

The way things work

General Procedure: As written on the check request form, **all transactions will take five (5) days to process.**

The process: The SGA Treasurer reviews the forms (request and reimbursement) and receipts and then creates the check. The SGA President then reviews the forms, receipts, and checks for errors, and then signs the check. Then the Director of Student Affairs (DSA) reviews the forms, receipts, and checks, and then the DSA's signature is required on the check as well.

Check Request Form: If an event will take place, and you know the exact amount, as well as whom the check should be made payable to, and have an invoice or estimate, a check can be made out to that venue. Fill out the **CHECK REQUEST FORM**, attach the invoice or estimate and submit to SGA Treasurer; five days later you may stop back to retrieve check.

***Example:** If you want to have pizza at your meeting in a week, go to the venue and ask them to create an invoice or receipt for you that will show exactly what you would like to purchase. Fill out a "Check Request Form" with the proper signatures, attach the invoice or estimated receipt. Then turn everything into the SGA treasurer, the check will then be made out to the venue, and no personal money needs to be exchanged.*

Reimbursement Form: If an event has already taken place and you made a purchase with money out of your pocket, then a **REIMBURSEMENT FORM** needs to be completed with the proper signatures. Receipts must be attached and everything needs to be turned into the SGA treasurer; five days later you may stop back to retrieve your check. Any check not picked up within ten days will be mailed to your home address.

***Example:** You had Pizza Hut pizza, which you personally paid for, at a meeting. Obtain and save the receipt from pizza hut, fill out the reimbursement form, and turn into SGA Treasurer. The check will then be made out to you and you may retrieve it after five days.*

Cash Advance: If an event will take place, and you have only a rough idea of how much it will cost, a cash advance can be used. No receipts or invoices are necessary initially. You fill out the cash advance form and submit it to Barb Smith in the Business office. The check will be made out to you, and you cash that check and pay for what you're purchasing, and then return the extra money and the receipt to settle the cash advance.

***Example:** You want pizza for a meeting, but do not know what it will cost. You fill out a cash advance form for \$50, take it to SGA Treasurer in the Student Activities Office, and get your check, cash it, and purchase your pizza. If the pizza only cost \$45 take receipt and return the extra \$5 to settle the cash advance.*