



Student Services, Inc. (SSI)

Treasurer Training

General Policies and Procedures



www.wcustudentservices.com

AGENDA

- Introductions
- SSI Forms
- Key Reminder Points
- Questions
- Conclusion



Introductions

Laura Sheehan – Business Generalist & SGA Relations Representative

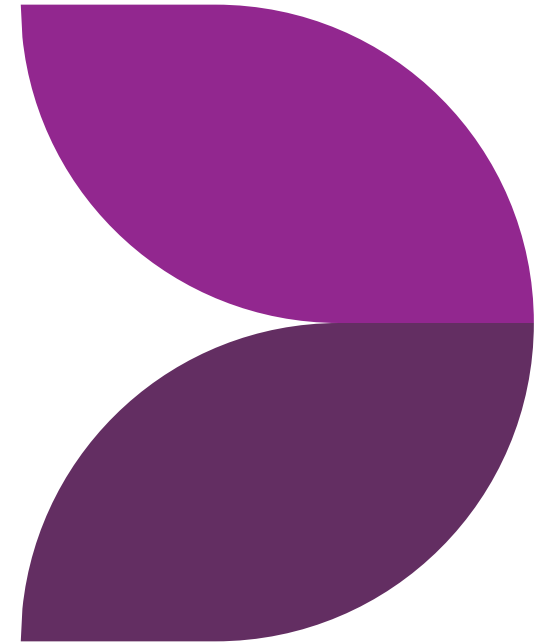
Nicole Landwersiek – Accounts Payable/ Fiscal Coordinator

Rosa Montanaro – Marketing & Technology Coordinator

Jillian Petrosky – Ram Card Operations Coordinator

SSI Forms

- SSI Payment Voucher
- SSI Deposit Slip
- SSI Credit Card Requests
- SSI Purchase Orders



SSI PAYMENT VOUCHER

Estimated Processing Time:

3-5 business days

- Paying an Invoice
- Requesting Reimbursement
- Requesting an Advancement
- Requesting Transfer of Funds
- Requesting Funds to be loaded onto Organizational Ram Card
- Payroll Requests



SSI PAYMENT VOUCHER

OFFICE USE ONLY

COST CENTER # _____

ORGANIZATION NAME: _____

PLEASE SELECT 1:

- WILL PICK UP CHECK
- MAIL CHECK
- VENMO
- TRANSFER
- DIRECT DEPOSIT

Check Payable to OR

Venmo Username: _____

Cost Center #	Organization Name
---------------	-------------------

STUDENT TREASURER SIGNATURE Phone #

FACULTY ADVISOR SIGNATURE Phone #

STUDENT NAME & E-MAIL ADDRESS

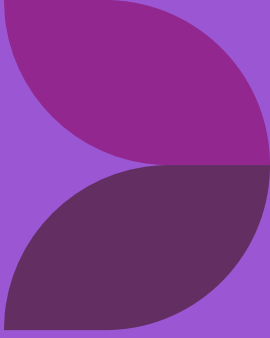
FACULTY NAME & E-MAIL ADDRESS

INVOICE No. <i>(if applicable)</i>	DESCRIPTION OF EXPENSE	TOTAL AMOUNT
	<p>DIRECT DEPOSIT? <input type="checkbox"/></p> <p>IS THIS FOR RAM BUCKS? <input type="checkbox"/></p> <p>IS THIS AN ADVANCE? <input type="checkbox"/></p> <p>ACCOUNT #: _____ ROUTING #: _____</p> <p>Ram Card #: _____</p> <p><i>Date Check Req'd (min. 3 business days):</i> _____</p>	
Total:		

Please attach appropriate documentation (invoice, contract, itemized receipt, etc)
 ADVANCE receipts must be turned in within 5 days

APPROVED- DIRECTOR OF S.S.I

SSI DEPOSIT SLIP



**SERVICES,
STUDENT
INC.**
WEST CHESTER UNIVERSITY

DEPOSIT SLIP

Organization #: _____ Date: _____
Organization Name: _____ Name of Depositor: _____
Organization Phone: _____

Checks: \$ _____
Coins: \$ _____
Cash: \$ _____
Credit Cards: \$ _____
Total: \$ 0 -


Explanation for source of revenue: _____

Please choose a source of revenue:

<input type="checkbox"/> 4014 Athletic Income	<input type="checkbox"/> 4573 Concession Income
<input type="checkbox"/> 4016 Entry Fee/Registration Income	<input type="checkbox"/> 4582 Fund Raising Income
<input type="checkbox"/> 4020 Club Income	<input type="checkbox"/> 4583 Contributions/Donations Income
<input type="checkbox"/> 4410 Football Ticket Sales	<input type="checkbox"/> 4587 Contribution to Employee Retirement Gift
<input type="checkbox"/> 4414 Miscellaneous Ticket Sales	<input type="checkbox"/> 4630 Penalty Income-NSF
<input type="checkbox"/> 4416 Championship Ticket Sales	<input type="checkbox"/> 4670 Championship Income
<input type="checkbox"/> 4419 SAC Ticket Sales	<input type="checkbox"/> 4698 Public Safety Income
<input type="checkbox"/> 4700 SAC Movie Income	<input type="checkbox"/> 4702 Miscellaneous Income
<input type="checkbox"/> 4693 Advertising Income	<input type="checkbox"/> 4695 Sitting Fee Income
	<input type="checkbox"/> 4415 Ticket Sales-Summer Theatre Arts

Used to deposit funds at the SSI Service Center (located on the Ground Floor of Sykes Student Union)

PURCHASE ORDER FORMS



**SERVICES,
STUDENT
INC.**
WEST CHESTER UNIVERSITY

Student Services, Inc.
PURCHASE REQUEST FORM

Print
Clearly

NOTE: PAYMENT WILL ONLY BE MADE BY SSI UPON RECEIPT OF VOUCHER REQUEST

1. Organization
2. Account NO.
3. Date

--	--	--

4. Faculty Advisor – Signature
Phone #

--	--

5. Student Treasurer – Signature
Phone #

--	--

6. Available from:
Ship to:

Street
City
Street
City

7. Catalog NO.	8. Quantity	9. Description	10. Unit Price	11. Total Amount
12. Total:				\$ 0.00

Please fill out a **Purchase Order Form** when requesting funds to be paid to the following vendors:

- Krapf’s Bus & Coach
- BSN
- Werner
- George Krapf’s & Sons

APPROVED - DIRECTOR OF STUDENT SERVICES, INC.



SSI CREDIT CARD REQUEST FORM



Student Services, Inc.
CREDIT CARD REQUEST FORM
Minimum \$100 Maximum \$1500

Print
Clearly

Date	Organization	Org #	Event/Reason	Vendor	Items to Purchase	Amount

Advisor Signature:

Requested by:

Cell phone:

Credit Card use requires a receipt or confirmation of purchase.

Estimated Turn Around:

Same Day Once Filled Out and Approved

- All Organizations have access to use the SSI Credit Card
- Use as a last resort
- Minimum use of \$100
- Maximum use of \$1500



A FEW KEY POINTS TO REMEMBER



Gift Card
Purchases



Campus Store
Purchases



Cash Box
Requests/Ticketing
Services



SSI Venmo
Account

@wcu-ssi



Travel &
Meals

Thank You!!

CONTACT INFORMATION:

Laura Sheehan
LSheehan@wcupa.edu
(610) 436-2357

Suzanne Blackman
SBlackman@wcupa.edu
(610) 436-3559

Nicole Landwersiek
NLandwersiek@wcupa.edu
(610) 436- 2836

General Student Services, Inc.
Email: ssi@wcupa.edu