

## CLUB FUNDS

Student Clubs will work with the Office of Student Life (OSL) with all finance related issues. All newly chartered clubs will receive a one time allocation of \$100.00 from the Office of Student Life from the Student Activity Fund to support club engagement. The Associated Student Government (ASG) can also provide financial support when a club applies for a Club Grant. Any unspent funds are kept in the club's campus account unless the club goes inactive for three consecutive years. All inactive club funds are transferred back to the Student Activity Fund.

## PAYMENTS AND REIMBURSEMENTS

Once a club has money in their club account, there are two ways funds can be spent. One way is for someone in the club to purchase an item(s), making sure this type of item(s) is allocated on their club budget, and being reimbursed for any item(s) purchased. The other way is to visit the Office of Student Life and purchase the item(s) online using the OSL credit card. Once the card statement is available to the OSL, the club fund account will be charged. **All purchases must have a receipt and all receipts must be legible, itemized, and expenses authorized.**