

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, please include:
 - ▶ 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

Attach images
of receipts
here

Images of gas
pumps can
also go here

The screenshot shows a web application interface for a club. At the top, there is a navigation bar with the 'CLUBS' logo and a search bar. Below the navigation bar, there is a list of items: 'Request Information', 'Untitled', and 'Untitled'. To the right of this list, there is a 'Reviewers' panel showing 'Voting Reviewers' with two names: 'Bethany Wolfe' and 'Robin Fine'. Below the list, there is a 'Discussion' section with a message input field and an 'Add an Attachment' button. At the bottom right, there are 'CANCEL' and 'POST' buttons. An orange arrow points from the text 'Attach images of receipts here' to the 'Add an Attachment' button. Another orange arrow points from the text 'Images of gas pumps can also go here' to the same button.

Please only attach images to the *corresponding spending request!*