Student Services, Inc. (S
Treasurer Training

General Policies and Procedures

www.wcustudentservices.com

AGENDA

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

Introductions

Nicole Landwersiek – Accounts Payable Fiscal Coordinator

Danielle Leahy– Business Specialist & SGA Relations

Emily Gaughan – Ram Card Operations Coordinator

Sarah Zeuke – Ram Card Operations Coordinator

SSI Forms

- SSI Payment Voucher
- SSI Deposit Slip
- SSI Credit Card Requests
- SSI Purchase Orders
- SSI Campus Store Department Charge
- Gift Card Recipient Acknowledgement Form

NEW: DocuSign SSI PAYMENT VOUCHER

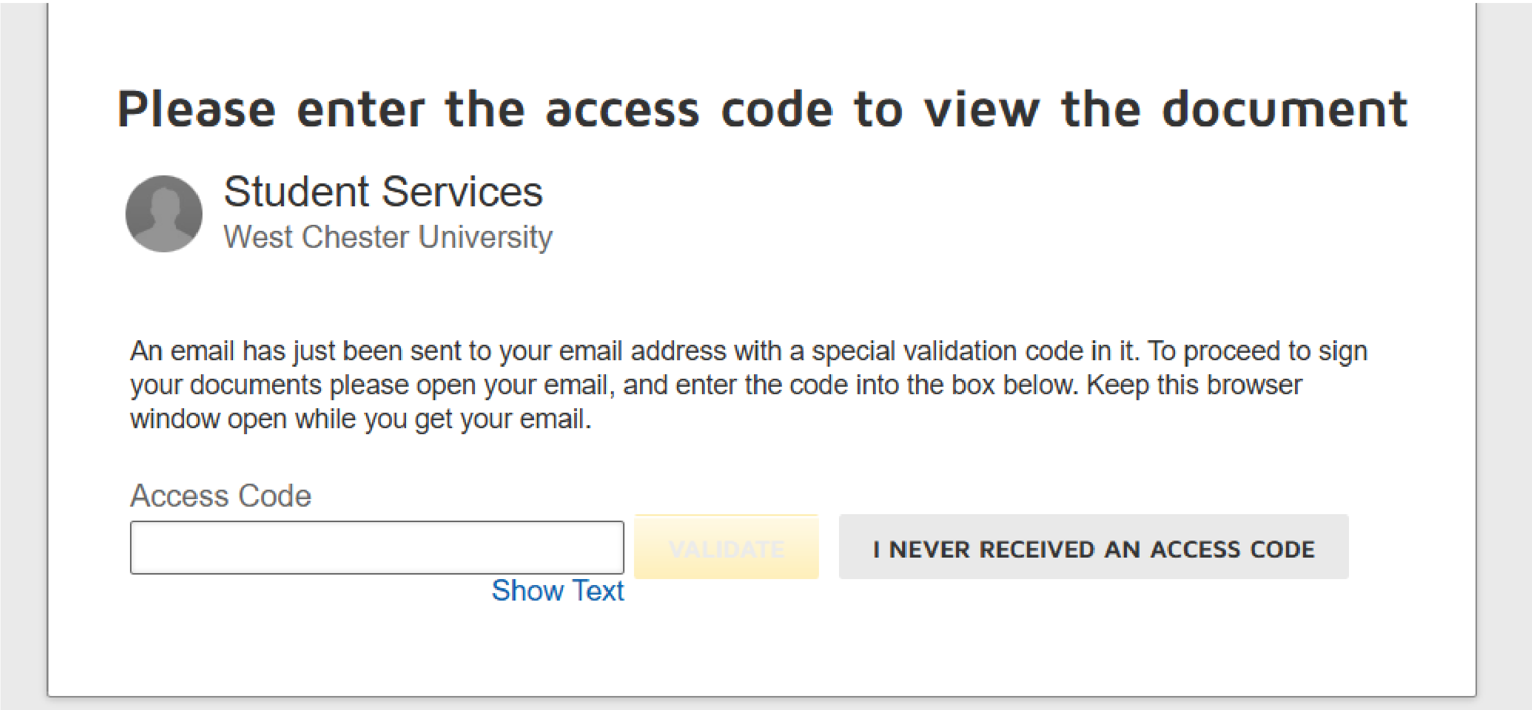
www.wcustudentservices.com

Estimated Processing time: 3 to 5 Business Days

This is used to do the following:

- **Pay an invoice from a vendor**
- **Requesting a reimbursement: 3 options: Venmo, Zelle or Direct Deposit**
- **Requesting a Transfer of funds from org to org**
- **Requesting funds to be loaded onto your Organization’s RAM card**
- **Requesting an Advance**
- **Payroll requests: Due 1 week prior to pay date**

DocuSign


Please enter the access code to view the document
Student Services
West Chester University
An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.
Access Code
Show Text
VALIDATE
I NEVER RECEIVED AN ACCESS CODE

Voucher

Docusign Envelope ID: A7D9D66D-085A-85A6-8077-12292787BDB3

Student Name:

Organization #

Organization Name:

Please check any of the following items purchased on this voucher. These items use fundraised dollars.

- ☐ Stoles
- ☐ Any fundraising costs (such as supplies, food, prizes, auction items, rentals)
- ☐ Scholarships

Select from the following reimbursement/methods payment:

- ☐ Venmo - Venmo Account

  Must attach VENMO scan QR code if you selected VENMO

- ☐ Zelle - Zelle Account

  Phone Number:

- ☐ Direct Deposit

  Routing #

  Account #

New Docusign Voucher continued:

☐ Transfer from Org. funds to Organization Ram Card

RAM Card number

☐ Transfer to Organization #

Org. Name:

☐ Vendor Payment

Check payable to:

Check Address:

☐ Advance Check: Click to agree that all advanced check receipts must be turned in within 5 days.

Check payable to:

Check address:

