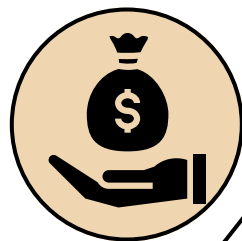
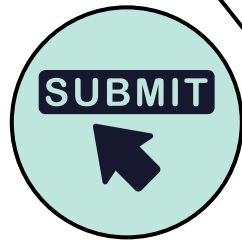


# Club Spending Processing Timeline



## Tuesdays Before 5pm

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

## Wednesday

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

## Thursday

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

## Friday of the Following Week

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

## After Friday of the Following Week

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