

Purchasing UA Merchandise for Resale

Unit: [University Supply Store](#)

Effective Date: 8/1/2016

Revision Date: 8/21/2018

Contact: Bernadette Chavira-Trull
Title: Director, University Supply Store

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 sole designation 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

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. Departments and student organizations who wish to sell merchandise must follow the procedures contained herein.

Procedures for the Purchase of UA Merchandise for Resale:

Departments and student organizations who wish to sell merchandise should first contact [UA Licensing Department](#) to have the merchandise approved. Upon receiving approval from UA Licensing Department, contact [UA Supply Store's Associate Director-Branches, Licensed Products & Remote Venues](#) to discuss the opportunity to make the merchandise available for customers to purchase online through the Supply Store's website. The [UA Supply Store's Associate Director-Branches, Licensed Products & Remote Venues](#) will provide 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.

Scope

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

Office of the Vice President of Financial Affairs

Signed:  8/21/2018
Cheryl Mowdy
Assistant Vice President for Financial Affairs