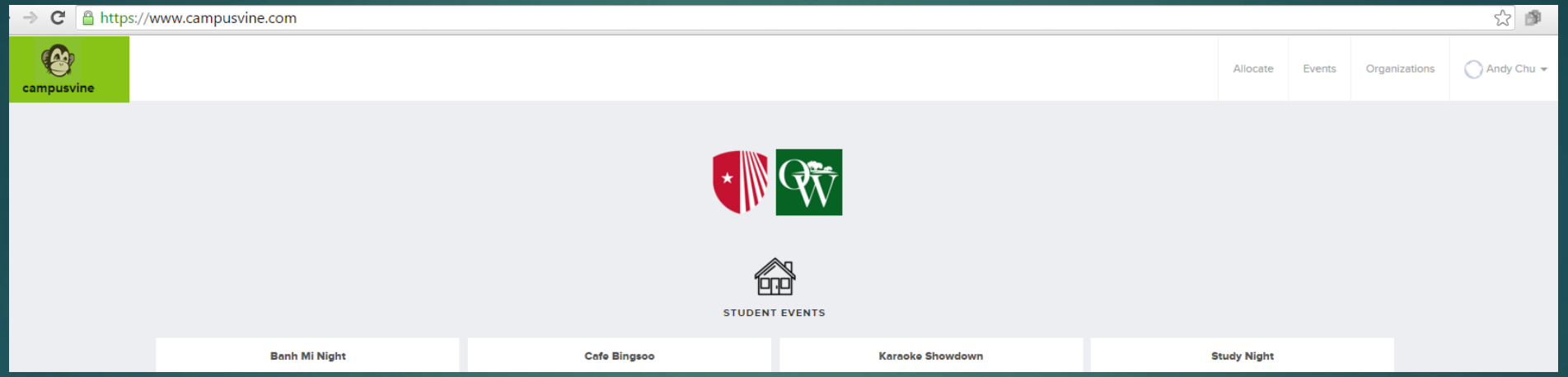
How to buy stuff on Campus Vine?

