

Things to Remember:

- **SSI Payment Voucher**
 - **Minimum** amount for an advance: **\$100**
 - **Maximum** amount for an advance: **\$350**
 - Can receive an additional amount (if need be) after receipts from original advance have been turned in
 - Need signatures from both treasurer and advisor before turning in paperwork (if treasurer is not present, the president may sign in their place)
 - Need a form up back up or receipts attached to voucher
 - If it is a transfer no need for back up paperwork
 - Advances do not need receipts until after items are purchased
 - Make sure to write a **DETAILED** description of what is being purchased and why
 - When filling out voucher please include **BOTH** organization's name and organization's number
 - Turn-around time for a check to be cut is **2-3 business days**
 - Please remember to check off whether the check needs to be **mailed** or **picked up**

- **Blue Credit Card Request Form**
 - **Minimum** amount is **\$100**
 - **Maximum** amount is **\$1500**
 - Must be filled out properly or will not be allowed to use card
 - Need advisors signature before purchasing items
 - Must have attached receipts of purchases along with blue form when handed in
 - Exception: If using the card to purchase food, you may only use GrubHub.com (there is no minimum)

- **Purchase Order Request Form**
 - Used when a vender needs a PO Number before placing an order
 - Ex: Kelly's Sports, Krapfs Coaches, George Krapfs, Aramark (New Street Carting), etc.
 - Please attach all order forms from vendors to pink slip when turned in
 - **PO Number needed for Aramark**
 - When dropping off order form please wait for a **PO Number** to be provided by an employee in the office before leaving
 - You will need to provide Aramark with this number before they process your order
 - Once vendors have received our PO Numbers your order will be processed
 - They will then send us an invoice to be paid

- **Deposit Slips**
 - All deposits are made at the **Service Center** downstairs of Sykes
 - Across from bookstore
 - Once a deposit has been made please be advised that it **will not show** in your account's balance for **at least a week**
 - Form **NEEDS** to be filled out correctly before making a deposit at the Service Center