

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 making a purchase for a student organization will:
 - A. Attach a paper copy of the email string to their credit card log.
 - B. Attach the receipt of the purchased item(s) to the credit card log.
 - C. Enter the account number for the purchase (as provided by the Student Senate Executive Treasurer in the email string in step 2. above) onto the credit card log.
 - D. Submit the credit card log and all attached documentation to the Finance Office for processing.