THE SOLAR RACING TEAM MANUAL

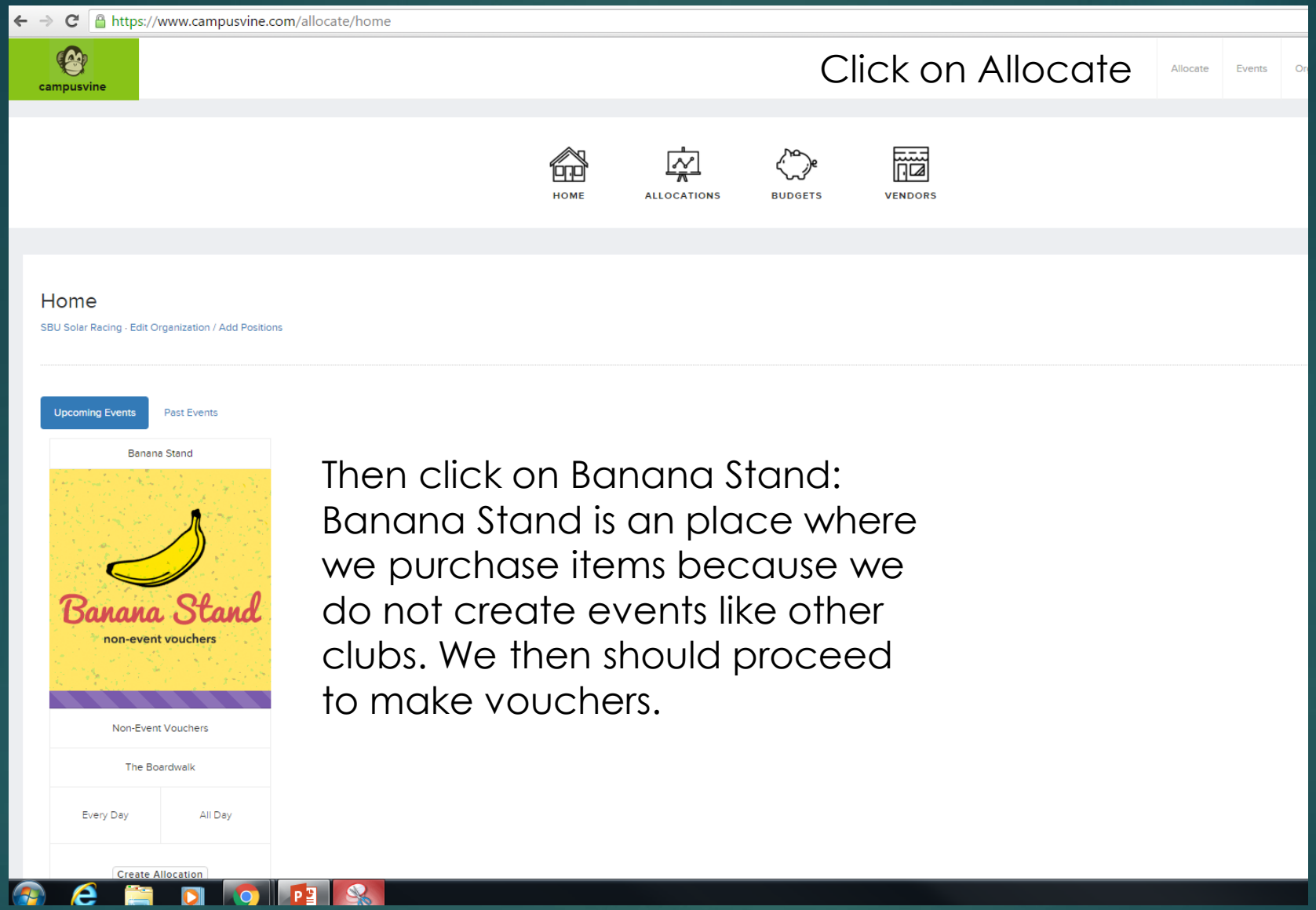
What is Campus Vine?

