

SGA Purchasing Card Procedure:

The SGA Purchasing Card (PCard) will be kept in the Student Affairs Office, Hayfield 101.

Students/club representatives can sign out the PCard and pick up meal expense form if the card is to be used for a group meal or food purchase.

As soon as possible after using the PCard (weekday use: within 24 hours, weekend use: by Monday morning) the PCard along with detailed receipts (itemized – listing all items purchased, including food, beverages, tip, etc.) and the signed meal expense form, must be returned to the Student Affairs Office. Student Affairs Administrative Assistant, Michelle Yaple will help students/club representatives fill out PCard form and attach all detailed receipts and the meal expense form.

Students/club representatives will take PCard form, receipts, and meal expense form to SGA Treasurer.

Continue below:

SGA Expenses Procedure:

This procedure is for all expenses, not just PCard usage.

All detailed receipts (itemized – listing all items purchased) along with proper forms and/or requests should go to SGA Treasurer to begin the reconciling process.

SGA Treasurer will give Students/club representative's appropriate forms which need to be filled out and signed by the Club Treasurer and Club Advisor.

Once completed, the students/club representatives will return **completed forms** to SGA Treasurer for processing.

Once SGA Treasurer is done processing the forms for SGA records, all information will go to the Student Affairs Administrative Assistant, Michelle Yaple (Hayfield House 101) to be processed through the IBIS system, ERS, for payment, or reimbursement and attached to the appropriate budget.

SGA Deposit Procedure:

As soon as possible after collection of money/checks for deposit, Club Treasurer or President will fill out a Deposit Accountability form (found on the SGA website).

The money/checks and the deposit accountability form will then be taken to the SGA Treasurer (Student Commons, Student Lounge) for deposit. If the SGA Treasurer is unavailable, deposits can be made to the Student Activities Office (Commons 129). All deposits submitted to the Student Activities office will be counted and signed off by both the student making the deposit and Activities Coordinator and placed in the SGA Safe

SGA Treasurer will then make the deposit and submit a copy of deposit paperwork to Student Affairs Administrative Assistant, Michelle Yaple for record keeping and budgetary purposes.