

Financial Policies and Procedures of the Student Government Association
Newly Revised - Fall 2017

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A. Eligibility for Membership and Funding

1. For a club/organization to request funds, it must first have and maintain approved Bylaws of SGA prior to the request for funds.
2. Club/organizations' membership shall be limited to persons who are members of the Student Government Association as defined as a full-time or part-time SSI fee-paying student.
3. Clubs/organizations that practice exclusion cannot be budgeted by SGA. Exclusion shall be defined as voting by the current membership to extend invitations for future membership.
4. Clubs/organizations defined by the Office of Student Leadership and Involvement as "Greek Letter Organizations," or "Honor Societies" shall not receive budgeted funds from SGA, with the exception of Greek Governing Councils. In addition, "Service Organizations" which practice exclusion shall not be budgeted.
5. Organizations, defined by the office of student leadership and involvement as "Religious Organization" may receive funding for items/events that are deemed content neutral.
6. Clubs/Organizations may only submit one (1) budget, regardless of any subdivisions. Subdivisions will consist of different levels, teams, or ensembles within the SGA recognized club/organization.
7. To be eligible for funding, SGA funded organization treasurers must attend the annual mandatory SSI treasurer training and SGA budgeting seminars. Failure to attend these seminars, unless excused by written consent of the SGA treasurer or executive director of SSI, will result in an organization becoming ineligible to receive funds for the next fiscal year

B. Budgeting Process

1. In the fall semester, funded club/organization treasurers and advisors will be notified by the Finance Committee about the budgeting process.
2. Organizations approved within the previous spring or current fall semester when the budgeting process begins shall be eligible to apply for up to \$300.00 in funding for their first probationary year.
3. To receive consideration for funding, the club/organization must properly complete and submit the budget to the SSI executive director and SGA treasurer. The deadline

date for submitting a budget request will be determined by the SGA treasurer. The deadline must be advertised in The Quad newspaper and announced at the initial budget meeting.

4. Each club/organization must complete the entire Annual Allocation Packet with all requested lists, which include the following attached: Advisor(s), Officers, Active Members, and Inventor.
5. Budget requests must be broken down as to the amount needed for each specific item or activity and any anticipated income.
6. Budget requests that are vague, incomplete, or improperly prepared shall be returned to the club/organization submitting the request. That club/organization will not be considered for an allocation until the request is properly prepared and resubmitted within the time period specified by the SGA treasurer.
7. Budget requests shall include all anticipated gross income, expenditures, and carry-over balances for the fiscal year.
8. The Finance Committee may contact a club/organization's treasurer during the budgeting process to answer questions concerning the budget request. Allocations of questionable items are dependent on the communication between the SGA treasurer and the club/organization's treasurer.
9. The SGA Finance Committee and SGA treasurer will present the tentative budget for all organizations to the SGA Senate. It will then be tabled for that meeting. It is at the next meeting that the tentative budget for all organizations will be voted upon.
10. The tentative budget for all organizations will be voted on as a whole and will be approved by simple majority.
11. The Finance Committee will notify all clubs/organizations of their tentative budget allocations in The Quad newspaper after tentative approval of the budget.
12. All clubs/organizations wishing to appeal their tentative budget allocations from the Finance Committee must submit notification of appeal, in writing, to the SGA treasurer immediately following the release of the tentative allocations. A deadline for the notification of appeals will be set by the SGA treasurer and listed in The Quad newspaper.
13. No club/organization may appeal to the SGA Senate without appealing to the SGA Finance Committee first.

14. The Finance Committee shall review club/organization budget requests and make recommendations to the SGA Senate after all valid appeals have been heard. The SGA Senate may accept or reject the recommendations of the SGA Finance Committee as it deems fit and proper.
15. Budget recommendations of the Finance Committee are not final until approved by the SGA Senate, SSI Board of Directors, and the president of West Chester University.
16. No club/organization will spend monies before approval of the president of West Chester University. The Finance Committee may impose a penalty if money is spent or contracted before the final approval.
17. The SGA treasurer will submit a copy of all budgets with the line items to the SSI executive director.
18. All SGA-funded student organizations must have a treasurer elected or appointed on or before the fall semester budgeting seminar.

