

# SGA Credit Card Purchase Request Process

## Fillable Budget Disbursement Form

- Fill out the fillable PDF Budget Disbursement Form
- Save Document with Club Name and Website
  - Ex. GamingClub Amazon



## Email

- Compose an email to your advisor
- Attach your Filled in Budget Disbursement Form
- Ask your advisor to sign the Fillable Disbursement Form and reply to you with signed copy attached

## Qualtrics

- Go to <https://tinyurl.com/ClubPurchase>
- Fill in all requested fields
- Attach your signed Budget Disbursement Form
- Submit Request



## Purchase

- Should the OSI staff member have additional questions, they will reach out to you.
- Within 5 business days the purchase will be made and you will be notified

Refer to Policies/Download Forms

[SNHUSGA.ORG/BUDGETFINANCE](https://snhusga.org/budgetfinance)