

EXPENDITURES AND REIMBURSEMENTS

PLEASE NOTE: TWO (2) WEEKS notice is required for **all** purchases. Contact Norma Luden, Coordinator for Business Services, by visiting the Stern Center, Room 406, calling 953-5959 or by emailing ludenn@cofc.edu.

ON-CAMPUS PURCHASES OR SERVICES: To receive an IDT form, an organization treasurer/officer must supply to the Coordinator for Business Services the specifics of the purchase/service, such as number of copies, catering costs, dates, etc. The organization must deliver the IDT to the appropriate office or department before a purchase/service can be made.

Organizations must obtain an IDT when using the College Bookstore. The organization will receive a 20% discount (on most items). **NOTE: NO PETTY CASH reimbursements will be given for any College Bookstore purchase.**

OFF-CAMPUS PURCHASES OVER \$50.00: A **purchase order (PO)** or State of South Carolina **procurement card (VISA)** must be used when the purchase exceeds \$50.00. The student organization will pick up supplies, receive services or equipment or have them delivered. **The student should ALWAYS obtain an ITEMIZED RECEIPT and return it to the Coordinator for Business Services.**

In order to obtain a PO, the organization must submit the description, quantity, stock number, etc. to the Coordinator for Business Services for approval. Once approved, the PO request will be made to the Procurement Office for processing.

Contact the Coordinator for Business Services about the use of State of South Carolina procurement card for purchases over \$50.00.

UNAUTHORIZED PURCHASES: Unauthorized purchases are those expenditures made without prior approval of the Coordinator for Business Services. Individuals will be held accountable for expenditures made without approval and especially those purchases over \$50.00. Tobacco, alcohol or drug products will not be purchased or reimbursed.

REIMBURSEMENTS FOR PURCHASES \$50.00 AND UNDER (PETTY CASH): There is a \$50.00 receipt limit for all reimbursements. All reimbursement forms must be filled out through Norma Luden, the Coordinator for Business Services.

- **Only ITEMIZED RECEIPTS will be accepted.**
- All Treasurers should be made aware of the petty cash request. Only the member requesting a reimbursement is allowed to pick up the petty cash.
- Receipts more than 30 days old **WILL NOT** be accepted.
- Presenting separate receipts from the same vendor purchased the same day that total more than \$50.00 per event **WILL NOT** get reimbursed separately.
- Presenting separate receipts from different vendors to avoid the \$50.00 limit **WILL NOT** be accepted. (i.e. Lowe's and Home Depot)
- No cash reimbursement for purchases from the College Bookstore (IDT forms must be used).
- No reimbursement for printing unless pre-approved by the Director of the Copy Center and/or Coordinator for Business Services.
- No cash advances.

- No reimbursements for tips (gratuity).

SPEAKERS, PERFORMERS, FEES, DUES, DJS, TRAVEL: Payment for registration fees, membership dues, speakers, DJs, travel and performers require invoice documentation from national organizations or agencies. This process must start with the Coordinator for Business Services at least **TWO (2) WEEKS before payment is due.**

PLEASE NOTE: No student or advisor can enter into an agreement/contract with a performer/speaker, verbally or written.