C. Budgeting Guidelines

The following guidelines are to be used by the SGA Finance Committee during the budgeting process. They do not govern the expenditures of student organizations, nor should they be used by student organizations to leave line-items out of their budgets. Organizations are encouraged to submit the full range of expenditures planned by the club. Due to the large amount of funds requested, certain activities must take precedence during the budgeting process.

1. The following line-items, while being permissible expenditures, shall not be budgeted by the SGA Finance Committee:
 - i. Clothing items/uniforms that are not made available to all members of an organization.
 - ii. Newsletters for Members
 - iii. Membership dues for individual members of the organization to a larger organization
 - iv. More than (1) closed award banquet or social event for members only
 - v. Donations to charity or other similar organizations
 - vi. Food for events or meetings that are not open to all WCU students
2. The SGA Finance Committee before beginning the budget process shall set the following guidelines:

- i. Events determined by the Finance Committee to be outside the organization's purpose shall not receive funding for that event.
- ii. The number of speakers or guest artists per year and a dollar amount cap on each. These guidelines can be flexible or waived for organizations whose main purpose is to bring speakers to campus. If the speaker is paid, no money for food, travel, lodging, or gift shall be budgeted.
- iii. The number of trips taken per year is limited. A maximum cap will be set on conference expenses. Expenses that can be budgeted for are registration, travel, and lodging. Admission to events or attractions shall not be budgeted.
- iv. There is a limit to the number of events/concerts per year as well as a dollar amount cap. Publicity shall be budgeted, but not receptions before or after events. This item can be waived for programming organizations.
- v. Fundraising supplies can be budgeted, but not actual items to be sold.

D. Guidelines for Expenditures

SSI is a non-profit corporation and is exempt from sales tax on most purchases. Please bring this to the attention of stores, supplies, etc., so that sales tax is not added to the purchase. Reimbursements will not be made to anyone paying sales tax without approval from the SSI Business Office, if required by the seller. Tax exemption forms are available in the SSI Business Office and online at wcustudentservices.com.

1. All SGA-funded clubs/organizations must spend all allocated funds accordingly to their constitutionally-related purpose and requested line item budget. At the time of budgeting, the Finance Committee will review all prior expenditures before approving budgets for the following fiscal year.
2. All SGA-funded clubs/organizations are to utilize the postage machine in the SSI Business Office. Postal charges will be charged directly to the club/organization's account. Mail should indicate the account to be charged. No personal mail should be included.
3. Funds for professional dues only, not individual memberships may be approved for the club/organization.
4. Those journals or magazines that are in the library may not be purchased by the club/organization without the approval of the Finance Committee. All journals and magazines that are purchased by any SGA-funds are to be donated to the library at the end of the fiscal year, unless used periodically.
5. All purchases of any item by a club/organization that are sold in the WCU Campus Store can be purchased through this source, unless a better price can be obtained. A

- discount is given to all SGA-funded clubs/organizations on most items. Charges over \$100.00 must have approval from the organization advisor.
6. There will be no funding for in-service training or professional development meetings, workshops, seminars, or conferences that have as their function the education of the faculty advisor and/or administrator of any club/organization.
 7. There will be no funding for coaching equipment.
 8. All equipment purchased with SGA funds becomes the property of the SGA and SSI, not the club/organization requesting it. All such purchases must be reflected in the club/organization's updated inventory report to the Finance Committee.
 9. Alcoholic beverages may not be purchased with SGA funds by any club/organization.
 10. All clubs/organizations are expected to operate within the current year's budgeted allocations. Deficit spending will not be allowed.
 11. At no time should SGA funds come under the exclusive control of an administrator or faculty member.
 12. Gratuity may not exceed 18% of the total bill at a restaurant or 10% of the total bill for delivery services. Gratuity left in excess of this amount will not receive compensation.
 13. The SGA Finance Committee reserves the right to review and/or deny any expenditure which they deem outside the organization's purpose.
 14. All organizations must seek approval from the Student Government Association Executive Committee and SSI Executive Director in order to use funds from spring commencement to the first day of fall semester.
 15. Legal services are not to be budgeted for nor are they a permissible expenditure.

