How to Get and Spend Money for Your Project/Plans

1. Fill out a funding proposal form (available only in the Duty Office) and check off the specific group you will present the form to on the form.

2. Have your funding proposal passed by Arts Council, Board of Educational Programming (BOEP), or Community Council.

3. You have two options for making your purchases:
   a. **You can make these using cash and be reimbursed:** You must return the receipt (or multiple receipts) to the Duty Office to be reimbursed. You will not be reimbursed for any spending that is not in accordance with your approved proposal. You will receive a check in your Collins mailbox.
   b. **You can make these using the SOA card:**
      Go to the Duty Office to check out the SOA card; the Student Services Assistant will inform you of vendors that accept the SOA card. You will have 24 hours to use the card. Return the card as well as all receipts to the Duty Office by the end of the 24 hours.
      Large expenditures can be handled by one of the staff:
      Contact assistant director Lindsay Bugher (lbugher@indiana.edu) for more information on this.

4. Always be sure to keep all receipts and turn these in to the Duty Office!