

Student Council Deposit, Vendor Use, and Reimbursement Guidelines

Deposits:

The treasurer of each interest group is responsible for the collection of funds (dues, fundraising events, etc.). Funds collected are NEVER to be used as petty cash for future purchases on behalf of your interest group. All collected funds should be submitted to the Dean's Office to deposit. A completed Collection Analysis Sheet must accompany all funds submitted to our office.

Student Council group balances are available when needed through the Office of Student Affairs (broalex@musc.edu).

Vendor Use:

A Vendor list is provided on the Student Council webpage for your convenience and identifies places that may offer discounted pricing for our groups. However, students may use and make purchases from any Charleston establishment/vendor for authorized MUSC-related meetings and activities. Students must be prepared to pay at the time of purchase and can expect to be reimbursed by Student Council (funds permitting). Our office will no longer accept invoices from vendors for student purchases. Only under extenuating circumstances will our office accept invoices from vendors for direct pay in which student(s) must contact our office for approval.

Reimbursement:

The Student Council Reimbursement Request form must be completed in its entirety and submitted to our office along with the original itemized receipt(s) and list of attendees. The list of attendees may be in the form of a sign-in sheet or e-mailed invitation. All reimbursement documents must be submitted within 30 days of purchase. All students must be set up for direct deposit when requesting reimbursements. Students can expect to receive their reimbursement within 2 – 3 weeks after submitting all required documentation.

For end-of-year purchases, all reimbursement requests MUST be submitted to the Office of Student Affairs by May 15 of that academic year.