- 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

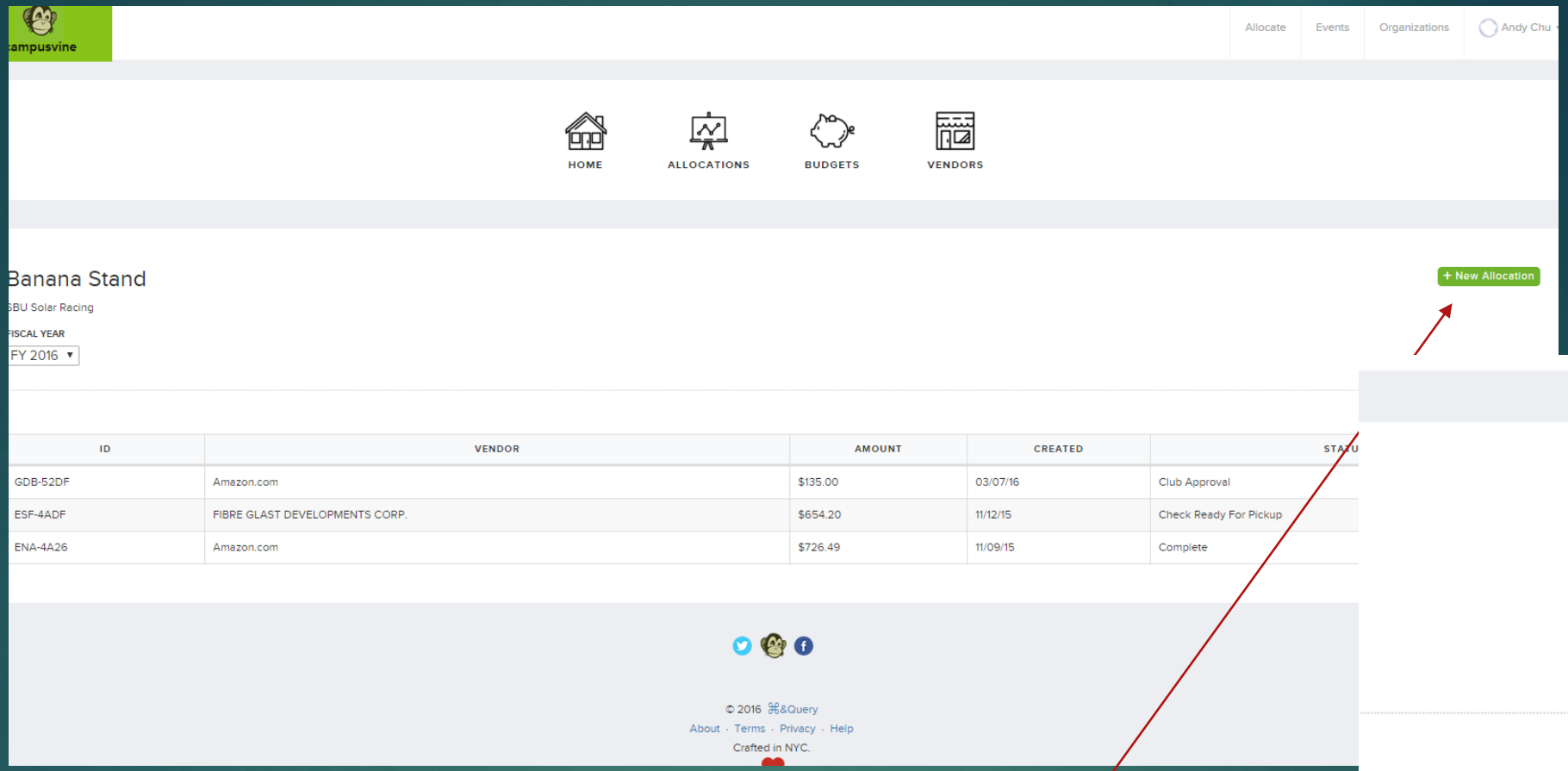
The following is a picture tutorial to buy stuff on CV

