SSI Policy Updates :2026-27

Reimbursements:

Docusign link will be available at www.wcustudentservices.com for reimbursement submissions. Vouchers need to be completed, receipts/supporting documents uploaded and email addresses of the Treasurer and advisor for approval to process the expenses. Incomplete submissions will be denied until all information is entered.

SSI Credit Card Purchases:

Limited to large purchases over $1000 with approval of the Director of Allocations, Advisor and SSI Executive Director. All other purchases will be handled on a reimbursement basis.

Ram Card fund transfers:

Organization funds can be transferred onto a Ram Card for use at participating retailers. However, detailed receipts must be returned to SSI Business Office within **5** days of purchase to maintain this form of payment for future use.

Gift Card Purchases:

Gift cards may be purchased up to a maximum of $50 denominations. Maximum gift card purchases in a year will be capped at $250. All recipients who receive a gift card must complete a Gift Card Receipt Form that includes the name, ID# and signature of the receiver. Forms must be returned to the SSI business Office within 5 business days of purchase. (*Best Practice would be to include the form with the voucher for reimbursement.)

Reimbursements:

Repayments of reimbursements will be paid via Zelle, direct deposit or Venmo to expedite the process in a 3-5 day period.

Purchase Orders:

SSI will be updating the list of companies that accept Purchase Orders. The list will be posted on the SSI website.

Activity Fee Funds are <u>ONLY</u> available from Fall semester through Spring semester. Funds are not to be used over the summer.

Unused activity fee funds will be swept from accounts over the summer to be reallocated the following year.