

## P-card Procedures for Student Life accounts

Student Life accounts consist of all 99- student organization accounts and the Student Life Department Account and the Health Services Department Account.

### Requesting a Purchasing Card

Student Organization Advisors should follow the procedures outlines in the P-Card Policy # BA-3300.0 . Please note that the Supervisor/Budget Head for all Student Organization Accounts is the Director of Student Life, and the request form should be routed accordingly.

### Adding Student Organization Funds to your P-card

Balances available the Student Organization P-cards will reflect the actual amount of money that has been deposited in the Bursar's office into the account. In order to accomplish this:

1. **Submit the receipt of deposit:** The Student organization advisor must submit the receipt that reflects the deposit of money from the Bursar's Office to the Administrative Assistant to the Student Life Office with a note requesting that the funds be placed on the p-card. This can be faxed, scanned, or brought in person.
2. **Complete the purchasing request:** When the Administrative Assistant for Student Life will then complete or revise the card holders purchase request to reflect the request. Once the new request has been approved by the Director of Student Life and the Business Office, the P-card holder will have access to the funds. This process should take no longer than 3-5 days.

### Using the P-Card

1. **Verification document:** All Student Organization purchases **MUST** be backed up with one of the following items that verify that the student group approved the purchase:
  - a. Signatures of either the Student Organization Officer and the Advisor
  - b. Requisition form with the Student Org. Officer's signature and Advisor's signature
  - c. Minutes to the meeting where the funds were approved
2. **Submitting the original receipts:** Within 48 hours upon making any purchase, the P-card holder must get the receipt and the verification document to the Student Life Administrative Assistant.
  - a. **City Park:** Those employees who are located on City Park Campus **MUST** give the original receipt and verification document to the Student Life Administrative Assistant. The receipt **MUST** have the student organization's account number listed on the receipt.
  - b. **West Bank:** Those employees/partners who are located on the West Bank Campus **MUST** give the original receipt and the verification document to the West Bank Bursar. The receipt **MUST** have the student organization's account number listed on the receipt.
  - c. **Charity School of Nursing:** Those employees/partners who are located on the School of Nursing site **MUST** give the original receipt and the verification document to Vivian Smith, and must scan or fax a copy of the receipt to the Student Life Administrative Assistant. The receipt **MUST** have the student organization's account number listed on the receipt.
  - d. **Jefferson sites:** Those employees/partners who are located on the East and West Jefferson site **MUST** scan or fax a copy of the receipt and the verification document

to the Student Life Administrative Assistant and place the original receipt into campus mail to the Student Life Administrative assistant. The receipt **MUST** have the student organization's account number listed on the receipt.

2. **Coding the purchases:** As the Student Life Administrative Assistant receives electronic notification that a purchase is ready for coding, she should first check to make sure that the original or copy of the receipt and the signed requisition with account number has been received.
  - a. **If it has not:** she must contact that individual immediately and request the receipt. If the card holder neglects to submit the receipt in a timely manner (within 48 hours) card privileges may be suspended 3X's a year.
  - b. **If it has:** she will code the purchase according to the guidelines set out by the Accounts Payable Office.
3. **Singing off on the purchases:** The Director of Student Life must approve all purchases before payment is made. This must be done by the Friday after the transaction has been registered in the system.
  - a. **If an item is purchased that should not have been, the Director of Student Life will follow the procedures outlined in the P-card policy.**

### **Requesting the privilege to code p-card purchases to a Student Organization account and a Department account**

\* These instructions are **ONLY** for those student organization advisors who have purchasing privileges for their Department in addition to having purchasing privileges for their Student Organization.

1. The Dean of their Department must agree to allow the individual, their BOL and
2. When coding student organization purchases, the Business Office Liaison or person coding the purchase:
  - a. **MUST** keep on file the original receipt from the student organization advisor with the student organization accounting code on the receipt. Those receipts must have **one of the following items** that verify that the students approved the purchase:
    - i. Signatures of the Student Organization Officer on the receipts
    - ii. Requisition form with the Student Org. Officer's signature and Advisor's signature
    - iii. Minutes to the meeting where the funds were approved
  - b. BOL submit the Student organization receipts, September, December, March, June.
2. Approving purchases for Student Organization accounts with email approval

### **Requestor's procedures (SGA members, or other students):**

1. **Fill-out Requisition form:** a requisition form must be filled out for each location you want to shop at. All items and approximate values for each item must be recorded and totaled!
2. **Obtain signatures:** All requests must have the treasurer's signature and the advisor's signature on it prior to a P-card holder making any purchases.
3. **Make the appointment:** If the order cannot be paid for over the phone or over the internet, then the student submitting the request must make an appointment with their designated P-card holder for their student organization.