SENIOR COMP PURCHASING PROCEDURES

To place an order for supplies for your senior comp you must do the following:

1. Speak with your advisor and get permission to purchase your item(s)
   a. Either purchase the items yourself and turn in a Comp Reimbursement Form.
   b. Speak with the Building Coordinator about ordering your item(s) for you.

2. If you are purchasing gift cards for a raffle, you MUST either:
   a. Request them through the Building Coordinator.
   b. Purchase them and turn them into the Building Coordinator with your Comp Reimbursement Form.

All gift cards will be given to the raffle winners by the Building Coordinator. You must provide all the information to the Building Coordinator in a timely manner to both purchase and disseminate the gift cards. Gift cards must be $20 or under and you may purchase up to three cards.

Suggestions to select the winners:

1. Use their SONA ID numbers for the drawing.

2. Allow them to voluntarily add their name to a slip of paper at the time of the experiment and select from those names collected after your experiment is completed.

Suggestions for gift card purchases:

- Allegheny Bookstore
- E Street Eatery
- The Jave Tree Cafe
- Market House Grille
- Meadville Market House
- The Movies at Meadville
- Pennsylvania Sandwich Co.
- Restaurants around Meadville
- Tattered Corners
- Tarot Bean Roasting Co.
- The Whole Darn Thing
- Vacavi’s Cafe
- Vocelli’s Pizza