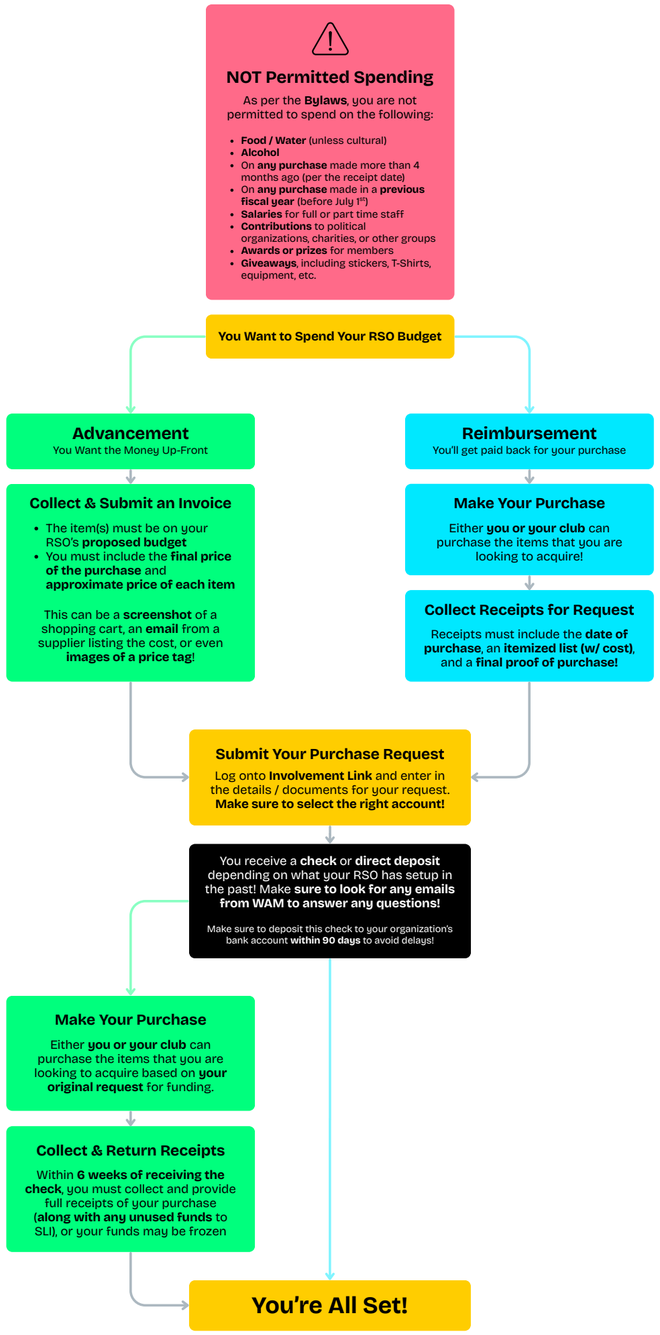
NOT Permitted Spending
As per the Bylaws, you are not permitted to spend on the following:
Food / Water (unless cultural)
Alcohol
On any purchase made more than 4 months ago (per the receipt date)
On any purchase made in a previous fiscal year (before July 1st)
Salaries for full or part time staff
Contributions to political organizations, charities, or other groups
Awards or prizes for members
Giveaways, including stickers, T-Shirts, equipment, etc.
You Want to Spend Your RSO Budget
Advancement
You Want the Money Up-Front
Collect & Submit an Invoice
The item(s) must be on your RSO's proposed budget
You must include the final price of the purchase and approximate price of each item
This can be a screenshot of a shopping cart, an email from a supplier listing the cost, or even images of a price tag!
Reimbursement
You'll get paid back for your purchase
Make Your Purchase
Either you or your club can purchase the items that you are looking to acquire!
Collect Receipts for Request
Receipts must include the date of purchase, an itemized list (w/ cost), and a final proof of purchase!
Submit Your Purchase Request
Log onto Involvement Link and enter in the details / documents for your request. Make sure to select the right account!
You receive a check or direct deposit depending on what your RSO has setup in the past! Make sure to look for any emails from WAM to answer any questions!
Make sure to deposit this check to your organization's bank account within 90 days to avoid delays!
Make Your Purchase
Either you or your club can purchase the items that you are looking to acquire based on your original request for funding.
Collect & Return Receipts
Within 6 weeks of receiving the check, you must collect and provide full receipts of your purchase (along with any unused funds to SLI), or your funds may be frozen
You're All Set!