



## Registered Student Organization Credit Card Policy

### A. Purpose/Policy Statement

1. The purpose of this policy is to inform the Registered Student Organizations (RSOs) on campus of the appropriate use of the RSO credit cards.

### B. Definitions

1. *Registered Student Organization (RSO)*: An organization that is registered with the University and is in good standing.
2. *RSO Credit Card*: The credit cards designated for RSO use that are kept in Union 123.

### C. Policy Procedure/Guidelines

#### 1. General Purchasing Guidelines

- i. RSO Credit Cards may be used for purchases of goods only. Services must go through a contracting process via the Campus Activities Center.
- ii. The use of the RSO Credit Card requires the completion of a form prior to use. Students should plan to retrieve the form from Union 123 prior to needing the card, so that they have time to fill in the appropriate information and get their Advisor to sign the document (verifying the account number and that the funds are available).
- iii. Purchases may only be made if the RSO has the funds to cover the purchases (Agency Account, Allotted Budget, Funding Board Allotment).
- iv. Purchases may not exceed \$100.00 total (but multiple transactions are permitted) within one checkout period.
- v. The Card and itemized receipts must be returned to Union 123 the next business day after use.

### D. Additional Notes

1. Purchases that are going towards fundraising also require the submission of a Fundraising Request Form and abiding by the Fundraising Policy.
2. RSOs are encouraged to reserve cards ahead of time through Union 123 or by emailing [mccaffrey@lasalle.edu](mailto:mccaffrey@lasalle.edu). There are a limited number of cards so access is not guaranteed unless reserved ahead of time.
3. Questions regarding access to funds should be directed to the Campus Activities Center.
4. RSOs are responsible for tracking their own budgets/expenses.
5. Failure to meet all guidelines will result in the RSO's inability to use the RSO Cards.

### E. Responsible Office

1. Campus Life – Division of Student Affairs and Enrollment Management

### F. End Notes

1. Policy Effective Date: September 24, 2019