

Office of Student Involvement



www.vancouver.wsu.edu/involvement

RSO Expenditure Process- CLUB ACCOUNTS

Updated September 2009

USING OFF CAMPUS VENDORS: (Bookie is considered off campus)

Using club funds you have 2 spending options; both options require completing the Check Issuance Form in advance of your event.

- Account Name (club name)
- Organization account number
- Vending department name, address, WSU ID #/Tax#/SSN
- Description of purchase (attach additional info if available)
- Total Amount
- Two approving signatures (one student AND one advisor must sign)
- Both signers must be on the signature card in the Office of Student Involvement
- Indicate one of the following:
 - Mail to claimant (mailed directly to vendor)
 - Hold for pick up (held in OSI for club to pick up)
- Submit the completed Check Issuance Form to OSI at least 5 days prior to your event

Options for using Check Issuance Form:

Both options require pre-approval from the Office of Student Involvement

1. **Seek reimbursement:** Complete the Check Issuance Form at least 3 days in advance of your purchase to ensure the items you intend to purchase are approved. If the purchase is approved and funds are available, you/someone from your club has the authorization to spend their own funds (pay out of pocket) on the items, turn in the receipt and seek reimbursement. Receipts are due for processing within 3 days of your event. A reimbursement check will be mailed to the individual in approximately 3 weeks.
2. **Receive a check:** If you know the amount of funds needed for a purchase you can request a check to be cut for your purchase. This requires you to turn in the Check Issuance Form at least 2 weeks (10 business days) before the purchase is to be made. A check will be released from Pullman, sent to OSI/directly to vendor. If sent to OSI you can pick it up to take to the vendor. Receipts are due back to OSI within 2 days of your event.

**** Reimbursements are not allowed using ASWSUV senate funds/Club Sustainability funds-it is important to note that the option of reimbursement only applies to club accounts and still requires pre-approval. Clubs who receive funds from ASWSUV or other campus organizations will complete the Purchase Request form.**

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Complete an IRI (Interdepartmental Requisition & Invoice) form at least 3 days in advance of your purchase to ensure the items you intend to purchase are approved. (You are encouraged to make arrangements well in advance if ordering food via Dining Services) On campus vendors must be paid via an IRI, out-of-pocket and reimbursements are not allowed. Include on form:

- Organization name
- Organization account number
- Vending department name
- Description of purchase
- Reference the invoice or account number so the vending department can easily identify what the organization is paying for
- Total Amount
- Two approving signatures- one student AND one advisor must sign
- Both signers must be on the signature card
- Submit the IRI to OSI at least 5 days prior to your event