Student Government does not issue checks to student organizations. Instead, organizations will receive their funding allocation in one of the following ways:

1. **Departmental Transfer:** Organizations with a University account overseen by an Advisor or TCU Department may have their full allocation amount transferred to their TCU account. To request a transfer, please have your advisor contact Ali Stowe (a.stowe@tcu.edu).

2. **Purchase Order:** Organizations using SGA funds to make TCU Bookstore or Costco purchases can be issued a purchase order for use that the respective store. To request a purchase order, please contact Ali Stowe (a.stowe@tcu.edu).
   
   a. Purchases cannot exceed the amount of the purchase order
   b. Receipts from the actual purchase, along with a copy of the purchase order, must be submitted to SGA within two (2) weeks of the purchase.
   c. To submit your receipt, please contact Ali Stowe.

3. **Reimbursement:** Organizations purchasing supplies, goods, or services through vendors that do not use purchase orders, contracts, or invoices for payment can make purchases and then submit receipts for reimbursement. To submit your receipt(s), please email Pam Hughes (p.hughes@tcu.edu) to set up a time to complete your reimbursement form.
   
   a. Original receipts (cannot be scanned or copied) must be submitted to SGA within two (2) weeks of the purchase/event date for a reimbursement check to be issued.
   b. TCU cannot reimburse a student organization (e.g. a student organization using its debit card or checks to make a purchase), but can reimburse a member of the organization – a purchaser using a personal method of payment.
   c. The member who made the purchase will receive a check from TCU to him/her within 1-2 weeks of submitting the reimbursement documentation.

4. **Invoices:** Student organizations working with companies that offer to direct bill or invoice for goods or services can provide SGA with the invoice for payment. SGA can process and apply awarded AFB money toward an invoice; however, if the AFB allocation does not cover the entire cost of the invoice, the student organization will be asked to supply the remaining funds.
   
   a. Invoices must be submitted to SGA no later than two (2) weeks after the event/purchase date.
   b. To submit your invoice, please email Kim Turner (kim.turner@tcu.edu) to set up a time.

Questions? Contact Student Body Treasurer Lydia Longoria (lydia.longoria@tcu.edu).
5. **Contracts:** Student organizations working with companies that require a contract for goods or services can provide SGA with the contract for payment. SGA can process and apply awarded AFB money toward a contract; however, if the AFB allocation does not cover the entire cost of the contract, the student organization will be asked to supply the remaining funds.

   a. **Student organizations and SGA cannot sign contracts.**
   b. Contracts will be signed by TCU and processed following University standards. This includes requiring appropriate insurance, rider forms, and other documentation.
   c. **Contracts must be submitted to SGA no later than three (3) weeks before the event/purchase date.**
   d. To submit a contract, please email Pam Hughes (p.hughes@tcu.edu) to set up a time to review your contract.