# SAYPH Credit Card Information

**Student Association of Yale School of Public Health (SAYPH)**

## Card Rules

- All organizations **must** use the SAYPH credit card for their purchases.
- You **must** submit a funding request no later than 5 days before your scheduled event.
- If you don’t comply with this rule, there is a chance that the SAYPH board won’t be able to approve your funding in time for your event.
- If you submit your funding requests late on two or more occasions, then your organization could lose credit card privileges for **up to one month**.
- **Do not** use personal funds to pay for event expenses, as funding for the event **will not** be covered through personal reimbursement. Barring emergency circumstances that have led the SAYPH Board to approve a personal reimbursement, all purchases should be made with the SAYPH credit card.
- You **must** return the card by the time specified on the funding approval email. If you don’t return the card on time without notifying someone of a reason for the delay, then there will be penalties. Issues with return of the card on two or more occasions will result in losing funding privileges for **up to one month**.
- You **must** make sure to turn in your receipts and completed Credit Card Expense Form (can be obtained from the Student Affairs Office) no later than 5 days after your event. If you don’t turn in your receipts and Credit Card Expense Form on time without notifying someone of your reason for tardiness, there will be penalties. Issues with return of receipts and the Credit Card Expense form on two or more occasions will result in losing funding privileges for **up to one month**.

## Other Pointers and Points of Contact

- The card has a $500 limit on it. If you need to spend more than $500 at a single place, then you should ask any vendor to send an invoice to the YSPH Student Affairs Office instead of charging the card directly.
- If asked, the address associated with the card is 60 College Street, zip code: 06520.
- If there is an emergency with the card, please email Associate Director of Student Affairs and Registrar, Stacey Tuttle at stacey.tuttle@yale.edu and copy Lori Klein at lori.klein@yale.edu.

## FAQ

### Why do you need the card?

Each year the student organizations and department representatives are allocated funding from SAYPH. To access this funding, organization leaders need to submit a request to use the SAYPH credit card.

### How do you get the card?

You need to submit a funding request to be able to pick up the credit card. You need to submit this request no later than **5 days before your scheduled event**. This gives SAYPH time to read and approve your request. The SAYPH Funding Request Form can be found [HERE](#). You may also google **SAYPH Funding Request** and it should be the first google result.

Once your funding request has been approved, you will be emailed by the SAYPH Treasurer with instructions to pick up the card the Student Affairs Office, 47 College Street, Suite 108. The time and date that you can pick up the card will be provided in the funding approval email.

Make sure to keep your receipts after you purchase anything with the card. After you are done with the card, return it to the Student Affairs Office along with any receipts and the completed Credit Card Expense Form at the time indicated in the funding approval email. Receipts must be provided no later than 5 days after any event.

### What if the card is not available when I need it?

If the card is unavailable at the time you need it, then SAYPH will specify in their approval email whether you can use personal funds to make your purchases and then submit receipts later for reimbursement through the Student Affairs Office. **Organization-related purchases using personal funds will not be reimbursed unless first approved by SAYPH.**

If SAYPH approves your purchases for reimbursement, then submit both receipts and the Credit Card Expense Form accordingly no later than 5 days after the event. The Student Affairs Office staff will walk you through the reimbursement process. **Please note that reimbursements can sometimes take up to 3 weeks, so please plan accordingly.**

**Full Link:** [https://publichealth.yale.edu/about/gateways/students/student_groups/sayph_funding.aspx](https://publichealth.yale.edu/about/gateways/students/student_groups/sayph_funding.aspx)