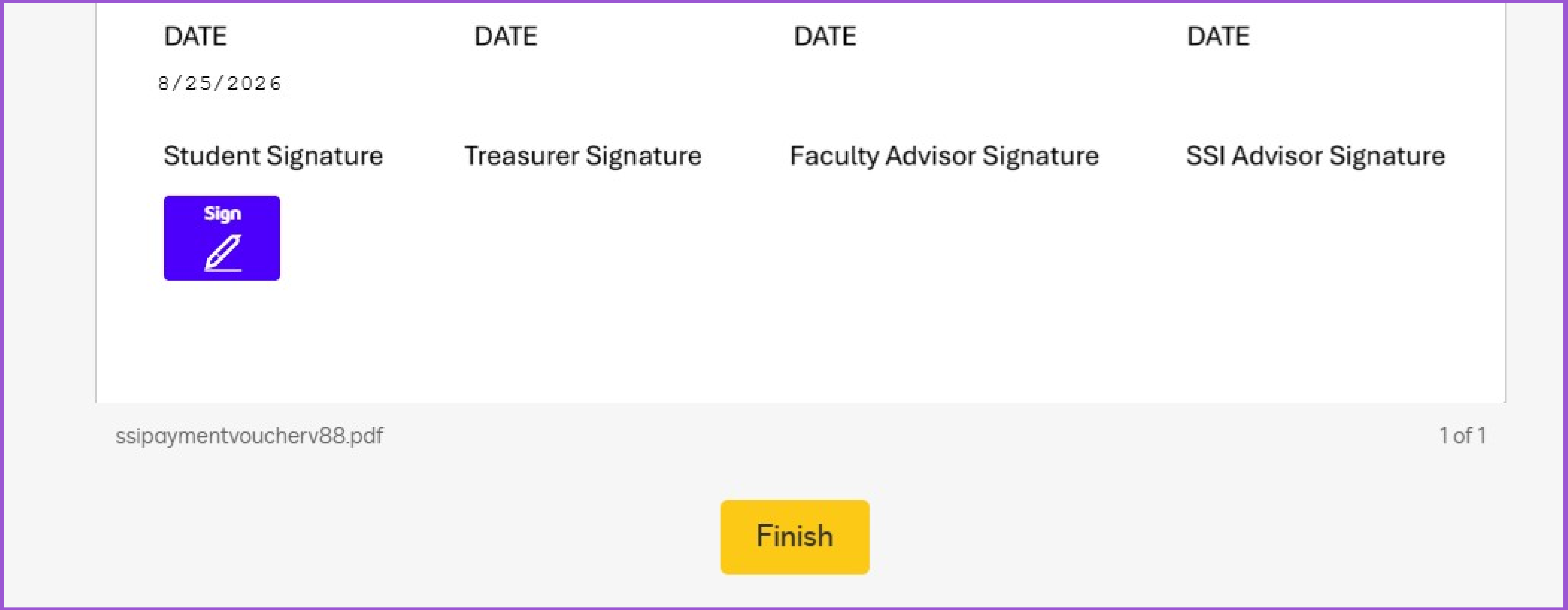
Expenses

Invoice No.		Short Description of Expense	Requested Amount Without Tax
	Receipt#1 (less tax)		
	Receipt#2 (less tax)		
	Receipt#3 (less tax)		
	Receipt#4 (less tax)		
	Receipt#5 (less tax)		
	Receipt#6 (less tax)		
	Receipt#7 (less tax)		
	Receipt#8 (less tax)		

Date Check Required (min. 3 business days) Total Amount: 0.00

Please attached all appropriate detailed receipts with tax amounts crossed out.

DocuSign Approval Process



Current Payment Voucher

STUDENT SERVICES, INC.
WEST CHESTER UNIVERSITY

SSI PAYMENT VOUCHER

-

OFFICE USE ONLY

ORGANIZATION # ____________________
ORGANIZATION NAME ____________________

☐ **ARE YOU USING FUNDRAISING DOLLARS? (circle)** **Yes** **No**

FUNDRAISING DOLLARS MUST BE USED ON THE FOLLOWING: STOLES, ANY DIRECT FUNDRAISING COSTS (LIKE SUPPLIES FOR THE FUNDRAISER, PRIZES, AUCTION ITEMS, FUNDRAISER RENTAL, FOOD AT FUNDRAISER, SCHOLARSHIPS)

Approved by the Director of SSI:____________________

PLEASE SELECT ONE AND FILL OUT THE RIGHT SIDE

☐ WILL PICK UP CHECK (check name)	**This voucher is payable to: full name:**
☐ MAIL CHECK (check name and mailing address)	Check Address: ____________________
☐ **ADVANCED CHECK RECEIPTS MUST BE TURNED WITHIN IN 5 DAYS**	____________________ ____________________
☐ **VENMO (REIMBURSEMENTS ONLY-INCLUDE YOUR VENMO QR CODE))**	**Venmo account** ____________________
ZELLE (REIMBURSEMENTS ONLY-INCLUDE YOUR PHONE NUMBER AND ATTACH A COPY OF QR CODE)	___ ___
☐ DIRECT DEPOSIT	Routing # ____________________ Account # ____________________
☐ IS THIS FOR RAM BUCKS	RAM CARD NUMBER ____________________
☐ ORGANIZATION TRANSFER TO:	Transfer to Org # *Org Name:*

STUDENT TREASURER SIGNATURE: Not typed name

FACULTY ADVISOR SIGNATURE: If digital we need an email from Advisor confirming approval

