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Student Association Executive Committee Meeting

January 26, 2024 - 4:45 PM

SU 378, University at Buffalo North Campus, Amherst, NY 14260

Present

Becky Paul Odionhin, SA President; Sammi Pang, SA Vice President; Unnati Agarwal, SA Treasurer.

Asterisk (*) indicates member arrived late or left prior to adjournment.

Absent

Gavin Krauncias, SA Senate Chairperson.

Guests

Will Eaton, SA Contract Assistant.

Call to Order

Becky Paul Odionhin, SA President, calls meeting to order at 4:48 PM.

Approval of Minutes

Becky Paul Odionhin, SA President, introduces November 3, 2023 Executive Committee Meeting Minutes for consideration.

Motion to approve November 3, 2023 Executive Committee Meeting Minutes by Sammi Pang; second Unnati Agarwal.

Without objection, motion passes with unanimous consent.

Result: November 3, 2023 Executive Committee Meeting Minutes are approved.

Old Business

None.

New Business

Becky Paul Odionhin, SA President, introduces Resolution - 2023-2024 - 5 ("Resolution to Approve the Amazon Credit Card and Account Policy") for consideration.

Motion to approve Resolution - 2023-2024 - 5 by Unnati Agarwal; second Sammi Pang.

Becky Paul Odionhin

Yes

Sammi Pang Yes

Unnati Agarwal Yes

3 Yes, 0 No, 0 Abstain

Motion to approve Resolution - 2023-2024 - 5 passes 3-0-0.

Result: Resolution - 2023-2024 - 5 is approved.

Adjournment

Motion to adjourn by Unnati Agarwal, SA Treasurer.

Sammi Pang objects to the consideration of the question.

Unnati Agarwal withdraws her motion to adjourn.

Motion to adjourn by Sammi Pang, SA Vice President.

Without objection, motion passes with unanimous consent.

Result: Meeting adjourns at 5:00 PM.



University at Buffalo Student Association Inc.

350 Student Union, Buffalo, NY 14260

www.sa.buffalo.edu

Resolution - 2023-2024 - 5

Subject: Resolution to Approve the Amazon Credit Card and Account Policy

Submitted by: Becky Paul Odionhin, President; Sammi Pang, Vice President; and Unnati Agarwal, Treasurer

Be it resolved that the attached Amazon Credit Card and Account Policy is hereby adopted effective immediately.



Amazon Credit Card and Account Policy

Policy Information

Date Established:

Date Last Updated:

Category:

Internal Control Program Approved:

Introduction

Businesses use company credit cards to manage expenses related to the maintenance and development of the company. Due to the financial implications and risks associated with company credit cards, University at Buffalo Student Association Inc. (SA) created this policy to clearly define the protocols, limitations, and conditions of use.

Purpose

The purpose of this Amazon credit card account policy is to:

1. Outline the eligibility and authorization procedures,
2. State the terms and conditions of the Amazon credit card,
3. Define the limitations and expectations, and
4. To explain the card violations and disciplinary action process.

Scope

This policy applies to all University at Buffalo Student Association Inc employees authorized and trained in the use of SA's Amazon account and the associated payment method.

Authorization, Limitations and Use

The Amazon credit card will be entered into the Student Association's Amazon account as an available payment method. Once that information has been entered the physical credit card will be kept by the Student Association's Fiscal Agent. This will prevent the physical credit card from being used by anyone in SA for anything other than an Amazon order for SA's authorized purposes.

Only Student Association Finance Staff in Procurement will be trained in the use of SA's Amazon account yearly.

The University at Buffalo Student Association Inc will limit the card use as follows.

1. No University at Buffalo Student Association Officer may direct an employee to violate any provision of this policy.
2. No orders may be made if there is not an approved PO for the purchase.
3. The Amazon account allows for requisitioners (student staff members) to enter the items into the cart and send that information to additional approvers. These approvers review the order and are the ones who place the order. The approvers on the Amazon account will be limited to either the:
 - a. Procurement Coordinator or the
 - b. Finance Coordinator

In addition, the requisitioners will be limited to procurement student staff. During summer and winter breaks other student staff in finance may also be trained on the Amazon process if no procurement staff are hired or available at that time. In addition, the Finance Coordinator and Procurement Coordinator may also be the requisitioners if no student staff are available.

