Council of Students Budget Reimbursement Process

The College acknowledges that viable professional organizations are essential to the wellbeing of the profession and contribute to the maintenance of high professional standards thereby assisting in assuring that healthcare professionals provide their patients with state-of-the-art health care. As a result, the College will endeavor to encourage its students to become actively involved in professional organizations and will provide them with the opportunity to do so.

The College of Pharmacy has allotted funds for the Council of Students (COS) and pharmacy student organizations. The 2016-17 budget has allotted each organization $2,250 to use for their organizational expenses. (Examples Include: Carlyle's catering, supplies for fundraisers, etc.) Student organizations will be reimbursed within thirty (30) business days after expenditure(s). The submitting organization's treasurer must submit one Request for Budgeted Funds form, following these procedures:

1. **Obtain** an organizational reimbursement form located on the COS webpage or in Moodle.
   
   (Webpage access: [http://pharmacy.mercer.edu](http://pharmacy.mercer.edu), click Student Resources, Click Student Organizations, Click on the COS Link)

2. Sales tax must **not** be included in the cost of the expenditure(s) as sales tax will not be reimbursed. (**NO** organization is tax exempt; each is responsible for paying the sales tax).

3. Attach **ALL** original receipts/invoices to the reimbursement form. Credit card statements are not accepted as original receipts or proof of payment. Please do not include them with the Request for Budgeted Funds form.

4. **MUST** obtain signatures from the organization treasurer, organization advisor, the COS treasurer, and submit it to the Student Affairs Office.

5. The submitting organization's treasurer must bring completed forms to Student Affairs and place them in the purple folder. The COS treasurer will check to ensure the submitting organization has funds available for the reimbursement and sign for approval.

6. Expect to receive a check for the reimbursement within 4-6 weeks.

7. The Student Affairs Office will process the Request for Budgeted Funds **after** the form has been signed by the COS treasurer. Once a check is received in the office from Macon, Student Affairs staff will email the organization treasurer to let them know the reimbursement check is ready for pick up.

****Travel Reimbursements forms are located online or in Moodle. Travel reimbursements operate in the same manner as the Budgeted Funds Procedure.****