



Student Government Association
Financial Policies and Procedures
Newly Revised - Spring 2024

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A. Eligibility for Membership and Funding

1. For a recognized student organization, they must be regularly following the Student Organization Policies and Procedures (SOPPs) and the SSI Policies and Procedures. All bylaws should be approved by the SGA Parliamentarian and regularly updated and maintained throughout their time as an SGA sanctioned organization.
2. Recognized student organization's membership shall be limited to persons who are members of the student body (defined as a full-time or part-time SSI fee-paying student).
3. Recognized student organizations that practice exclusion (defined as voting by the current membership to extend invitations for future membership) cannot be budgeted by SGA.
4. Recognized student 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 (i.e. The Panhellenic Council and the Interfraternity Council). In addition, "Service Organizations" which practice exclusion shall not be budgeted.
5. Recognized student 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.
6. To be eligible for funding, recognized student organizations must:
 - a. Have at least one member of their executive board (preferably the treasurer) attend one of the annual mandatory SSI treasurer training sessions.
 - b. Have at least one executive board member complete the asynchronous SGA Budgeting Question and Answer Session.
7. Recognized student organizations will be notified of the dates of these two requirements each Fall semester.
8. Failure to attend either of these trainings unless excused by written consent of the SGA Treasurer or Executive Director of SSI, will result in a recognized student organization becoming ineligible to request or receive funds for the next fiscal year. Additionally, the recognized student organization will face the possibility of their SSI account being frozen until the requirements are met.

9. To be eligible for funding, a recognized student organization must comply with the SOPP's executive board regulations and have their required number of executive board positions filled and a WCU faculty or staff advisor.

B. Budgeting Process

1. The executive board officers and advisors of each recognized student organization that is eligible to request a budget will be notified by the SGA Treasurer and the Finance Committee about the budget application timeline and process.
2. To receive consideration for funding, recognized student organizations must properly complete and submit the budget request form located on the SGA RamConnect. They will also be required to submit any additional documentation unless deemed otherwise by the SGA Treasurer. The deadlines must be advertised on the SGA website and announced at the Budgeting Question and Answer Sessions.
3. Each recognized student organization must complete the entire Annual Budget Allocation form to be considered for an allocation.
4. Budget requests shall include all anticipated gross income and expenditures for the next academic year.
5. Budget requests that are vague, incomplete, or improperly prepared shall be returned to the recognized student organization submitting the request. That recognized student organization will not be considered for an allocation until the request is properly prepared and resubmitted within 7 days or the time period specified by the SGA Treasurer.
6. The Finance Committee may contact a recognized student organization's executive board during the budgeting process to answer questions concerning the budget request.
7. The SGA Finance Committee and SGA Treasurer will present the tentative budget for all organizations to the SGA Senate. It will then be tabled and voted on for SGA Senate approval at the next meeting.
8. The tentative budget for all recognized student organizations will be voted on as a whole and will be approved by a simple majority of the SGA Senate.
9. The SGA Treasurer will notify all recognized student organizations of their tentative budget allocations via email after tentative approval of the budget. It will be explicitly stated that the budget is TENTATIVE and not official until seen and approved by the SSI board of directors. This date will be communicated to all organizations by the SGA Treasurer.

10. No recognized student organization may appeal to the SGA Senate without appealing to the SGA Finance Committee first.
11. The Finance Committee shall review recognized student 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.
12. The SGA Treasurer will submit a copy of the tentative recognized student organization budget decisions to the SSI executive director before the end of the spring semester.
13. Budget recommendations of the Finance Committee are not final until approved by the SGA Senate and the SSI Board of Directors,
14. After all approvals are secured, the SGA Treasurer will email the treasurer of each recognized student organization who requested funding their final approved allocation before the start of the upcoming fall semester.

I. **Newly Recognized Organizations**

1. Recognized student organizations approved within the fall and spring semesters shall be eligible to apply for up to \$500.00 immediately. These applications will then be viewed and voted upon by the Finance Committee and the SGA Senate.
2. All newly recognized organizations will be contacted by the SGA Treasurer in regard to the budgeting process, treasurer training, and-any additional requirements.
3. Organizations approved within the academic year will be able to apply for up to \$1,000 for the next academic year if they are passed before that budget deadline.
4. Organizations will then be able to request as much as they want in the following budget cycle.

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 recognized student organizations, nor should they be used by recognized student organizations to leave line-items out of their budgets. Recognized student 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.

The following line-items, while being permissible expenditures, shall not be budgeted by the SGA Finance Committee:

1. Clothing items/uniforms that are not made available to all members of a recognized student organization.
2. Newsletters for members of the recognized student organization
3. Membership dues for individual members of the recognized student organization to a larger organization
4. More than (1) closed award banquet or social event for only members of the recognized student organization.
5. Donations to charity or other similar organizations
6. Food for events or meetings that are not open to all WCU students.
7. The SGA Finance Committee before beginning the budget process shall set the following guidelines:
 - a. Events determined by the Finance Committee to be outside the recognized student organization's purpose shall not receive funding for that event.
 - b. The number of speakers or guest artists per year and a dollar amount cap on each. These guidelines can be flexible or waived for recognized student 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.
 - c. 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.
 - d. 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. The following applies to recognized student organizations who are utilizing their SGA allocated funding.

