1.) Plan out everything that the committee wants for the event.
   a.) This should be done at least two months in advance
   b.) Divide up work equally
   c.) Keep each other updated periodically

2.) Choosing Vendors:
   a.) Do they accept Purchase Orders?
   b.) Are they registered in eFMIS system?
      - Ask Student Life Fiscal Staff Member
      - If not registered, get proper paper work from Student Life
      - Get itemized price list & type out
        - See attached sample
        - Be sure to include tax & shipping/handling charge
          (if applicable)

3.) Completely fill out ASMCC COUNCIL ACTIVITY BUDGET ESTIMATION WORKSHEET
   a.) Name, Date & Time, & Location of Activity
   b.) Contact person(s) with phone #
   c.) Attach 3 copies of itemized price list (SEE ATTACHED SAMPLE or ask
       Student Life Fiscal Staff Member to email a copy to you.)
   d.) Ask Student Life Fiscal Staff Member to review ALL completed paperwork

4.) Ask the ASMCC Council for funding
   a.) Contact Vice-Chair to be put on the agenda for the next meeting
   b.) Once funds are approved and allocated, hand in paper work to Student Life
       Fiscal Staff Member
   c.) One week prior to the event, check up on the Purchase Order via the Student Life Fiscal Staff Member

5.) Follow up
   a.) Turn in receipt to Student Life Fiscal Staff Member within 24 HOURS of purchasing goods.
   b.) Contact Vice-Chair to be put on the agenda for the next meeting to give a report on how your event went.
Frequently used Vendors

Created: 05/2005

**Big Kmart**
424 Dairy Road
Kahului, HI 96732
Phone: 871-8553

**Costco Wholesale**
540 Haleakala Hwy.
Kahului, HI 96732
Phone: 877-5241

**Ben Franklin**
295 Kaahumanu Ave
Kahului, HI 96732
Phone: 877-3337

**Sack N Save**
790 Eha Street
Wailuku, HI 96793
Phone: 244-3656

**Bentos & Banquets By Bernard Inc**
85 N. Church
Wailuku, HI 96793
Phone: 244-1124
FAX: 242-0023

**SportsWear Maui**
270 Waiehu Beach Rd. Unit 112
Wailuku, HI 96793
Phone: 242-8827
FAX: 242-4806

**Waterman**
430 Alamaha Street
Kahului, HI 96732
Phone: 877-5555

**Kinkos Copies**
395 Dairy Road
Kahului, HI 96732
Phone: 871-2000

**FoodService**
Maui Community College
310 W. Ka’ahumanu Ave.
Kahului, HI 96732
Phone: 984-3367 – Sally Cool

**Bookstore**
Maui Community College
310 W. Ka’ahumanu Ave.
Kahului, HI 96732
Phone: 984-3248

**Media Center**
Maui Community College
310 W. Ka’ahumanu Ave.
Kahului, HI 96732
Phone: 984-3263

**Valley Isle Travel**
Kahului Shopping Center
Kahului, HI 96732
Phone: 877-7391

**Panda Travel**
1017 Kapahulu Ave. 2nd FLR.
Honolulu, HI 96816
Phone: (808) 738-3556
FAX: (808) 738-3812

**Boise Cascade DBA Hopaco**
80 S. Hana Hwy
Kahului, HI 96732
Phone: 877-5041
FAX: 871-6914

**Dell**
PO Box 910916
Pasadena, CA 91110
Phone: 1-800-999-3355
FAX: 1-800-365-5329
Pete_Otero@Dell.com
Phone: 1-800-274-7799 ext. 45526
Direct FAX: 1-512-283-1061
Customer #: 36856597 UNIV OF HAWAII