAL YEAR
FY 2016

ID	VENDOR	AMOUNT	CREATED	STATUS
GDB-52DF	Amazon.com	\$135.00	03/07/16	Club Approval
ESF-4ADF	FIBRE GLAST DEVELOPMENTS CORP.	\$654.20	11/12/15	Check Ready For Pickup
ENA-4A26	Amazon.com	\$726.49	11/09/15	Complete

+ New Allocation

+ New Allocation

Direct Pay
Online Order
Reimbursement

STATUS

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Crafted in NYC.

When you are done click on Banana Stand you are brought to this page. You then should click on New Allocation to make a new purchase of items you need.

You usually buy stuff online, click online order afterwards

campusvme

HOME ALLOCATIONS BUDGETS VENDORS

General Information

BUDGET

|

2015-2016 Academic Year

Novel Event Grant Spring 2016

CHECK DELIVERY

Pick-up Check Mail Check

Determines whether the check is mailed directly to the vendor or is set aside for pickup.

JUSTIFICATION

Explain why you are making this purchase.

Vendor

Search

You are brought to this page, you need to select the budget year you are using. In this case, we are using 2015-2016 Academic Year. Do not worry about the Novel Event Grant that would be explained later. You should then select the type of Check Delivery that is usually used. In our case, the Mail Check is usually used.

Then you need to provide a reasonable justification for the items you are buying for the Solar Racing Team. This is an overall justification, you can detail every item if you want for clarity.

Vendor

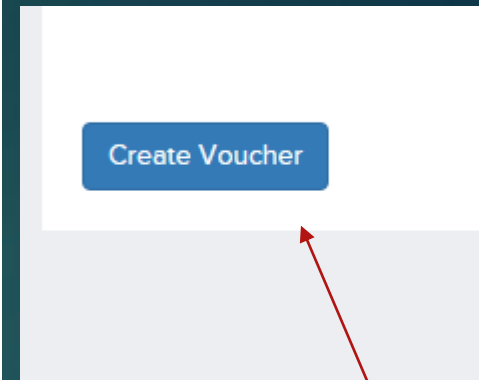
Search

Apple Inc. Website	1 Infinite Loop Cupertino CA, 95014	
Arcade Electronics, Inc. Website	5655F General Washington Drive Alexandria VA, 22312	(703) 256-4610
Asano Talko U.S. Website	20909 S Western Ave Torrance CA, 90501	(310) 974-4490
Atlanta Marriott Marquis Website	265 Peachtree Center Avenue Atlanta GA, 30303	(404) 521-0000 (404) 586-6299
Audiopile Website	P.O. Box 6 604 N. First St. Farmington WA, 99128	(509) 287-2020
Awards for Anything Inc. Website	100 Industrial Drive Fredericksburg VA, 22408	(540) 376-7001 (540) 479-2618

What are you buying?

DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00 x
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00 x
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00 x
Total			\$0.00

[Add Line Item](#)



Create Voucher when you are done

Vendors in this case are websites you can buy products from, the best part of CV is you can buy items From Amazon.com. You can only order items from approved vendors, if your vendor is not on the list follow this link: <http://stonybrookusg.org/treasury-clubs-organizations-help-page/> and then find New Vendor Form.

Once your vendor is on the list, you can start adding items.

Place the URL in the description. PLEASE MAKE SURE IT WORKS

If you are neat freak you can use google URL shortner to make it easier for people 😊

Send



SBU Solar Racing Create PDF




Project Code: 32 0103 - Budget: 2015-2016 Academic Year - Created By: Andy Chu

<p>Details</p> <p>Created: 03/07/2016 Voucher ID: GDB-52DF Order Type: Online</p>	<p>Vendor</p> <p>Amazon.com Seattle, WA 98101 (206) 622-2335 www.amazon.com</p>	<p>Justification</p> <p>Dear USG, We need to make this order to buy this particular tool to help us know the speed of the boat while it is in water. This is very critical for us to understand how our design affects the performance of the boat. Thank you. Atach GPS Speedometer Bold Display 3-3/8" (85mm) (Black / Black Bezel)</p>
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DESCRIPTION	QUANTITY	UNIT COST	PRICE
http://goo.gl/o7bMqG	1	\$135.00	\$135.00
Total:			\$135.00

Signatures

<p>Philip mauser</p> <p><input type="button" value="Sign Voucher"/></p>	<p>Tommy Lin</p> <p></p>	<p>Shao Peng Chen</p> <p></p>	<p>Andy Chu</p> <p><input checked="" type="button" value="Sign Voucher"/></p>
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In this example, we wanted to buy an item from Amazon. Once you submitted the voucher you and your E-board needs to Sign the Voucher and then it waits for approval from the Treasurer Office and then Another professional staff review it and signs off. As you can see here, Andy Chu and Phil Mauser did not Sign the Voucher yet. YOU NEED TO SIGN THE VOUCHER

Pretty much done...

▶ IMPORTANT NOTES:

- ▶ You need to keep an eye on CampusVine for notifications!!!
- ▶ Campusvine does NOT notify you (through email) about comments on items from the people that approve it.
- ▶ There are times were items wait a long time because no one knew there was a mistake because there was no notification through Email! Check CampusVine
- ▶ You still need to read the rules and regulations of the USG government and you must follow them!
- ▶ Do not be late handing budget stuff or going to meetings
- ▶ The novel event grant is extra money USG has left over. They use that money for Clubs who want to do an event but do not have the money. It is something you can apply for every semester.
- ▶ USG is a great resource to have, they may be slow at times but overall they are great to work with!
- ▶ If you have any questions contact andy.chu@stonybrook.edu
- ▶ This is written on 3/08/16. May need updating.