1. All SGA recognized student 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 may review all prior expenditures before approving budgets for the following fiscal year.
2. All SGA recognized student organizations are to utilize the postage machine in the SSI Business Office for mail. Postal charges will be charged directly to the recognized student 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 recognized student organization.
4. Journals or magazines that are in the library may not be purchased by the recognized student 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 recognized student 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 recognized student 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 recognized student 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 recognized student organization requesting it. All such purchases must be reflected in the recognized student organization's updated inventory report to the Finance Committee.
9. Alcoholic beverages may not be purchased with SGA funds by any recognized student organization, as we adhere to the University policy.
10. All recognized student 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 recognized student organization's purpose.
14. All recognized student organizations must seek approval from the 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. If legal services are needed, recognized student organizations are encouraged to work with Legal Aid out of Off Campus and Commuter Services.

E. Requests for Funding

1. Requests can take approximately 1 to 3 weeks to be reviewed. Recognized student organizations will be notified of the status of their funding requests by the SGA Treasurer.
2. All requests are subject to review and final decisions will be made by the Finance Committee and the SGA Senate.

a. Budget Appeals

1. The Budget Appeal form on RamConnect will be opened during the summer after tentative budgets are officially released.
2. Recognized student organizations may only submit a budget appeal if they had previously submitted a budget request for that academic year.
3. All recognized student 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 and emailed by the SGA Treasurer and posted to the website.
4. Budget Appeals will follow the same timeline as Auxiliary Request (please see the timeline below for more information)

b. Auxiliary Requests

The auxiliary account shall be used as an emergency account for recognized student organizations, and for the special projects of SGA.

1. Requests for auxiliary funds should be submitted via RamConnect 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.
2. Any recognized student organization must submit an auxiliary request if their SSI accounts contain a negative balance.
3. All requests for auxiliary funds must be submitted a minimum of two weeks (10 consecutive business days) prior to the funds needed to be disbursed. Exceptions will be made only on a case-by-case basis at the discretion of the SGA Finance Committee.
4. 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.
5. Newly recognized student organizations must request and receive their \$500 new organization funding before the SGA Finance Committee will hear auxiliary requests during their first academic year on campus.
6. No recognized student organization shall be granted more than one (1) request from the auxiliary account per semester.
7. The timeline for Auxiliary Requests is as follows:
 - a. The Finance Committee will consider requests for auxiliary funds. Recognized student organizations are required to have a representative present when the request is being considered. If a recognized student organization fails to have a representative present, the Finance Committee may proceed to act on the request without the recognized student organization being represented.
 - b. Acceptance or rejection of the request for auxiliary funds may be based upon the needs of the recognized student 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.
 - c. 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 at their next Senate meeting.

- d. 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 SSI 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.

- e. 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 of SSI is final.
 - iii. If the SGA 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 SGA 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 SGA Senate must approve the allocation by three-fourths ($\frac{3}{4}$) majority to override the SGA Finance Committee and grant the request. The SGA Finance Committee may submit a written appeal to the Executive Director of SSI if they feel that the Financial Policies and Procedures or the SGA Bylaws have been violated. The Executive Director of SSI may deny the request for this reason.

- 8. Based on the recommendation of the SGA 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 SGA Auxiliary Account at the end of the year shall rollover into the same 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/Fundraising

1. All money raised, donated, or collected must be deposited in gross to the recognized student organization's SSI account. Any recognized student 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 and the following year's budget.
2. All money transferred or donated from one (1) recognized student organization to another must be approved by a majority vote of the donating recognized student organization.
3. At no time can recognized student organizations use SGA allocated funds to make charitable contributions to outside vendors/sources.
4. Only earned income can be utilized by recognized student organizations to make charitable contributions to outside vendors. Using any allocated funds from SGA is prohibited.
5. SGA allocated funding can only be used for donations when funds are to be donated between recognized student organizations along with other areas of the university if the funds are deemed to be used for the sole benefit of the entire student body.
6. Reusable income earned by recognized student organizations can be spent at their will, provided there is no violation of the SGA Financial Policies and Procedures or the SGA Bylaws.
7. All recognized student 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's policy regarding the reimbursement for personal travel expenses. 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 personal vehicle.