PRINTED STUDENT NAME & EMAIL

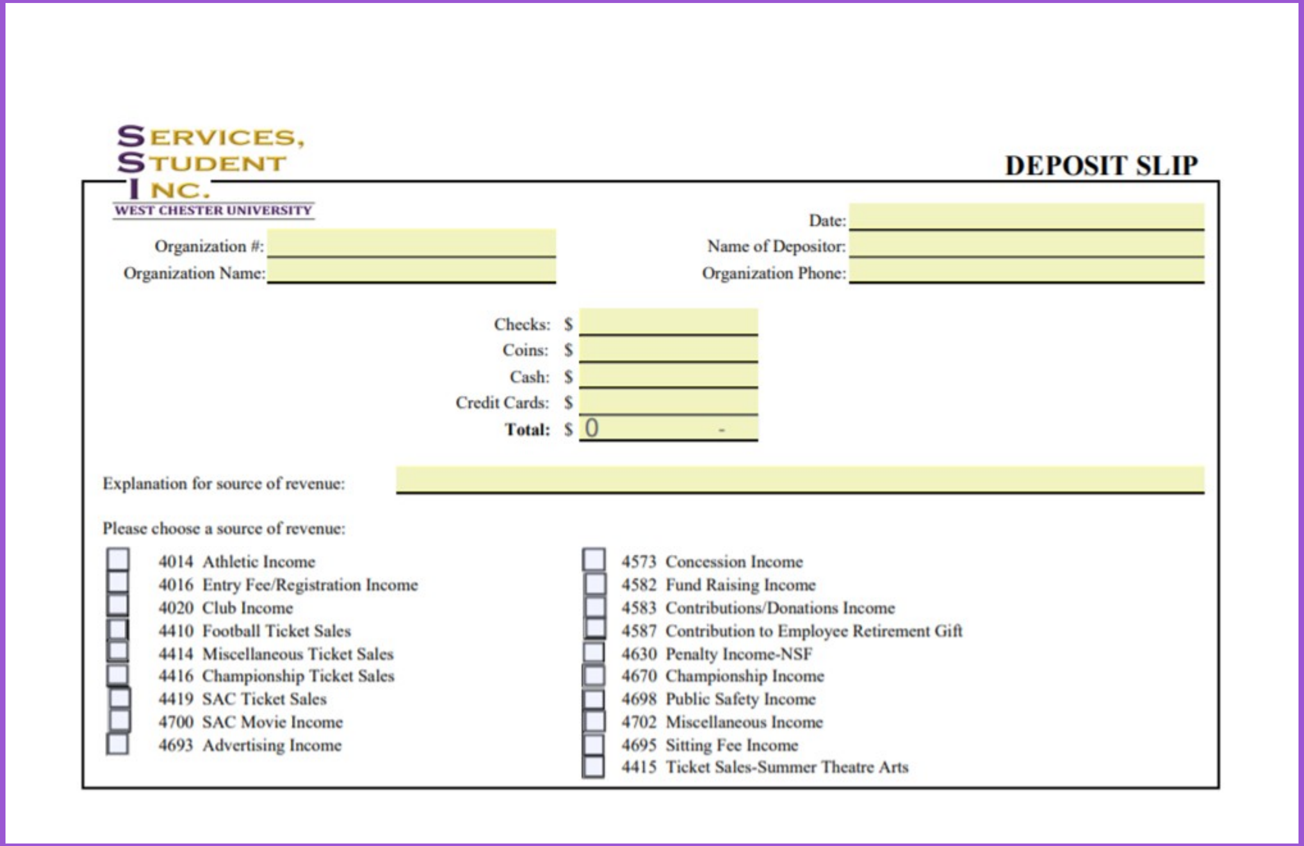
PRINTED ADVISOR NAME & EMAIL

INVOICE No.	SHORT DESCRIPTION OF EXPENSE	Receipt Amount:no tax
	Receipt #1 (less tax)	
	Receipt #2 (less tax)	
	Receipt #3 (less tax)	
	Receipt #4 (less tax)	
	Receipt #5 (less tax)	
	Receipt #6 (less tax)	

SSI Payment Voucher Do’s & Don’t’s:

- We will NOT accept receipts over 60 days old for reimbursement.
- All signatures and receipts/paperwork MUST be attached before sending to SSI otherwise it will be rejected via Docusign.
- We can reimburse via Venmo, Zelle, or direct deposit. We will no longer be processing checks for student reimbursements.
- We will NOT accept any vouchers after May 31st. No events should be happening once school ends.

SSI DEPOSIT SLIP


SERVICES, STUDENT INC.
WEST CHESTER UNIVERSITY

DEPOSIT SLIP

Organization #:
Organization Name:

Date:
Name of Depositor:
Organization Phone:

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

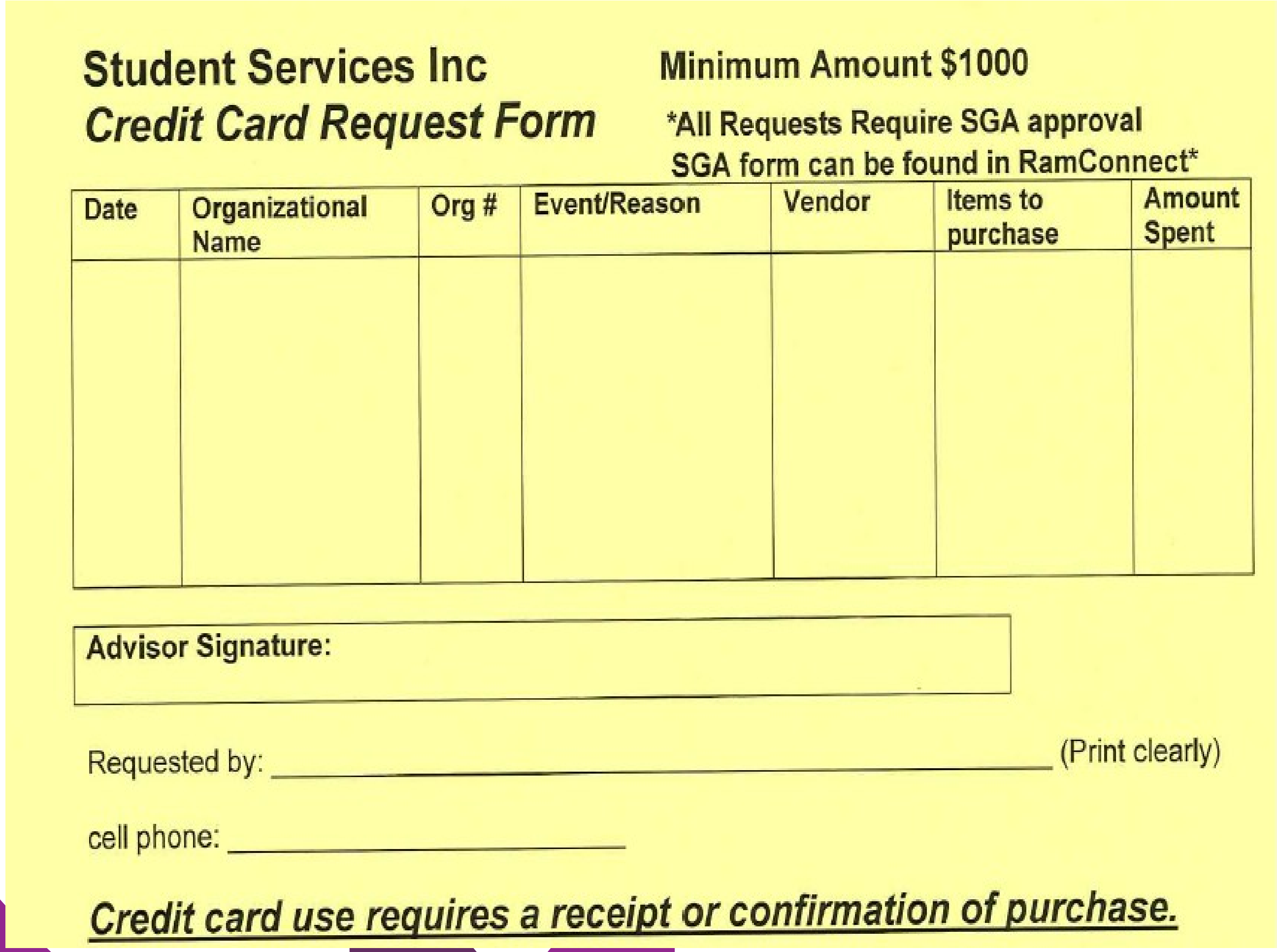
Explanation for source of revenue:

Please choose a source of revenue:

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

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

SSI CREDIT CARD REQUEST FORM



Student Services Inc
Credit Card Request Form

Minimum Amount $1000

*All Requests Require SGA approval
SGA form can be found in RamConnect*

Date	Organizational Name	Org #	Event/Reason	Vendor	Items to purchase	Amount Spent

Advisor Signature:

Requested by: ______________________ (Print clearly)

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
- Reserved **only** for large purchases ie: Hotel or airfare expense
- All requests **MUST** be approved by SGA **FIRST** in addition to advisor approval.
- **Minimum use of $1000**
- **Maximum use of $1500**