E. Request for Auxiliary Funds

The auxiliary account shall be used as an emergency account for student organizations, and for the special projects of SGA. Requests for auxiliary funds may be made at any time through proper channels as stated within these policies and procedures.

1. Requests for auxiliary funds should be submitted, in writing, to the SGA Finance Committee. It should state the reason for the request, date when funds are needed, justification for request, and other pertinent information to allow the Finance

Committee to evaluate the request. The auxiliary request form is provided by the SGA treasurer.

2. All requests for auxiliary funds must be submitted a minimum of ten (10) business days before the funds are needed to be disbursed. Exceptions will be made only on a case by case basis at the discretion of the SGA Finance Committee.
3. Requests for auxiliary funds may only be made through the Finance Committee first. The SGA Senate will not hear requests without the Finance Committee's recommendations.
4. Only recognized student organizations may make auxiliary requests.
5. For those organizations that do not receive SGA funds, as defined previously in Section A, Clause 4, auxiliary requests will be heard by the Finance Committee. However, the organization must provide significant rationale for requesting funds, as well as demonstrate a benefit to the entire campus community.
6. No student organization other than SGA shall be granted more than one (1) allocation from the auxiliary account per semester.
7. Auxiliary Request Procedure:
 - i. The Finance Committee at such a time and place as the committee determines will consider requests for auxiliary funds. Clubs/organizations are required to have a representative present when the request is being considered. If a club/organization once having been notified of the time, date, and place of the meeting at which the request is being considered fails to have a representative present, the Finance Committee may proceed to act on the request without the club/organization being represented.
 - ii. Acceptance or rejection of the request for auxiliary funds may be based upon the needs of the club/organization, the merits of the use of the funds, the number of people in which the use of the funds will involve, and the overall status of the auxiliary account as determined by the Finance Committee.
 - iii. If the Finance Committee's recommendation is in the affirmative, the SGA Senate will then hear the recommendation. The SGA Senate will then vote on the request.
 - i. If the SGA Senate passes the request:
 - i. It must then go to the SGA advisor for the final approval and disbursement.
 - ii. If the SGA advisor denies the SGA Senate's request for disbursement, the SGA Senate may appeal their decision with a two-thirds (2/3) affirmative vote, to the SSI executive director. The decision of the executive director is final.

- iii. If the appeal to the SSI executive director is granted, the voucher for disbursement will then be signed by the SSI executive director without the SGA advisor's signature and processed.
- ii. If the SGA Senate denies the request:
 - i. An appeal can be made to the SGA Senate, after which the request will be voted upon by the Senate.
 - ii. If the appeal is denied by the SGA Senate, a final written appeal can be submitted to the executive director of SSI. The decision of the executive director is final.

If the Finance Committee's recommendation is in the negative, the SGA Senate will not vote on the request unless a majority vote of the SGA executive board allows them to do so. The executive board may change the dollar amount of the allocation, with the advice of the treasurer, at this time. If a majority vote in favor of the request occurs, the Senate must approve the allocation by three-fourths ($\frac{3}{4}$) majority to override the Finance Committee and grant the request. The Finance Committee may submit a written appeal to the director of SSI if they feel that the Financial Policies and Procedures or the SGA Bylaws have been violated. The director may deny the request for this reason.

8. Based on the recommendation of the Finance Committee or executive board, SGA can spend auxiliary money on behalf of a group or student organization with the approval of the Senate.
9. All unspent money in the Auxiliary Account at the end of the year shall rollover into the SGA Unallocated Account, unless deemed otherwise by the executive director of SSI.
10. Auxiliary requests will be evaluated on a case-by-case basis, and by no means should be considered guaranteed based upon requests granted in previous years.

F. Income

1. All monies raised, donated, or collected must be deposited in gross to the club/organization's SSI discretionary account. Any club/organization found to have money in an off-campus depository will have their current year's budget frozen and possible forfeiture of the current year's budget as well as the following year's budget.
2. A report covering the fundraising activity must be submitted to the SSI Business Office and the SGA treasurer immediately after the event. This should include total income, less expense, and net income. These funds are to be deposited into the club/organization's SSI organizational discretionary fund.