- a. No staff will be allowed to be a requisitioner or an approver without signing the Amazon account guidelines document from SA's fiscal agent annually.
 - b. Only those staff members listed above, the Administrative Director, Associate Administrative Director, or a staff member from SA's fiscal agent will have access to SA's amazon account at any time for account security purposes.
4. No orders will be made if the approved PO does not cover the entire cost of the purchase including any additional fees or shipping charges. In certain circumstances the order may be amended to reduce the Amazon price down to the approved PO dollar amount or less. The approvers of the account do have the ability to approve orders that are over the approved PO dollar amount but for no more than \$5.00 as long as the department or clubs' line has the additional needed funds.
 5. Not all procurement student staff members will be trained as requisitioners on SA's Amazon account and by extension the use of the Amazon Credit Card. Only those student staff members that show the ability to properly follow all policies and procedures on a consistent basis may be chosen for such training.
 6. In addition, the approved procurement student staff members will be trained on how to log in, order, and track packages.
 7. If the procurement student staff members, when they are populating the cart on Amazon, see that the delivery date for any item in the order is estimated to be delivered after the event date, that item will not be ordered. The procurement staff members will attempt to work with the club to find an equivalent item that will arrive before the event if time permits.
 8. Once packages are received by the Student Association no order will be given out until the entire order has been received and the entire order will be signed out to the club or SA department that requested the items. Items that have not been received may be cancelled to complete the order.
 9. Once signed out to the club or department the procurement staff will give the information to the assigned finance staff to process the order for payment.
 10. SA Amazon Account and credit card can only be used for expenses related to SA or its clubs' business or programs.
 11. Orders may be denied based on overall cost and available balance. If a large charge or a series of large charges would pose a risk of not being able to use the card for other Amazon purchases, the purchase may be postponed or denied.
 12. The credit card can never be used to receive cash advances, bank checks, traveler's checks, electronic cash transfers or any illicit materials or purchases.
 13. An employee in possession of the Amazon credit card is prohibited from giving the card to unauthorized individuals and/or employees, including fellow University at Buffalo Student Association Inc employees.
 14. The Student Association and their Fiscal Agent will use a system of signing the credit card in and out if the card needs to be re-entered into SA's Amazon account. The preferred method would be for an SA employee to go to the Fiscal Agents office, log into Amazon and allow an approved Fiscal Agent employee to enter the Credit Card information into SA's account.
 15. SA's credit card(s) cannot be used for personal expenses, incidentals, or room charges.
 16. SA's Finance Department will review all monthly credit card statements, make payments, and reconcile the credit account in conjunction with SA's fiscal agent's review.
 17. Reoccurring amazon charges are not allowed. All orders must stand alone.
 18. The card will never be copied or photographed in any way. The credit card account number, CVV and expiration date will never be written down.

Prohibited Use

Unauthorized and or inappropriate card use includes but is not limited to:

1. Non-approved purchases
2. Items for non-SA business purposes
3. Weapons of any kind or explosives
4. Drugs or pharmaceutical produces
5. Gambling Services
6. Real Estate

Lost, Stolen or Unauthorized Use

When an employee is in possession of the card, they must always safeguard the card and card account numbers. If the card is lost, stolen or used improperly the person who is in possession of the physical card must immediately notify the the Administrative Director. The Admirative Director will, in turn, notify SA's Fiscal Agent regarding the card being lost, stolen or report the improper use of the card. The person in possession of the physical card will make a reasonable attempt to recover the card. The card will be canceled as soon as possible; however, the applicable budget lines will be responsible for any unauthorized purchases made up to the limit of liability.

Violations of this Policy

Violations of this policy include:

1. Using the Amazon account or credit card for non-SA business, illegal, and/or unauthorized expenses.
2. Giving the company credit card to unauthorized personnel.
3. Using the credit card without an approved PO.

Employees who have been found to violate this policy will be immediately removed from having access to SA's Amazon account and credit card. Depending on the severity and frequency of employee's policy violation, they could face a written warning, possible suspension, and or termination. Each violation will be thoroughly investigated by the finance department in conjunction with the SA's Officers, Chief of Staff, and Associate Administrative Director.