

REIMBURSEMENT GUIDELINES

REIMBURSEMENT OR PAYMENT FOR GOODS/SERVICES:

- There are three methods of reimbursement: by check request, or by inter-account transfer and by petty cash voucher. Check requests are primarily used to repay members of organizations who have purchased organization items with their own money in the amount of \$50 or more, but check requests can be used to reimburse organizations as well. However, if an organization has an agency account at Lynchburg College, SGA will use an inter-account transfer for reimbursement. For amounts of \$50 or less a petty cash may be used to reimburse individuals with the proper receipts.
- Whether reimbursement is for an organization or for an individual, for a check request or an inter-account transfer, an *SGA Reimbursement Form* must be filled out. All original receipts must be submitted along with the form and turned into the Office of Student Activities. (See Sample Form, next page).
- Likewise, if you need for the College to issue a check to an outside contractor in payment for goods or services, you will also need to complete an *SGA Reimbursement Form*, attach the vendor's invoice and send both items to the Office of Student Activities.

DEADLINES:

- Receipts must be turned in within 5 days after the date of your event. Receipts turned in after this deadline will not be reimbursed and will be returned to you.
- Please keep in mind that the Office of Student Activities must submit check requests to the Business Office by noon on Tuesdays of each week for checks to be released Friday afternoon. Therefore, please submit all reimbursement forms to the OSA as early as possible so there is ample time to process the necessary paperwork.

GENERAL GUIDELINES:

1. You can only be reimbursed for the events specified in your Senate allocations, and only up to those amounts allocated in your approved budget for that semester.
2. You cannot be reimbursed for alcohol.
3. Make sure that all invoices have been paid before submitting a request for reimbursement. We can only reimburse your organization or individuals for money that has already been paid out.
4. An SGA Reimbursement Form must be filled out completely and attached to your receipts. If this form is not attached, or is incorrectly filled out, you will not be reimbursed and your receipts will be returned to you.
5. If your organization will be using the Dining Hall for catering, the Office of Student Activities will verify your account number and the amount you were allocated for catering.
6. Student Government will not reimburse individuals who do not follow the established budgetary guidelines.

***It is a good idea to photocopy your receipts before submitting them in case they might get lost of to keep for your records.*

PURCHASE ORDER PROCEDURES

- Whenever possible, you should use a Purchase Order Number (P.O. #) when ordering supplies/services from an outside vendor. To do this, you will need to contact the Office of Student Activities (ext. 8254) with your request.
- You will need to have the following information available to give when requesting a Purchase order Number: vendor name, vendor address, items to be ordered, total price, and your SGA account number.
- How a Purchase Order Works:
 1. Once you have made your request for a P.O. #, the Office of Student Activities will submit to the College Purchasing Assistant.
 2. Accounts Payable will receive a copy of the purchase order, which will be held until they receive an original invoice from the vendor billing us for the supplies ordered.
 3. Once the original invoice is received and approved, your SGA account will be charged accordingly.
- As in any case, you will want to make your requests for Purchase Orders as soon as you decide that you need to order supplies. This should keep the purchase order process running smoothly and efficiently and will ensure that there is plenty of time for you to receive your supplies before deadlines.

Freshmen, Sophomore, Junior, and Senior classes, the Student Activities Board and the Student Government, will need to record all P.O. #'s on a Purchase Order Log Sheet so that we are able to track your purchases. Purchase Order Log Sheets are located in the Office of Student Activities.