3. All monies transferred or donated from one (1) club/organization to another must be approved by a majority vote of the donating club/organization.
4. Any unused budgeted funds revert back to the SSI reserve account at the end of the fiscal year. There shall be no rollover unless reported and approved by the SGA treasurer and the SSI executive director on an annual basis.
5. Reusable income earned by clubs/organizations can be spent at their will, provided there is no violation of the SGA Financial Policies and Procedures or the SGA Bylaws.
6. All clubs/organizations receiving funds from SGA are subject to the Financial Policies of SSI on all revenues as a condition of their being funded.

G. Travel

The following reflects SSI policy regarding the use of SSI and WCU vehicles and reimbursement for personal travel expenses.

When requesting a van from SSI, one must stop by the SSI Business Office to fill out a Van Request Form. All forms must be filled out completely before turned in for approval. Once turned in the Executive Director will either approve or deny the request. An email will be sent with a detailed message whether approval has been granted or not.

WCU and SSI vehicles are not permitted on out-of-state trips in excess of 300 miles from West Chester. Exceptions to this regulation must be approved in writing by the appropriate Vice President or designee. It is recommended that a personal vehicle is used up to 50 miles of travel; a University or SSI vehicle is recommended for use on trips between 50-300 miles; any travel that exceeds 300 miles it is recommended that a rental car be purchased. The most cost-effective method should be utilized and used as a guide for payment.

Other travel options may be optional depending on the rate of travel. SSI will reimburse airfare if the cost of the trip is the better option as opposed to traveling by van or personal vehicle.

1. SSI/WCU Vehicle Policy
 - i. The driver must:
 - i. Possess a valid operator's license.
 - ii. Be at least 21 years old.
 - iii. Be employed, in a paid status, by WCU or SSI
 - iv. Be operating the vehicle pursuant to his (her) specific responsibilities with WCU or SSI

- i. A faculty member can drive students for a research trip or a field trip if the research trip or field trip is part of the faculty member's legitimate responsibilities with West Chester University and the students are participating as part of their formal education or organization with West Chester University
- ii. A coach can drive their athletes to an event where they are participating on behalf of WCU
- v. WCU student employees or graduate assistants on the University's payroll can drive a University or SSI vehicle as long as they meet all other requirements of this policy. Students are not allowed to operate a WCU or SSI Vehicle.
- vi. Passengers of WCU or SSI vehicles must be employees, students, or individuals who are on official WCU business.

2. Charges for Vehicle Use:

- i. The applicable mileage and daily or monthly charges per rate list:
 - i. Sedan and Minivan Rate
 - i. \$0.38 per mile or \$21.00 per day, whichever is greater
 - ii. Van and Truck Rate
 - i. \$0.45 per mile or \$21.00 per day, whichever is greater
 - iii. "Super Van" Rate
 - i. \$0.65 per mile or \$30.00 per day, whichever is greater
- ii. Maintenance
 - i. The driver is responsible for completing a visual van inspection before departing the parking area. Any damages or deficiencies must be reported.
 - ii. Please remove all of your belongings and debris upon your return or your organization will be charged for cleaning.
- iii. E-Z Pass
 - i. Any usage will be charged to your organization or department

3. Reimbursement for Travel Costs:

- i. His/her own vehicle is being used
 - i. SSI will only advance money for gas and tolls for the estimated amount of the anticipated out-of-state costs
 - ii. The mileage rate reimbursement is the only reimbursement the employee or student may receive for use of a personal automobile on official travel, except for parking and tolls. The reimbursement rate includes depreciation, fuel, insurance, fees, licenses, oil, repairs, tires, and all accessories.
 - iii. An employee or student traveling as a passenger in a personal vehicle is not entitled to mileage reimbursement
 - iv. SSI will not reimburse for tickets of any sort

- v. SSI will only reimburse you the cost that it would be for a rental if travel exceeds more than 300 miles
 - ii. Airfare Reimbursement
 - i. SSI will reimburse an individual for airfare
 - i. Will reimburse for upgraded seat, but not upgraded section, therefore SSI will not reimburse tickets bought for first class
 - ii. Will reimburse up to one checked bag up to the amount of \$25 anything over that amount will not be honored.
 - ii. SSI will fund advisor expenses
 - iii. If personal car is used to get to and from the airport reimbursements are as follows:
 - i. Trips lasting longer than 24 hours should use long term parking or other services such as Smart Park, Park-n-Jet, etc.
 - ii. Same day trips may use short term parking (less than 24 hours)
4. If an individual opts to go on a trip that is already paid for and the money cannot be refunded or transferred, then the individual is at fault and must pay back any lost money.

