

# AN ABC GUIDE FOR STUDENT ORGANIZATION TREASURERS

***It is imperative that each student organization carry a positive balance in its account. If a student organization slips into a negative balance, that organization will not be able to participate in any campus programs or make any further transactions until the account is cleared.***

## ADVANCE MONEY

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- Advance money to cover incidental expenses may be obtained from a student organization account.
- Event limit per organization is \$200.
- Cash Advance Forms can be obtained from Student Involvement and Leadership Programs.
- Once signed by a Student Involvement staff member, the form can be taken to the Student Accounts window in Jordan Hall to obtain cash.
- SAVE ALL RECEIPTS of expenditures. These must be ORIGINAL receipts, not copies.
- Within two weeks of purchase, take all receipts to Student Involvement and Leadership Programs to file an expense report.
- If a satisfactory expense report is not filed, the account may be frozen and the advance will be charged to the student's individual university account.
- Student funds may not be used for the purchase of alcoholic beverages.

## CHECK REQUESTS

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- To have a check written from a student organization account, a proof of purchase is required by the Business Office (i.e. a bill or invoice). An ORIGINAL COPY of the invoice/bill is required. Copies are not acceptable. The federal ID number of the company is also necessary. If a check is cut to an individual, a social security number is required. Also, if the vendor/company has never been contracted by Butler University, a W-9 form must be completed by the company (the company/vendor should have a copy of a W-9).
- Bring the invoice/bill to Student Involvement.
- A request for payment (RFP) will be prepared and sent to the Business Office for preparation of a check.
- Check requests must be made by the end of the day on FRIDAY for the check to be ready by the END of the FOLLOWING WEEK.
- Checks will be mailed from the Business Office unless a request is made that they be picked up. Checks may be picked up in Student Involvement and Leadership Programs.

## CONTRACTS

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- For your protection, students are not authorized to sign contracts.
- If a contract is involved in planning a campus event, it must be reviewed and signed by the Director of Student Involvement.

## DEPOSITS

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- Bring all student organization deposits to Student Involvement and Leadership Programs. Do not take them to the accounts window in Jordan Hall.
- Checks must be endorsed on the back with the student organization account number.
- Large amounts of coins MUST be wrapped.
- A receipt will be issued for your records.

- Any returned checks (for insufficient funds) will be the responsibility of the student organization.

## **FUNDRAISERS**

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- Before a student organization begins a fund-raising project, approval must be obtained from the Director of Student Involvement as well as the Faculty/Staff Advisor of the organization.
- Fund-raising Applications are available in Student Involvement and Leadership Programs
- Any organization sponsoring a fund-raiser is responsible for all incurred debts.
- The sponsoring organization is expected to file a report with Student Involvement and Leadership Programs after the event has concluded. Summary report forms are also available in Student Involvement and Leadership Programs.
- Ticket/Money Raffles are considered “gaming/gambling” according to Indiana State Law. If an organization is considering this, please talk to the staff in Student Involvement and Leadership Programs.

## **FOOD SERVICE CHARGES**

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- The food service office (#940-9764) must be contacted regarding all on-campus catering.
- Your student organization account number is required at the time of food order.
- Please request that a copy of these charges be sent to Student Involvement and Leadership Programs.
- The charges will automatically be withdrawn from the student organization account.
- As Aramark has the exclusive contract for catering on campus, clearance must be obtained from their office to bring in food from outside vendors for events scheduled in University buildings (Residence Halls are excluded).

## **GRANTS**

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- The Student Government Association offers grant money for special programs/projects. Contact the treasurer of SGA for details at #940-9361.

## **MONTHLY REPORTS**

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- Each month a financial statement of transactions will be sent to each student organization.
- Statements SHOULD BE CHECKED carefully for errors.

## **POSTAGE**

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- When mailing student organization-related mail, place your student organization account number in the upper right hand corner of the envelope.
- If more than one envelope is being mailed, you may place a rubber band around the envelopes and label (in upper right hand corner) only the top envelope.

## **PURCHASE ORDER**

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- If a company requires a purchase order number prior to purchase, contact Student Involvement and Leadership Programs.
- The following information will be needed to issue a purchase order number: name/address of the company, federal ID tax number, and estimated cost.

## **REIMBURSEMENTS**

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- If you have spent personal money for a student organization expense, bring all receipts to Student Involvement and Leadership Programs. These must be ORIGINAL receipts, not copies.
- If the expense is less than \$100, a petty-cash slip will be issued which can be cashed at the Student Accounts window in Jordan Hall.
- Reimbursements larger than \$100 will require a check to be written. This will take approximately one week to process.

## **TAX EXEMPT NUMBER**

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- A tax-exempt number has been assigned to Butler University and its organizations. Contact Student Involvement and Leadership Programs if you need this number.

## **TRANSFER OF FUNDS**

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- Transfer of funds between campus organizations or University departments may be made at Student Involvement and Leadership Programs.

## **TRAVEL**

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- Student Involvement and Leadership Programs can assist student organizations with travel and hotel accommodations and reimbursements.

## **VAN OR CAR RENTAL**

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- A purchase order for rental must be requested through Student Involvement and Leadership Programs.
- All drivers (students, faculty, and staff) must be approved by BUPD. Contact BUPD (#940-9396) for a driver approval application.
- Please have the following information when requesting a rental purchase order: list of drivers who have been approved by BUPD, date of travel, vehicle delivery date, time and location, and vehicle return/pick up information.
- The Purchasing Department will then obtain the vehicle for you.
- This process may take several days, so please plan ahead.