

Finances and Reimbursements for LifeGroups

LifeGroup leaders have \$50 to spend on their LifeGroup per semester*. If more funds are needed, you **must** get approval before making the purchase. To get approval, please fill out the purchase request form by visiting southern.edu/lifegroups.

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

- By emailing 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 ID number on the back of the receipt, bring it to the Office of Ministry and Missions (located in the Bietz Center for Student Life, Suite 2200), and leave it in the white jar on the front desk.
- Your reimbursement will be processed, and you will be contacted via email to let you know when your money is ready to be picked up.
- **Since Southern Adventist University is a tax-exempt organization, you will be reimbursed the pre-tax amount of your purchase.*

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, ID 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, 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.