H. Championships

1. Sports clubs which seek funds due to earned championship travel must obtain consent from the Sports Club Council and the Director of Recreation and Leisure Programs before petitioning the SGA Finance Committee.
2. Sports clubs must also submit a travel roster approved by the director of Campus Recreation.
3. Other organizations, not classified as sports clubs, seeking funds must demonstrate to the Finance Committee that the championships are, in fact, earned as opposed to an invitational tournament.

I. Meals and Catering

1. Groups are permitted to use their allocated funds on meals but must be in accordance with the following:
 - i. Meals will not be reimbursed in excess of the following per person, per meal: (West Chester Rates)*

i. Breakfast	\$12.00
ii. Lunch	\$15.00
iii. Dinner	\$32.00
 - ii. All meals expensed must be accompanied by a detailed receipt
 - iii. Gratuity for a sit-down meal may not exceed 18% of the meal

- iv. Gratuity for a delivered meal may not exceed 10% of the meal
 - v. Alcohol is not reimbursable
2. In cases where meals are bought outside of West Chester, PA you may use the following link <https://www.gsa.gov/portal/content/104877> to see the per diem rate for the following state and town in which meals are to be purchased.
 - i. SSI does not give the per diem rate
 - ii. SSI will reimburse for meals purchased as long as there are detailed receipts supplied at time of reimbursement
 - iii. If amount spent goes over the town's/states per diem rate SSI will only reimburse the per diem rate listed. If amount spent is less than the per diem rate SSI will only reimburse for the amount that was spent as long as required receipts are supplied.
 3. Groups are permitted to use their allocated funds on catered events but must be in accordance with the following:
 - i. Catered events cannot exceed the following per person, per meal:

i. Breakfast	\$15.00
ii. Lunch	\$20.00
iii. Dinner	\$25.00
iv. Non-meals	\$10.00
 - ii. Alcohol may not be served at these events.
 - iii. Gratuity may not exceed 10% of the meal.

*Check GSA for updated rates

J. Carryover Policies

1. Carryover balances do not constitute an automatic rollover of funds.
2. Organizations with a \$1,000 or more carryover balance may be requested to address the SGA Treasurer and SSI Executive Director with the clear intentions as to the uses of the funds.
3. SGA Finance Committee may transfer any carryover funding to the SGA Unallocated Account at any time.

K. Administration and Disbursement of SGA Funds

1. Funds are allocated on the basis of the item requested and approved on the line-item budget by the Finance Committee, the SGA Senate, SSI Board of Directors, and the president of West Chester University.

2. Clubs/organizations receiving SGA funds must keep all funds in the SSI organizational account in the SSI Business Office (see Section E, Clause 4).
3. Proceeds derived from events financed with SGA funds must be returned to the SSI organizational account unless specific permission is given by the Finance Committee to use such funds to help off-set the cost of a particular program or activity.
4. Any club/organization that does not have an advisor at any time during the year will have their funds automatically frozen until a new advisor or approved acting advisor is obtained.
5. All accounts are subject to audit upon request of the SGA treasurer, Finance Committee, SGA Senate, executive director of SSI, vice president of Student Affairs or the president of West Chester University.
6. The Finance Committee reserves the right to make a visual check of a club/organization's inventory at any time.
7. Cash advances for approved activities may be obtained in the SSI Business Office and receipts must be returned to the SSI Business Office no later than five (5) days after the activity. Failure to comply will result in the loss of this privilege for the remainder of the fiscal year. A maximum of \$350 may be advanced.
8. Purchases of services or items that will be considered to have property value, for insurance purposes will require that a purchase order be issued by the SSI Business Office prior to the actual purchase (except in an emergency) when in excess of \$50.
9. Three (3) bids for materials or services must be obtained and included with purchase request, submitted to the SSI Business Office.
10. A copy of the typed purchase order will be returned to the student treasurer and advisor.
11. The SSI Business Office will mail the original to vendor/supplier unless otherwise requested.
12. Purchase requests and payment voucher requests must include the club/organization's account number, funded name, full details, and signed by both advisor and active student treasurer. Supporting documents must be attached to payment vouchers.
13. A minimum of three (3) working days is required to process all purchase requests, payment vouchers, invoices, cash advances, etc. through the SSI Business Office. Exceptions will be considered as required and requested.