SSI Departmental Charge
WCU Campus Store

Name of Organization:________________________________

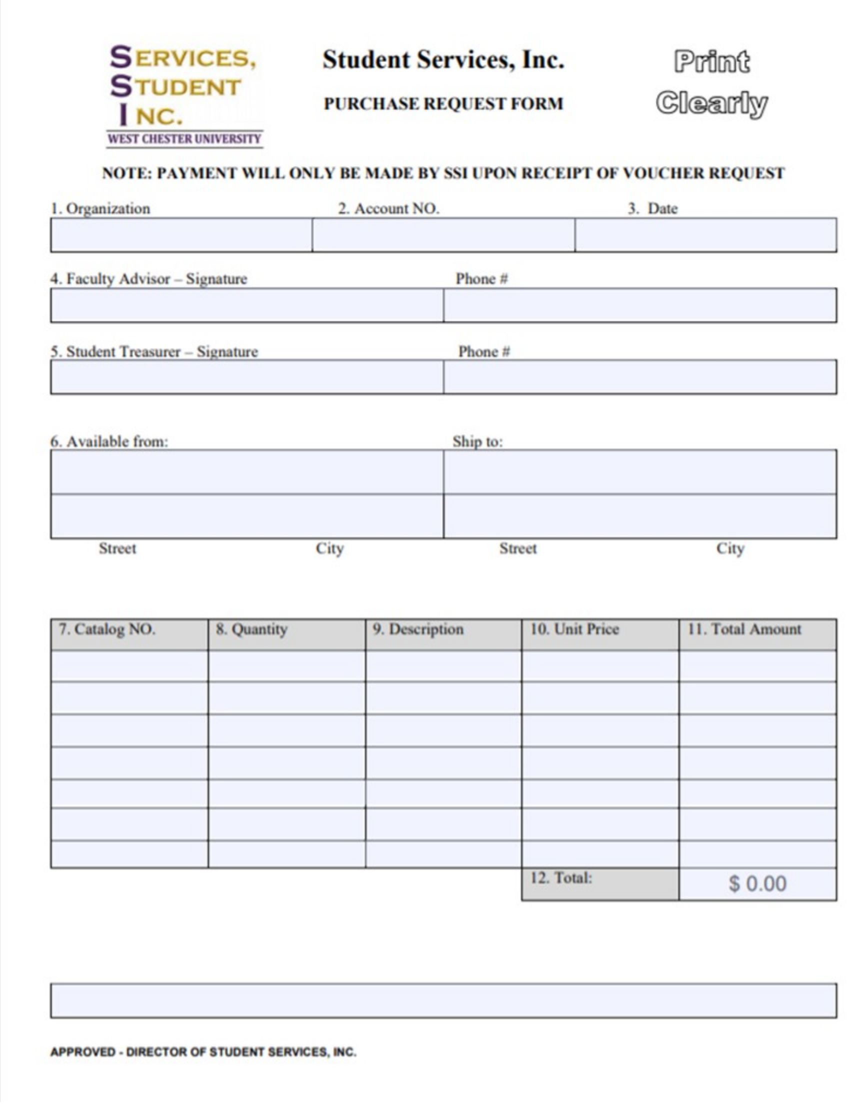
Cost Center of Organization (must be all six digits):_______________

Estimated Expenditures of Organization in store:_________________

Advisors Approval:__________________________

SSI Business Office Approval:______________

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

APPROVED - DIRECTOR OF STUDENT SERVICES, INC.

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

- Krapf’s/George Krapf Bus & Co
- BSN
- Werner
- Academy Bus

Please attach all quotes from vendors to the Purchase order form

Student Services, Inc.
Gift Card Recipient Acknowledgment Form

Student Organization Name:______________

Student Organization #:_______________

Name of Recipient:_______________________________________

Student ID#:________________

Recipient Signature:______________________________

Date Received:_________________

Amount Received:________________

This form is used to document the distribution of gift cards purchased by a student organization for meeting attendance, participation or any other approved student activities.

A FEW KEY POINTS TO REMEMBER

Gift Card Purchases

Campus Store Purchases

SSI Venmo Account

@WCU-SSI

Travel & Meals

Contracts

Only SSI Director Can Sign

Thank You!!

CONTACT INFORMATION:

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(610) 436-3559

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NLandwersiek@wcupa.edu
(610) 436-2836

Danielle Leahy
Dleahy946@wcupa.edu
(610) 436-2357

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

Organizational Ram Cards

- Works like your Ram ID Card
- Ram Bucks only
- Orgs need to submit request to add money; cards do not come pre-loaded
- On or off-campus Ram Bucks
- Print at Ram Card Center
- Load funds at Sykes 259

Event Services

Ticketing Events

- We post your event on wcupatix.com
- Minimum 2 weeks before event
- Email our office at ramecard@wcupa.edu for a Google form!

Cash Boxes

- Great for making change or taking in and organizing cash
- Fill out your form 24 hours before
- Use the change at your event
- Return the box within 24 hours
- We can deposit your profits too!

Contact the Ram Card Center!

Address

110 W. Rosedale Avenue
Sykes Ground Floor
West Chester, PA 19380

Email

ramecard@wcupa.edu

Phone

(610) 738-0429

Website

www.ramecard.com

Instagram

@wcupatix