



Office of the Student Government Association
120 North State Street, Dover DE 19901
Telephone (302) 736-2399
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Credit Card/ Transfer Request

From the office of the Treasurer:

This Form must be signed by the President or Treasurer of the Student Government Association and signed by your organization Advisor before any financial transactions can be approved.

Organization Name: _____ Circle: *Credit Transfer*

Organization Treasurer: _____ Mailbox # _____ Student ID: _____

Phone: _____ Wesley Email: _____ @email.wesley.edu

Full Legal Name of Vendor: _____

Address (Campus Mailbox): _____

Date: _____ Due Date (Minimum 4 weeks): _____

Amount: _____

Website: _____ Username: _____ Password: _____

How are the funds to be utilized?

Amount

Organization Advisor Signature: _____

Money request must be attached to the EIF form and submitted to the SGA Mailbox at least four weeks prior to the event. All invoices, carts and all documentation needed to make a purchase must be attached to this form.

SGA OFFICE USE ONLY

Approval

Rejected

SGA President

SGA Treasurer



SGA Credit Card Procedure for Student Organization

In order to receive funding from the Student Government Association for your Organization, please follow the steps below. Only authorized persons may obtain funds for your organization.

****Supplies \$20 and/or less must be purchased by individual organization and a reimbursement will be process****

****Perishable supplies must be purchased by the individual organization and a reimbursement will be processed unless perishables are able to be purchased online****

1. Credit card request are for purchases ordered online. Credit card purchases cannot be made in person but can be made on the phone if possible.
2. Credit Card Purchases require a username and password for the SGA Advisor. This must be listed on the credit card request along with a screenshot of the items the organization wishes to purchase and an email with cart link attached
3. Organizations must submit this form to the SGA Mailbox.
4. Only the permitted organization treasurer can submit this form.
5. Organizations must not charge more than what is available within their account.
6. Organizations must not speak to SGA advisor prior to speaking to SGA Treasurer.

**** Follow this process and do not contact the SGA Advisor for credit card purchases.**