

Works System Procedure

Student Senate

Procedure for Pre-Approving Student Organization Purchases Made With a VU-Issued Credit Card

1. The student organization Treasurer emails the Student Senate Executive Treasurer, asking him/her to approve the purchase of X via a departmental credit card BEFORE the actual purchase is made. The student organization Treasurer should include the name of the faculty or staff member who anticipates making the purchase on behalf of the student organization. The Student Senate Executive Treasurer will review the student organization's budget in order to verify that such a purchase has been included and approved in their budget.
2. If the Student Senate Executive Treasurer approves the purchase requested by the student organization Treasurer, s/he will forward the original email to the Dean of Students, along with the account number to be used for payment.
3. If the Dean of Students also approves the purchase requested by the student organization Treasurer, s/he will forward the email string to the faculty or staff member (as provided by the student organization Treasurer in step 1. above) whose VU credit card is being used for the purchase.
4. The faculty or staff member/University credit cardholder making a purchase for a student organization will:
 - A. Upload Receipt and additionally, **upload the approval email string** to the transaction in the Works System.
 - B Input “Business Description” for the transaction in the Works System and use the “ADD COMMENT” box.
 - C. Using the “ADD COMMENT” box in the lower right corner of the transaction screen enter the words: **“Student Senate” to provide GL** and include the **“GL Number”**. The comment and approval email will follow the transaction and become a permanent part of the transaction record.
 - D. The Finance Office Accountant will change the GL number for this transaction in the Works System before it is uploaded to Colleague Financial.