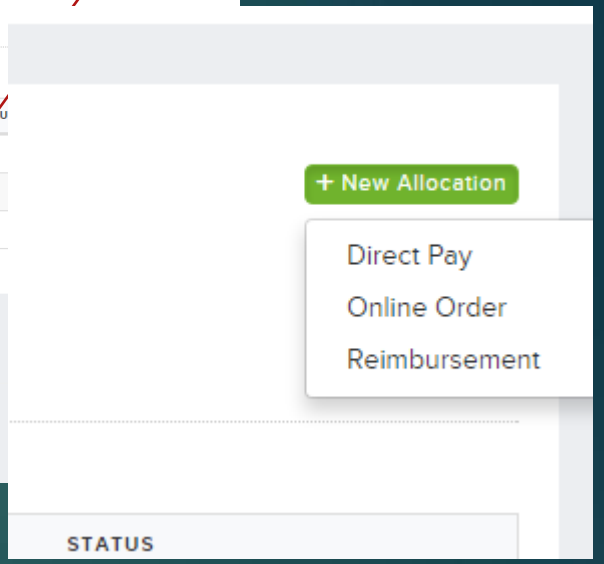


Go to www.campusvine.com and login or create an account



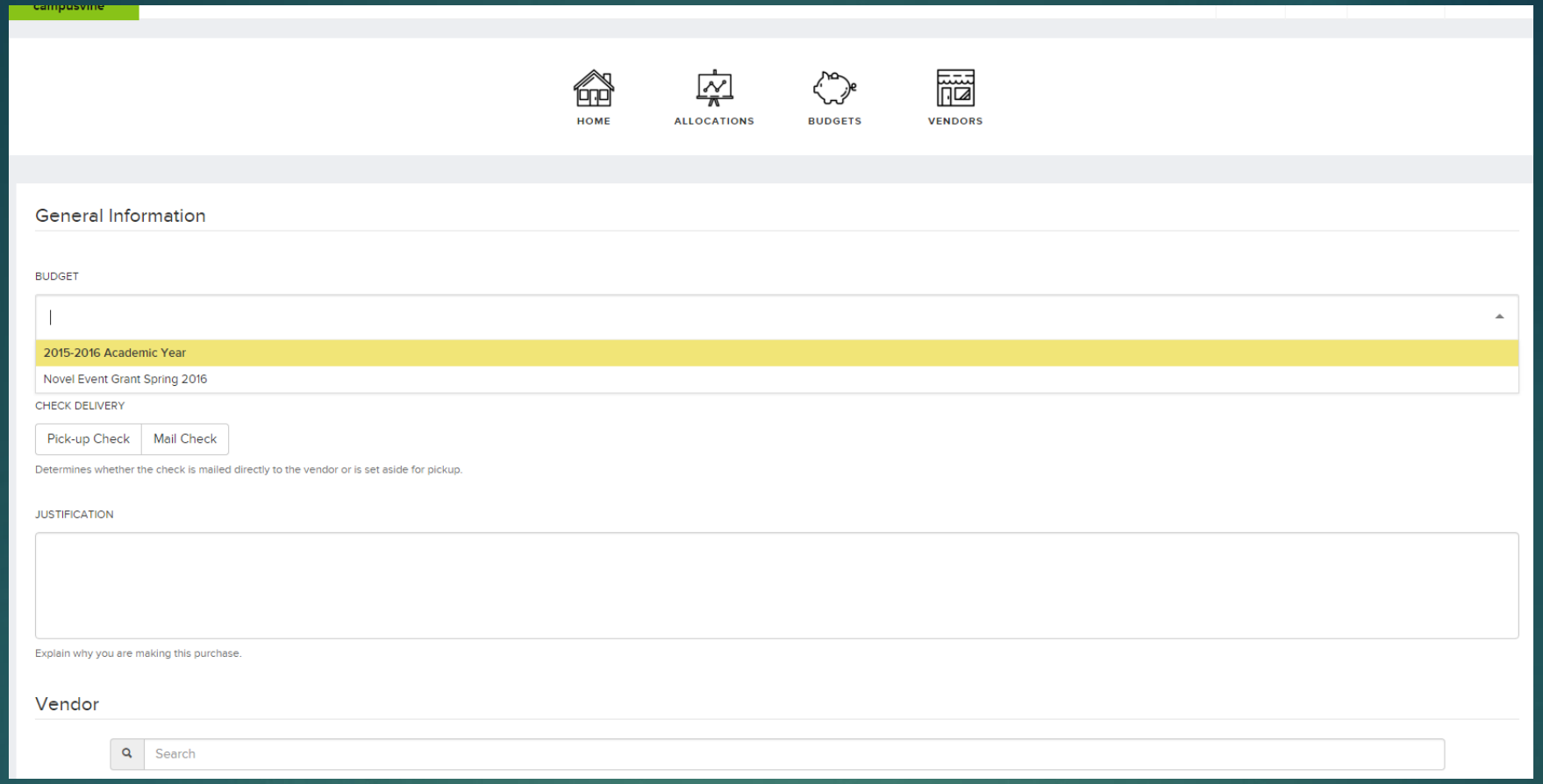
Then click on Banana Stand: Banana Stand is an place where we purchase items because we do not create events like other clubs. We then should proceed to make vouchers.





