**EXPENSE VOUCHER**

Expense Vouchers are used to reimburse a student organization member or advisor for costs related to an organization event, trip or operating expense. These forms are Yellow.

**PURCHASE ORDER**

Purchase Orders are used to pay companies or individuals for providing a product or service. They are also used for making a donation or sponsorship of someone/thing. These forms are Purple.

*\*Please note that checks are run Monday-Thursday mornings. All paperwork must be submitted (with signatures) by Wednesday noon in order for the check to be cut prior to the weekend. Otherwise, the check will be cut the following week.*

**CASH ADVANCE**

Cash advances are used if a student organization officer is unable to pay for expenses out-of-pocket but instead needs the money up front. These forms are Orange.

*\*Please note that cash advances are charged to a student’s personal account and not the organization account. If receipts are not submitted following the cash advance, the student will be held accountable for the money.*

**PETTY CASH**

Petty Cash is used for student groups needing money for a cash box or for absolute, last minute, unexpected expense and it’s too late to request a cash advance. Petty cash must be requested from SAO staff member.

**DEPOSITS**

Organizations typically earn money through membership dues, fundraising, donations, or sponsorships. This money remains with the student organization and rolls over with each fiscal year.

**ACCOUNT STATEMENTS**

The Student Activities Office maintains files (hard copy and computer) of student organization account activity. Organizations may request a copy of the information if needed.

The Business Office sends a statement of account activity at the end of each month. A copy of this statement is kept in the Student Activities Office and a second copy is distributed to organizations at their monthly organization meeting.

The Student Activities Office also has the ability to print off up-to-date account statements if needed at any time. An organization officer should either stop by the office or send an email to Student Activities to make the request.

Organizations, specifically a treasurer, are encouraged to maintain their own financial records throughout the year. They should check monthly to make sure that their records match with those of the Business Office. Any discrepancies should be brought to the attention of the Student Activities Office, who will follow through with questions. Additionally, all student organizations receiving and requesting student activity fee money will be required to submit a report on their account activity.