1. Reimbursement for Travel Costs:
 - i. Recognized student organizations using their own vehicle:

- i. May request an advancement of 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 advisor 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 advisor or student traveling as a passenger in a personal vehicle is not entitled to mileage reimbursement.
 - iv. SSI will not reimburse for any sort of tickets.
 - v. SSI will only reimburse the cost of a rental if the travel destination exceeds 300 miles.
- 2. Airfare Reimbursements:
 - i. SSI will reimburse an individual for airfare.
 - ii. SSI will reimburse for an upgraded seat, but not an upgraded section, SSI will not reimburse tickets bought for first class.
 - iii. SSI will reimburse up to one checked bag up to the amount of \$25 anything over that amount will not be honored.
 - iv. SSI will fund advisor expenses.
 - v. 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)
- 2. 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 auxiliary funds due to earned championship travel must obtain consent from the Sports Club Council and the Director of Campus Recreation before petitioning the SGA Finance Committee.
2. Sports clubs must also submit a travel roster approved by the Director of Campus Recreation.
3. Other recognized student 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. Recognized student organizations are permitted to use their allocated funds on meals but must be in accordance with the following:
 - a. Meals will not be reimbursed more than the following per person, per meal:
 - i. (West Chester Rates) *
 1. Breakfast - \$12.00
 2. Lunch - \$15.00
 3. Dinner - \$32.00
2. All meals expensed must be accompanied by a detailed itemized receipt.
3. Gratuity for a sit-down meal may not exceed 18% of the meal.
4. Gratuity for a delivered meal may not exceed 10% of the meal.
5. Alcohol is not reimbursable.
6. In cases where meals are bought outside of West Chester, PA recognized student organizations 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.
7. SSI does not give the per diem rate.
8. SSI will reimburse for meals purchased as long as there are detailed itemized receipts supplied at time of reimbursement.
9. If the amount spent exceeds the town's/states per diem rate SSI will only reimburse the per diem rate listed. If the amount spent is less than the per diem rate, SSI will only reimburse for the amount spent if required receipts are supplied.
10. Recognized student organizations are permitted to use their allocated funds on catered events, but must be in accordance with the following:
 - a. 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
 - v. Alcohol may not be served at these events.
 - vi. Gratuity may not exceed 10% of the meal.

J. Carryover Policies

1. Carryover balances do not constitute an automatic rollover of funds.
2. End of academic year rollovers are not guaranteed. The decision whether funding will be rolled over to the next academic year is subject to the discretion of the SGA Treasurer and the Executive Director of SSI. Unused funds may be pulled back and reallocated if deemed necessary.
3. The SGA Finance Committee may transfer any carryover funding to the SGA Auxiliary Account at any time.

K. Administration and Disbursement of SGA Funds

1. Funds are allocated based on the item(s) requested and approved on the line-item budget by the Finance Committee, the SGA Senate, and SSI Board of Directors.
2. Recognized student organizations receiving SGA funds must keep all funds in the SSI organizational account in the SSI Business Office.
3. Proceeds derived from events financed with SGA funds must be returned to the SSI organizational account unless specific permission is given by the SGA Finance Committee to use such funds to help off-set the cost of a particular program or activity.
4. Any recognized student 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, SGA Finance Committee, SGA Senate, or the Executive Director of SSI.
6. The Finance Committee reserves the right to make a visual check of a recognized student 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) business days after the activity has taken place. Failure to comply will result in organizational accounts to be frozen until reconciled. Failure of reconciliation will result in organizational advance privileges to be revoked. A maximum of \$350 can be requested at a time.
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 more than \$50.

9. Purchase requests and payment voucher requests must include the recognized student 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.
10. A minimum of three (3) business 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. Exceptions will be considered as required and requested.
11. 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.
12. Written notice must be sent to the SSI Business Office covering cancellation of any purchase orders issued by the SSI Business Office for your recognized student organization.
13. 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.
14. 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.
15. 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.
16. The following guidelines shall be in place to govern The Quad's Equipment Account (SSI #706A):
 - a. The Equipment Fund is to be used only for capital or asset purchases.
 - b. 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.
 - c. 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.
 - d. 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.

- e. 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.
17. The following guidelines shall be in place to govern the WCUR Equipment Account (SSI #707A):
- a. The Equipment Fund is to be used only for capital or asset purchases.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. A complete inventory 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 recognized student 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 recognized student 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 recognized student 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 recognized student 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 Student Services, Inc.
4. Individual recognized student 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 Executive Director of SSI, 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 involved in an 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
 - a. All recognized student organizations are hereby prohibited from using auxiliary funding to purchase a computer, printer, hardware, and/or software.
2. SGA/SSI Annual Budgets
 - a. The computers and related equipment may not exceed \$1,500 of your annual budget unless it is provided by the Executive Director of SSI.
3. An organization desiring any kind of computer and/or mobile device other than a desk top must:
 - a. Prove the need for one to the Finance Committee and Executive Director of SSI. A recognized student organization must also take measures to ensure the safety of computers and mobile devices from being stolen.
 - b. SGA and SSI are not liable for any stolen equipment or information stolen from the equipment.
4. Sources
 - a. If the request for a computer is to be purchased outside the University at a competitive price, the Executive Director of SSI must grant permission prior to the equipment being purchased.
 - b. When a recognized student 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.
 - c. All computer purchases with SGA/SSI funds may not be kept for personal use after an organization has completed its use.
 - d. All computers must be returned to SSI after disposal.

5. Compatibility

- a. 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
 Isobel Spaulding, SGA Treasurer 2022-23
 Jasmine Stewart, SGA Treasurer 2023-24