SGA Gas Cards

For recognized student organizations only

What's an SGA gas card?

- Credit card to use for buying gas on club trips.
- Pulls money from your club's 131 fund OR from allocated supplemental funding.
- Access use via a spending request form.

Requirements:

- ► PHYSICAL receipts MUST be collected from EVERY transaction.
- Clubs MUST upload photos of their physical receipts to their approved spending request for gas cards for the specific trip.
 - Photos of the gas pump should be uploaded here as well.

Process

- Submit spending request for gas card(s) and wait for approval
- Once request is approved, follow the directions in the approval email to schedule a gas card appointment.
- ▶ In the appointment details, <u>please include</u>:
 - > States you will be driving in
 - ► How many cards you were approved to use

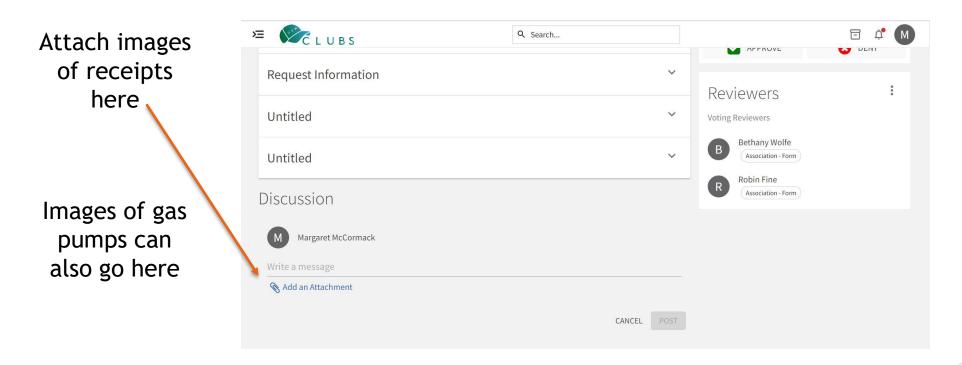
FAQ

- ► Can I drop-in to get the gas card(s)?
 - ▶ Please schedule an appointment using the link we provide we aren't always available at the last minute, and we need to verify that your club has enough funding for gas before giving out cards.
- ► Can I get gas cards today or tomorrow?
 - ► We need at least a week's notice so we can approve the spending request (among the many others we receive) and schedule a time for you or your other clubsigner to pick up the card(s).

FAQ cont.

- Can my club hold onto the card(s) for the semester?
 - ▶ No, not without prior written approval from the SGA Business Office and a documented schedule of when the receipts will be returned to the office and uploaded to the approved spending request.
- ► Why didn't the card(s) work?
 - ▶ If you put in the wrong PIN
 - ▶ If you input a pattern of numbers deemed "Invalid" for the odometer reading (ex. 55555 or 34567)
 - ▶ If your spending request didn't include the state(s) you were driving in
 - ▶ If you went over the maximum 3 transactions per day limit

Uploading Gas Receipts



Please only attach images to the corresponding spending request!