

STUDENT SENATE HOW TO:

How to Access the Money from your Budget Request

Once your budget has been approved by the Student Senate, you may access the funds through an Office of Student Activities and Greek Life credit card. To receive this credit card please visit OSAGL from Monday through Friday from 8:30 to 4:30. OSAGL is located in the College Union Building (CUB) 210, directly above The Bullet Hole.

To check out a purchasing card, ask the person attending the front desk for a “Senate Purchasing Card.”

Before asking for a Purchasing Card you must know:

- The organization that will do the purchasing;
- The stores where the items/services will be purchased;
- The amount that your organization has been approved to spend. The card will not decline if you go above budget;
- When your budget was approved.

PLEASE NOTE:

- ☐ If purchasing items online (Amazon, CustomInk, etc.) please send a link of the items you need to Cyd Tokar in OSAGL (ctokar@gettysburg.edu) and they will be purchased for you. You will be contacted for pickup when they arrive.
- ☐ If you are purchasing items from anywhere on campus (bookstore, catering, printing, etc.) contact Cyd Tokar (ctokar@gettysburg.edu) for assistance.
- ☐ Purchasing cards CANNOT be used to purchase gift cards, clothing, or charitable gifts.
- ☐ The Purchasing Cards must be returned with all receipts the following business day.
- ☐ Purchasing Cards are TAX EXEMPT – you may need to present a tax exemption certificate when making your purchase.

Please keep all receipts and return them with the card to OSAGL.

If you have already spent the money for your event from your personal account, you may follow a similar procedure to ask for reimbursement. Go to OSAGL and present your receipts and event information to the person attending the front desk. They will contact process the request through Accounts Payable.

If you have any questions regarding your budget please email the Student Senate Treasurer.

If you have any questions regarding the Purchasing Cards please email Cyd Tokar (ctokar@gettysburg.edu) or stop by OSAGL in CUB 210.