14. Invoices covering purchases made on purchase orders must be acknowledged with the date received, purchase order number, appropriate approval signature, and detailed descriptions before being sent to the SSI Business Office for payment.
15. Written notice must be sent to the SSI Business Office covering cancellation of any purchase orders issued by the SSI Business Office for your club/organization.
16. All bills must be presented and paid before the end of the spring semester. Where this cannot be done, a properly signed voucher must be left with the SSI Business Office. Failure to do so results in late bills being charged to the following year's allocation and is considered deficit spending, which will be penalized by the Finance Committee.
17. Any expenditure or contract that is not in full compliance with the procedures and requirements set forth in these policies and procedures is the obligation of the person(s) making such expenditure.
18. The SGA Finance Committee can recommend the freezing of an account or the removal of funds from an account to the SSI Executive Director at any time.
19. The following guidelines shall be in place to govern The Quad's Equipment Account (SSI #706A):
 - i. The Equipment Fund is to be used only for capital or asset purchases.
 - ii. Purchases over \$500 require Finance Committee approval. Purchase orders for equipment must include an explanation of why the item is needed, the training needed for operation, the security measures to be taken, and the cost of continual maintenance.
 - iii. The Fund shall not contain over \$30,000. Any year-end surplus that increases the Fund above that amount will be placed in the SGA Unallocated Account.
 - iv. The Fund must contain a minimum of \$5,000. The Finance Committee must approve any purchases that require the Fund to drop below that amount.
 - v. A complete inventory of all of The Quad's equipment must be submitted to the Finance Committee and to SSI before any funds are transferred into the equipment account at the end of a fiscal year.
20. The following guidelines shall be in place to govern the WCUR Equipment Account (SSI #707A):
 - i. The Equipment Fund is to be used only for capital or asset purchases.
 - ii. Purchases over \$500 require Finance Committee approval. Purchase orders for equipment must include an explanation of why the item is needed, the training needed for operation, the security measures to be taken, and the cost of continual maintenance.

- iii. The Fund shall not contain over \$20,000. Any year-end surplus that increases the Fund above that amount will be placed in the SGA Unallocated Account.
- iv. The Fund must contain a minimum of \$5,000. The Finance Committee must approve any purchases that require the Fund to drop below that amount.
- v. A complete inventory of all of all WCUR equipment must be submitted to the Finance Committee and to SSI before any funds are transferred into the equipment account at the end of a fiscal year.

L. Compensation

1. Any club/organization defined in the Ram's Eye View Handbook as "Student Governing/Campus Programming Organizations" or as "Publications and Media Organizations" may petition the Finance Committee to have a particular position paid within specified guidelines by the Finance Committee from their SGA allocation. The petition must include a complete job description, a memo from the advisor of the club/organization stating a majority affirmative vote from its members, and a statement of why this position should be paid, in effect, by the general student population of WCU.
2. If a student officer position is approved, that position and his/her duties automatically become accountable to the Finance Committee and the executive director of SSI.
3. A club/organization may not supplement the payment of an approved position with any source other than the SGA budget line-item specified for that purpose.
4. Salaries for all approved paid positions may be reviewed annually by the Finance Committee with the recommendation of the executive director of SSI during budgeting, except for the SGA officers.
5. The SGA Senate will set salaries for the SGA officers with a recommendation from the executive director of SSI and the Finance Committee during the Senate year prior to the budgeting process.
6. All approved paid positions may be reviewed annually. The executive director of SSI or any SGA Senate member through the appropriate channels (the Finance Committee, then the SGA Senate, and finally the SSI Executive Board) will solicit discontinuation of an approved position.
7. All paid positions, whether accountable to the club/organization or to the executive director of SSI, must keep an updated job description on record with the Finance Committee from year to year.