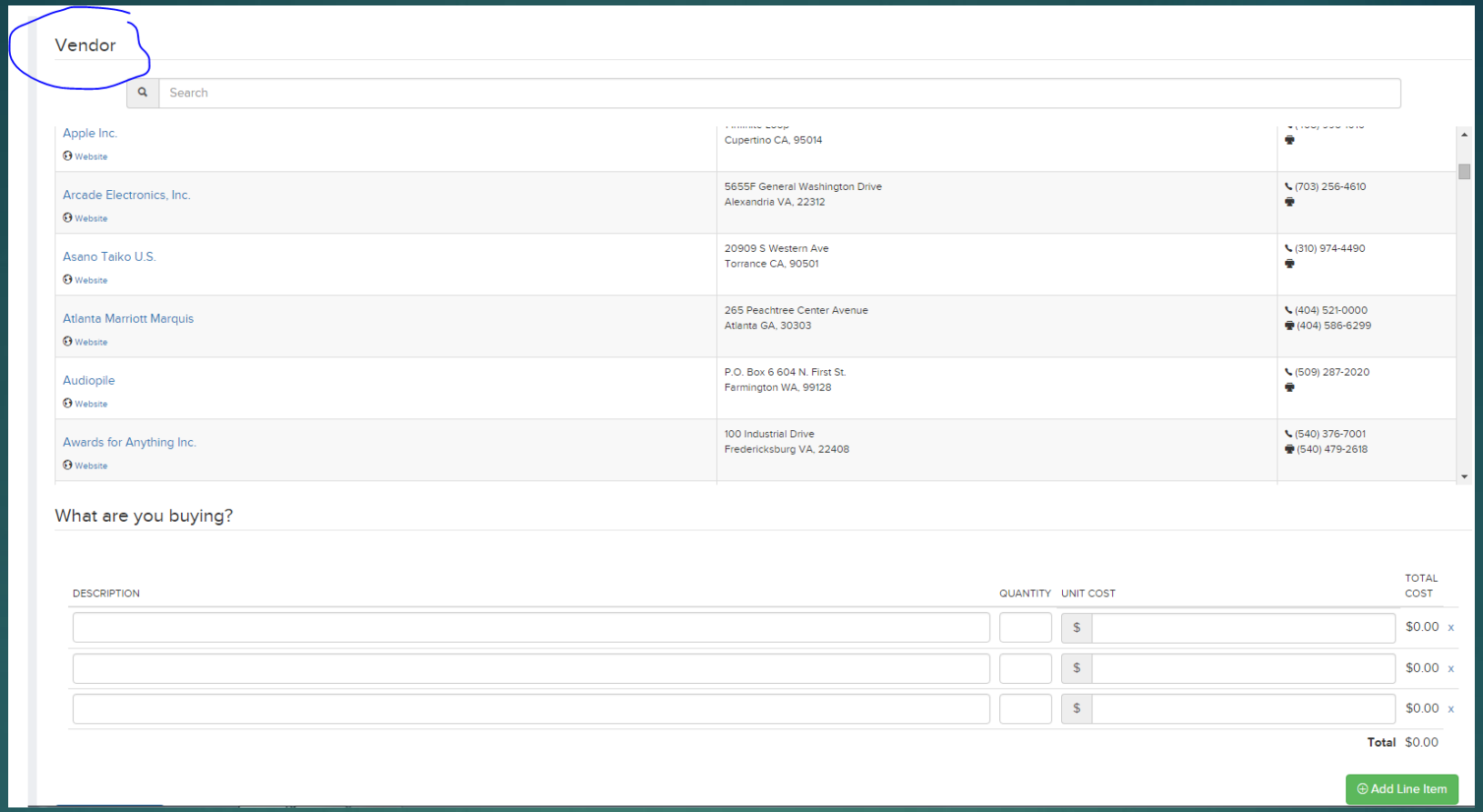
When you are done click on Banana Stand you are brought to this page. You then should click on New Allocation to make a new purchase of items you need.

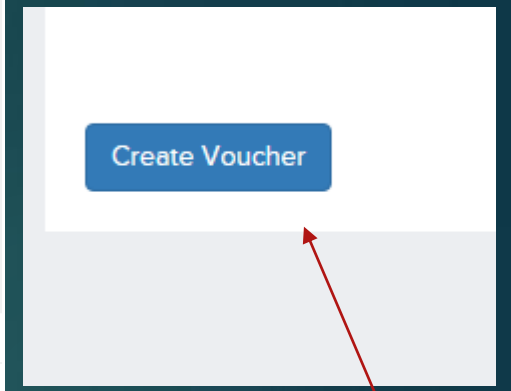
You usually buy stuff online, click online order afterwards



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.





