

## Finances and Reimbursements for LifeGroups

LifeGroup leaders are given \$100 to spend on their LifeGroup per semester\*. If more funds are needed, you **must** get approval before making the purchase. To get approval, please email [annabennett@southern.edu](mailto:annabennett@southern.edu) or [lifegroups@southern.edu](mailto:lifegroups@southern.edu) including the following:

- What these funds will be used for
- The amount requested

**LifeGroup leaders may make purchases for their LifeGroups in the following ways:**

- By emailing [annabennett@southern.edu](mailto:annabennett@southern.edu) for Amazon (and other online) purchases
- With their own finances (see below how to get reimbursed)
- By checking out a Wal-Mart credit card from the Accounting office

### **Reimbursements:**

- LifeGroup leaders (and co-leaders) should make purchases for their LifeGroup.
- Keep the original physical receipt.
- Write your name and phone number on the back of the receipt, bring it to the Office of Ministry and Missions (located in the Student Center), and place it in the white jar at the front desk for reimbursement.
- Your reimbursement will be processed and you will be contacted via email or text when your money is ready to be picked up.
- *\*Since Southern Adventist University is a tax-exempt organization, you will be reimbursed the full amount of your purchase except for tax.*

### **How to check out a Wal-Mart credit card for purchases:**

- Go to the Accounting office – first floor of Wright Hall.
- Ask to check out a Wal-Mart credit card.
- Bring the original receipt of any purchases to the Office of Ministry and Missions in the Student Center.

- Write your name, phone number, and indication that you used the Wal-Mart card on the back of the receipt.
- After obtaining a signature and approval for the purchase from the Associate Chaplain, the purchaser will take the original receipt and credit card back to the Accounting office.
- Leaders should check the credit card back into the Accounting office within 24 hours of checking it out.

\*Things that you can get reimbursed for:

- Food (occasionally)
- Materials that directly impact what you are doing (i.e., books, craft supplies, journaling supplies)
- Experiences (i.e., excursions)

**For questions, contact [lifegroups@southern.edu](mailto:lifegroups@southern.edu).**