M. Penalties

1. Any club/organization failing to comply with any of the procedures set forth herein may be subject to such penalty as the Finance Committee deems necessary.
2. It is the responsibility of the acting officers and the advisor to be aware of all the Financial Policies and Procedures of SGA.

N. Contracts

1. The executive director of SSI must sign all contracts. Under no circumstances may a student sign a contract as the agent representing SSI or West Chester University.
2. The executive director of SSI may delegate the authority to execute contracts in the amount not to exceed \$300 to the advisor of a club/organization. Such delegation must be in writing.
3. A properly signed and executed contract bearing the necessary signatures shall be deemed to be a binding contract of the Student Services, Inc.
4. Individual clubs/organizations purchasing insurance must have the approval of the executive director of SSI. The executive director of SSI shall coordinate the purchase of such insurance coverage.
5. The SSI Board of Directors shall approve any contract in excess of \$15,000 prior to the execution.
6. Legal counsel, as deemed necessary by the SSI executive director, can review any contract.
7. The SGA Finance Committee strongly recommends that a memorandum of understanding be established between two (2) or more student organizations when involving a event. If an outside organization wants to co-sponsor an event, then a contract must be established between the student organization of West Chester University and the outside organization.

O. SGA Computer Funding Policy

The Student Government Association (SGA) advocates the equal rights and opportunity to all organizations regarding the control, sale, budget, and exchange of computers, printers, hardware, and software. We, the SGA, in conjunction with SSI, hereby reserve all rights to regulate the purchase of computers and equipment.

1. Auxiliary Funds
 - i. Purchases
 - i. All organizations are hereby prohibited to use auxiliary funding to purchase a computer, printer, hardware, and/or software.
2. SGA/SSI Annual Budgets
 - i. Purchases
 - i. The computers and related equipment may not exceed \$1,500 of your annual budget.
3. An organization desiring any kind of computer and/or mobile device other than a desk top must:
 - i. Prove the need for one to the Finance Committee and executive director of SSI.
 - ii. Take measures to secure the computer and mobile devices' safety from being stolen.
 - i. SGA and SSI are not liable for any stolen equipment or information stolen from the equipment.
4. Sources
 - i. Organizations must purchase the computer through SSI or West Chester University. If a computer is purchased outside of the University, then permission must be granted by the executive director of SSI.
 - ii. If an organization can get the computer for a more competitive price elsewhere then they can get permission from the Finance Committee and executive director of SSI to purchase outside SSI and the University.
5. When an organization is through with its computer equipment, the SGA treasurer and the executive director of SSI must be notified within one (1) week of disposal.
 - i. Computer purchases with SGA/SSI funds may not be kept for personal use after an organization has completed its use.
 - ii. All computers must be returned to SSI after disposal.
6. Compatibility
 - i. Computers and related equipment must be compatible and supported by the West Chester University Network.

P. Amending the Financial Policies and Procedures

Items in the Financial Policies and Procedures may be changed, amended, or deleted by a two-thirds (2/3) vote of the Finance Committee, a majority vote of the SGA Senate, and final approval of the SSI Executive Board.

Revised by: *Nick D. Polcini, SGA Treasurer 1998-99*
Adam Swope, SGA Treasurer 2000-01
Adam Swope, SGA Treasurer 2001-02
Jamar Kelly, SGA Treasurer Spring 2003
Brad Sorrels, SGA Treasurer 2003-04
Adrienne Montony, SGA Treasurer 2004-05
Susan Malone, SGA Treasurer 2006-07
Jai Northcraft, SGA Treasurer 2007-08
Matthew South, SGA Treasurer 2009-10
Michael Wyatt II, SGA Treasurer 2010-11
Rodney Kaplan Jr., SGA Treasurer 2017-18