

## *How to Spend Your Money*

1. Have your funding proposal passed by BOG, Arts Council, BOEP, or Community Council.
2. You have four funding options:

A. You can make your purchase(s) using cash and be reimbursed. <sup>\*A</sup>

- a. Make your purchase(s) using your own resources.
- b. Contact the BOG treasurer or go to the Duty Office to drop off your receipts and fill out paperwork.
- c. The SOA and/or BOG treasurers will contact and reimburse you as soon as the reimbursement is available.

**<sup>\*A</sup>You must return the receipt (or multiple receipts) to the BOG treasurer or Duty Office (depending on from which Council you received the funds) to be reimbursed. Also, you will not be reimbursed for any spending that is not in accordance with your approved proposal.**

B. You can make your purchase(s) using the SOA card. <sup>\*B</sup>

- a. If you have received money from BOG, contact the BOG treasurer at least 48 hours before you need the SOA card so he/she can arrange a time for you to pick up the card as well as a time to return it. The treasurer can also inform you of all the places that should accept the SOA card.  
If you have received money from any of the other Councils, go to the Duty Office to check out the SOA card. The Student Services Assistant can let you know the places that should accept the SOA card.
- b. You will have 24 hours to use the card.
- c. Return the card as well as all receipts to the BOG treasurer or the Duty Office by the end of the 24 hours.

**<sup>\*B</sup>You are liable for any spending done with the card from the time you receive it until the time you return it. Your liability is only lifted when you return the card and the receipt (or multiple receipts) to me and spending has been done in accordance with your proposal.**

C. You can receive a cash advance to make your purchases. <sup>\*C</sup>

- a. Contact the BOG treasurer or SOA treasurer (depending on from which Council you received the funds) so he/she can transfer the funds to you.
- b. Return any leftover funds and receipts to the BOG treasurer or SOA treasurer (depending on from which Council you received the funds).

**<sup>\*C</sup>You must return the receipt (or multiple receipts) to the BOG treasurer or SOA treasurer (depending on from which Council you received the funds). You are liable for any money spent that you do not receive a receipt for.**

D. You turn in a purchase order or invoice and a check is made to pay the vendor. <sup>\*D</sup>

a. Contact the BOG treasurer or SOA treasurer (depending on from which Council you received the funds) to give him/her the invoice.

**\*D The invoice must be for the amount the Council has allotted you or less.**