

## Student Body Committee Funding & Event Planning Guidelines

Please read this information carefully and contact the Office of Student Life with any questions.

### General Guidelines:

All events with alcohol must have the completed alcohol form submitted prior to their event.

All events with funding requests must have completed funding request forms submitted to SBC Treasurer via email **no later than 2 weeks prior** to your event.

All events must be submitted via the Office of Student Life Event Approval process.

Credit card is the preferred method for all purchases. Reimbursements are a last resort for if the credit card is unavailable.

### Credit Card Guidelines:

An approved Funding Request Form must be submitted to Justine Cameron **at least 7 business days prior** to an event. At an agreed upon time, the credit card will be released to you and returned at a previously established time. Students should plan to use <https://justinecameron.youcanbook.me/> to reserve the credit card.

An itemized receipt showing the date of transaction, no tax was charged AND the event name written on the receipt must be submitted with return of the credit card.

*Note: If tax is charged on the credit card, it will be the student's responsibility to go back to the vendor and have the tax removed. This must be done within 24 hours. Failure to do so may result in that group becoming ineligible for future SBC funding.*

Tipping is not permitted on the SBC credit card. Failure to follow this will result in funding restrictions for the student organization.