Student Organization Credit Card

The Student Organization Credit Card can only be used in Campus Center, Room 106. An organization cannot take a photocopy of the credit card. The card can be used Monday-Friday between 10 a.m.-4 p.m. (must complete transaction by 4 p.m.). Please bring a laptop as we do not always have a computer available. Houses must use the credit card located at Student Affairs.

TWO TRANSACTION LIMIT PER ORGANIZATION PER DAY

The credit card cannot be used for:
Amazon – PLEASE USE THE OFFICE ACCOUNT
Apparel – t-shirts/sweatshirts not allowed unless there is fund raising money
College News Service – newspaper subscriptions
Contract payments
Donations & contributions
Equipment Rentals
Fines & Penalties
Flowers
Food - ask about our PeaPod account with Stop & Shop
Gas cards
Gift cards
Gift certificates
Grecourt Bookstore – on-line charges
Hotel payments for guest speakers/performers
House Rentals – must have a conversation with Campus Center Director
iTunes
Lighting & Sound for a performance (must be paid from an invoice)
Magazines
Moving Expenses
NetFlix
Paypal Accounts
Personal Items - graduation stoles unless there is fund raising money
Prohibited items outlined in the Student Handbook, Student Conduct & Social Responsibility
(alcohol, firearms, fireworks, hazardous materials)
Rental Cars
Room reservations at restaurants which serve alcohol
Royalty payments
Shipping charges for UPS or Federal Express
Travel expenses for guest speakers/performers

Credit Card Rules:
1) Only the Treasurer can use the credit card. No exceptions.
2) If you do not have the funds in your budget to cover the purchase, you cannot use the credit card.
3) Complete the Student Organization Credit Card Transaction Form (located in CC 106)
4) A scanned copy of the receipt must be sent to Donna Gingras dgingras@smith.edu immediately after the transaction is made.
5) Hotel invoices must be brought to CC 106 when you return from your trip.

If you have questions about travel expenses, please refer to the Controller’s Office website regarding Travel and Entertainment: http://www.smith.edu/controller/TravelPolicy.htm

P/campus center office manger/cash boxes & cc/student organization credit card instructions
9/2015