

Club Spending Processing Timeline



Thursdays Before 5pm

Clubs must submit all requests. Requests submitted after the 5pm deadline will not be reviewed until the following Wednesday.



Friday

BSG Treasurers evaluate all requests. Those that receive conditional approval are then sent to Student Activities.



Monday

Student Activities evaluates requests and those approved are sent to Budget, Purchasing, or Payroll.



Tuesday, Wednesday, Thursday

Purchase requests are placed, Payroll is submitted and Budget check requests are processed. All processing requires at least one week.



Friday

Vendor checks are ready for mailing. Purchase requests have been ordered. Student payments follow the payroll schedule.