Finances at a Glance

Reimbursement
- Reimbursements are for amounts spent under $50
- Fill out a Petty Cash/Reimbursement form to be reimbursed for money spent related to club or organization outings or events.
- Bring completed forms to the Office of Student Activities and Leadership Development. A completed form is filled out by the individual requesting, is signed by the organization President or Treasurer and has all original receipts attached.
- Students will not be reimbursed for sales tax
- Once the form is signed by Office of Student Activities and Leadership Staff, a copy of the form is made and the original is delivered to the Student Administrative Services office.

Student Advance
- Student Advances are for funds between $50 and $150
- A completed Student Advance has only the signature of the student requesting the funds and the purpose.
- Completed forms must be brought to the Office of Student Activities and Leadership Development by noon on Monday of the week you would like a check to be ready for signature and approval.
- Student Advances come in the form of check and will be ready Thursday at 3pm on the week they were submitted.
- Pick up the check in Student Activities after 3:30pm on Thursday
- The student must reconcile the money received via the expense report and receipts within one week.

Petty Cash
- A student can get up to $50 in petty cash prior to needing the money for a trip or shopping purposes related to a club event.
- A completed form has the requestors name, the purpose, the budget number and is signed by the club/organization President or Treasurer
- Completed forms should be brought to Office of Student Activities and Leadership Development for signature by Melissa, Claire, Tom or Dean Keizer
- The student must reconcile the money received via the expense report and receipts within one week.

Check Request
- Fill out a Check Request form to reimburse a student (if the amount is over $50) after an event/trip or have a check produced prior to an event/trip for an outside vendor or company.
- Sales tax will not be reimbursed
- All Check Request forms must have supporting documentation attached such as receipts, W-9 form, a company contact, or a company quote.
- Check Requests must be made by Monday at noon to have a check by the following Thursday.

Remember to consult the Treasurer’s Manual for everything you need to know about Club/Organization Finances!

Questions? Visit Us: Office of Student Activities and Leadership Development
2nd floor of the Campus Center
Email: melissa.lambert@wne.edu or studentactivities@wne.edu
Call: 413-782-1203