

Policy Name: Purchasing UA Merchandise for Resale		
Effective Date: 08/01/2016	Revision Date:	Department/Area/Division: SS/EO/FA
Department/Area Policy #:	Departmental Contact: Ralph Clayton	

Purpose:

The purpose of this policy is to designate University of Alabama (UA) Supply Store (Supe Store) as the authorized entity to facilitate mercantile activities on UA Campus and to establish procedures for the purchase of UA merchandise for resale. The policy and related procedures are designed to ensure compliance with Payment Card Industry Data Security (PCI), appropriate inventory controls, and a cost-efficient and effective process for the departments and student organizations/clubs.

Policy Statement:

This policy applies to all departments/colleges and student organizations/clubs within the UA who would like to sale merchandise.

Policy:

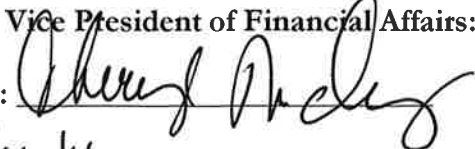
UA Supply Store (Supe Store) is the only authorized University entity approved by the Board of Trustees of The University of Alabama to facilitate mercantile activities on the University of Alabama campus.

Procedures for the Purchase of UA Merchandise for Resale:

Departments and student organizations who wish to sell merchandise should first contact UA Licensing Department <http://fawp.ua.edu/purchasing/licensing/> to have the merchandise approved. Upon receiving approval from UA Licensing Department, contact UA Supply Store's Assistant Director-Licensed Products <https://www.ua.edu/directory/?i=nbutler#listing> to discuss the opportunity to make the merchandise available for customers to purchase online. The Assistant Director-Licensed Products will provide additional guidance to finalize the process for resale of merchandise.

After finalizing the process for resale of merchandise, UA Supply Store will process a Departmental Transfer (DT) on a monthly basis, crediting the appropriate department for that department's share of revenue on special orders of merchandise. DTs for student organizations' merchandise will be forwarded to the Office of Student Involvement. DTs for club sports' merchandise will be forwarded to University Recreation.

Office of the Vice President of Financial Affairs:

Approved by: 

Date: 9/16/16