



# INDIANA UNIVERSITY EAST

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## OFFICE OF CAMPUS LIFE

### Student Organization Guidelines

#### Making Purchases

Petty Cash is not available. The Office of Campus Life has one credit card specifically for student organization purchases. The following guidelines apply:

- The card must be signed out by the organization Advisor or Treasurer.
- Availability of the card will be on a first come first serve basis.
- The card must be returned to Campus Life within 24 hours, no exceptions will be made. The **original receipts** must be returned with the credit card. Receipt copies will not be accepted.
- All purchases are tax exempt. Please use the tax exempt number which can be found on the credit card.
- Purchases are limited to \$100.00
- Failure to follow these guidelines could result in your organization's loss of the credit card privileges.

Some businesses will invoice or bill your organization. Check with the business about this option. This works well when ordering fundraiser items or when paying for membership fees.

To pay an invoice or bill, bring the original to the Office of Campus Life. Be sure to include a note with the organization name along with contact information and a contact person from the organization.

It is important to communicate with the Office of Campus Life regarding purchases. If you have questions about your organization's account, contact the Campus Life Office at 973-8240.