

	<b>Fraternity &amp; Sorority Life Office One Card Policy</b>	
	<b>Responsible Administrative Unit:</b> Fraternity & Sorority Life (FSL)	<b>Policy Contact:</b> FSL Coordinator alakers@mines.edu

## 1.0 PURPOSE

The Fraternity & Sorority Life (FSL) Office strives to provide its constituents with effective processes by maintaining financial procedures that encourage communication and timely planning. The FSL Office oversees four student organization financial indexes for the Panhellenic Council and Inter-fraternity Council (IFC) Joint Account, Panhellenic Account, IFC Account, and the Order of Omega Account. To ensure proper use of funds, all councils are expected to follow the below policy.

## 2.0 POLICY

All purchases on the FSL One Card must be approved by council leadership and the FSL Office. Councils may not use the FSL One Card if there is not appropriate funding in the respective account indexes. Councils are responsible for allocating their own budgets. All rules for the FSL One Card must be followed in order to maintain the privilege of card usage.

## 3.0 RULES

1. The FSL One Card must be reserved through the FSL Office at least five (5) business days in advance from purchase
2. Requests are to be emailed to the FSL Coordinator at [alakers@mines.edu](mailto:alakers@mines.edu)
3. Requests must contain:
  - a. Requestor name
  - b. Date and time of FSL One Card pick up
  - c. Time the FSL One Card will be returned
  - d. Where purchases are being made
  - e. Expected amount to be spent
  - f. Rough list of what is being purchased
  - g. What the purchases are being used for
4. Purchases may not go over the budget submitted in the request
5. The requestor and user of the FSL One Card must be treasurer trained through the BSO training and a member of the council executive board
6. The FSL One Card may not be reserved overnight unless the FSL Coordinator grants an exception
7. The FSL One Card may not be reserved over the weekend, no exceptions.
8. The requestor must get prior approval from council leadership before requesting the FSL One Card.
9. The requestor must copy in council president and treasurer when emailing the FSL Coordinator requesting the FSL One Card
10. Receipts are to be returned with the FSL One Card and are to be tax exempt and itemized

## 4.0 PRIVILEGE STATUSES

Failure to adhere to the above rules associated with the FSL One Card will have

privileges revoked dependent on level of occurrences.

**4.1 First Rule Violation.** If a council is found to be in violation for the first time then a warning is given to the council from the FSL Coordinator.

**4.2 Second Rule Violation.** If a council violates a rule for the second time then privileges may only be granted to the council president and treasurer for the remainder of the semester.

**4.3 Third Rule Violation.** If a council violates a rule for the third time then all funding will be suspended until further notice. Funding may only be accessed through reimbursement requests to the FSL Office.

Reimbursement requests must be approved by the FSL Coordinator prior to purchases and must be submitted within 5 business days of purchase date.

Council leadership must be retrained through treasurer training and a report will be submitted to the FSL Coordinator containing why privileges should be reinstated and mitigation efforts of the council.