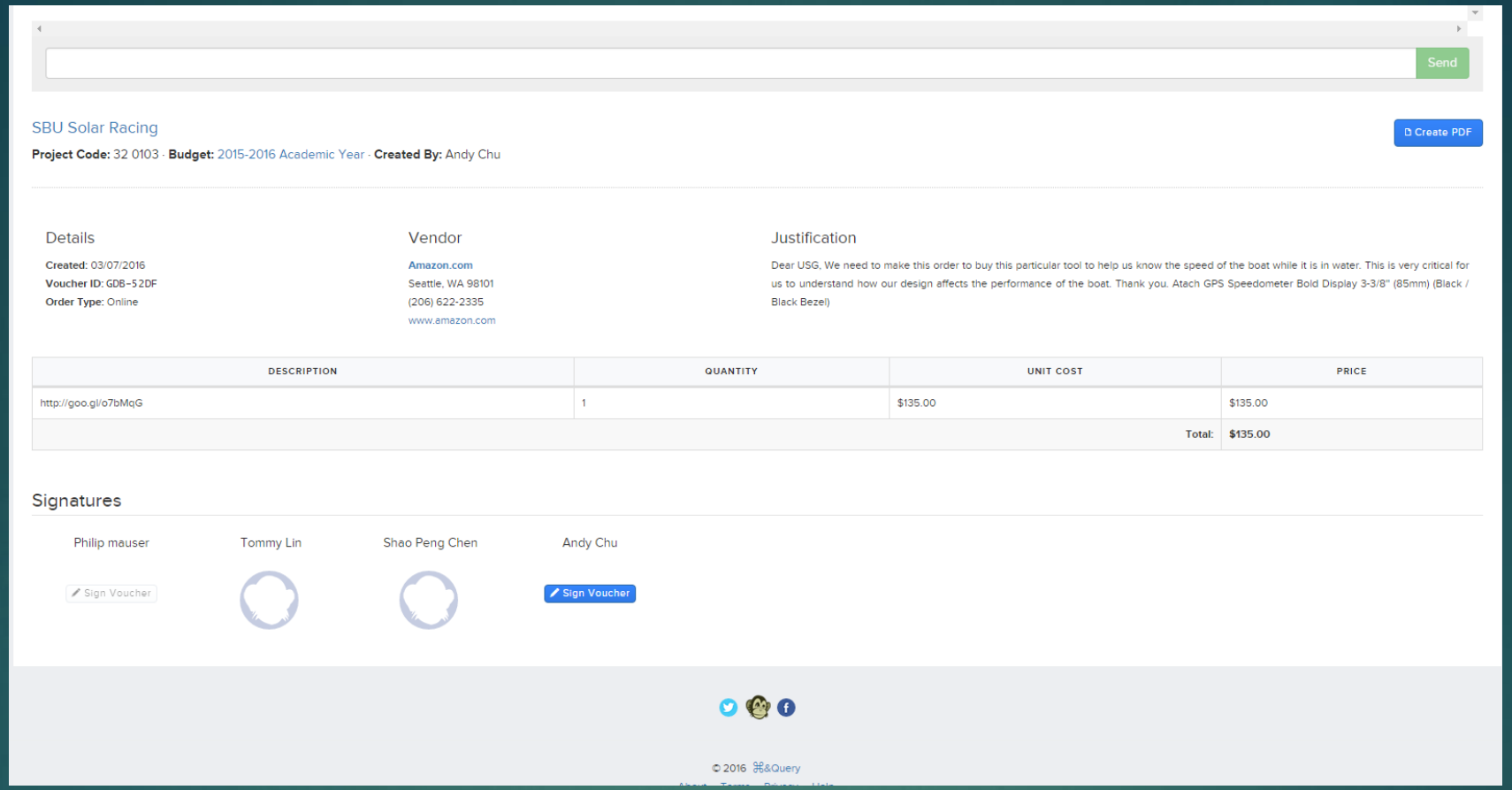
Create Voucher when you are done

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 ☺



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.