



# SGA Credit Card Policy

## SGA Policy # 20

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Student Government recognizes that there is a need for credit cards to be available for club use. In order to serve the students and clubs, credit cards have been secured for certain individuals within the SGA organization. Some clubs travel extensively or sponsor events that include multiple or large purchases. The advisors of these clubs have been identified and SGA credit cards have been obtained in their name. There are also cards within the Student Life Center which they can use to assist additional clubs in purchases that cannot be made any other way. The following is the list of procedures and stipulations for the use of these credit cards.

### **Cards in Individual Advisor's Names:**

- Advisors must sign out the card personally with the Business Office.
- Prior approval from the Student Government Treasurer may be necessary before the card can be released.
- **This credit card is to only be used by the person whose name is on the card.**
- This credit card can be used for travel expenses and purchases for large events. It should not be used if a check or purchase order would be accepted. It should never be used for personal purchases.
- The credit card and all original receipts, with a completed disbursement for each transaction, must be turned into the Business Office for processing and record keeping within 7 days of the club's event or the use of the card. Failure to do so could result in the suspension of credit card privileges.
- Suspected abuse of the card or this policy could result in suspension of credit card privileges.



# SGA Credit Card Policy, continued

SGA Policy # 20

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## **General-Use Cards:**

- A general-use credit card is available in the Student Life Center and can be used for club purchases as a last resort when all other options are not possible. The credit card can only be used if the company will not take a purchase order or if there isn't enough time to have a check written ahead of time and mailed with the order. It can be used for online purchases, phone purchases or for hotel reservations.
- Clubs must come to the Student Life Center with a completed disbursement order with the anticipated amount. It must be signed by the appropriate parties prior to the charge.
- The credit card can only be used in the Student Life Center by the person whose name is on the card.
- Purchases cannot always be made immediately, so plan ahead.
- Prior approval from the Student Government Treasurer may be necessary before the charge can be made.



# **SGA Credit Card Policy, continued**

SGA Policy # 20

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## **The Procedures and Stipulations for Using the Wal-Mart Credit Card, CAS Meal Card or any other store-specific credit card:**

- Those using a store credit card must have their name reported to the Student Life Center as a club officer and be listed in the Club Directory.
- In order to take out a store credit card, the club officer must bring a completed disbursement order to the SUNY Cobleskill Business Office. The disbursement should include the justification, line name and number, Treasurer and Advisor signatures and the maximum amount the club agreed to spend on the items to be purchased. When the purchase is complete, the exact amount will be written in when returned to the SUNY Cobleskill Business Office. The store credit card WILL NOT be allowed out until a complete disbursement is brought in.
- The store credit card must be returned no later than 4:00 pm on the day after it is signed out. If it is signed out on a Friday, it must be returned on the following Monday. The person who signs the card out is ultimately responsible for returning it.
- The card must be returned to the Accountant in the SUNY Cobleskill Business Office with the original sales receipt where it will be put with the disbursement order that was already completed and left at the Business Office.
- Failure to follow the above procedures for using store credit cards will result in your club losing its privilege to use store credit cards again for the remainder of the academic year.