



## 1. C (A E )

The University Procurement Card (P-Card) is obtained by student organizations for the purchases of goods from various businesses in an easy and efficient way. With the P-Card, student organizations are allowed to charge approved purchases (tax-free). Once the purchase is made, the charged amount will then be taken from your organization's funds.

2.



were tax exempt. The original receipt/invoice must be included when a DPV reimbursement request is made.

4.

## 5.

For any travel of a student organization that is funded by the Student Activity Fee, you will need to contact the Student Involvement Center ([slustudentorgs@slu.edu](mailto:slustudentorgs@slu.edu)). The Student Involvement Center will then assist with the payment of your organization's registration, transportation, and lodging.

The student organization will be responsible for any fees that exceed what was

## 6. D F

A Deposit of Funds occurs when a student organization wishes to deposit revenue into their organization's funds. You must submit organization revenues to the Student Involvement Center one business day after receiving it. Cash and checks made out to your organization are acceptable for organization deposits. All funds should be deposited one business day after receiving the money.

Examples of student organization revenue include: dues collected, donations, or profit share checks.

### D F

1. Organization collects the money
2. Organization brings the money to the Student Involvement Center
3. Confirm the fund number of your Organization with the Student Involvement Center
4. Give detailed description of why and how the money was collected
5. Student Involvement Center gives the organization a receipt for funds deposited
6. Student Involvement Center deposits the money



## 7. C H G

When collecting money for organizational purpose, i.e. membership dues, ticket or event sales, fundraising, or selling of items; please use the following guidelines:

### C

Please make sure all checks are payable to Saint Louis University. Verify the written amount on check agrees with the numerical amount. Do not accept stale dated or postdated checks. The university will only accept US currency.

All the money for deposit should be submitted to your organization's financial administrator within 24 hours of receipt. Please make every effort to limit the amount of coins (the on-campus bank assist with coin to dollar currency transition), when depositing cash.