

Dealing with Various KSG Forms

This document explains how to use the various KSG forms. Knowing how these work and when to submit them is imperative to a club's operation. This document outlines the Funds Request, Purchase Order, Capital Request, Line Item Transfer Requests, Budget Request, and Battle of the Bucks Request forms.

All requests **must** be typed. They are available online at <http://www.kettering.edu/studentactivities/forms.jsp> or [Business Office Forms - Kettering University](#).

Student Activities Office (SAO) has a computer and printer available for your use by the club mailboxes. The office is on the third floor, directly above the sunrise room. With one exception, all forms are turned into the asset manager mailbox for the club. The mailbox is right next to the KSG computer and across from the club mailboxes.

Funds Requests:

The funds request form (shown below) is the form you'll see most often. It is used for reimbursement of funds, purchase of non-capital items, and cash advances. Because clubs usually buy food weekly, it is likely that you will deal with this particular will become routine. KSG appreciates it if you combine multiple reimbursement requests for a single line item into one form. Also, many request fields are left blank because either they're unused or Kettering itself uses them. Finally, make a copy of all receipts turned in. You must turn in an original, itemized receipt with any reimbursement request. As the form will automatically print off a copy page for your records, you need to keep a copy of the receipt with that copy in case of any problems or issues that arise.

The fields:

- 1) **Suggested Supplier/Payee:** This is who gets the money you're requesting. KSG has a specific format for the information here. All fields need to be completed for the request to even be considered:
 1. Full Name and Student Number
 2. Home and/or mailing address
 3. Phone number
- 2) **Deliver to:** This is where the check or item will be sent to. If you just want to pick up a check or item during school, simply request it to be held at SAO, or the Student Affairs Office. If you want it mailed somewhere, you enter the mailing address here as well.
- 3) **Date Needed:** The business office appreciates it if you give them a week's worth of time to process a request, and sometimes requests may not be processed in time if you give less notice.
- 4) **Refund Type:** The field next to the payee and date box. Any item over \$150 must be a check, anything less can be a petty cash request. If you want the money mailed check the 'mail' box next to the payment method, else check 'hold' if you want it held at SAO or the cashier's office.
- 5) **Description & Estimated Cost:** This is where you write the specifics of the request, including a brief summary of the need and the cost of the item. After you have written every request down, clearly label and total the amount at the bottom of the page.
- 6) **Index and Contact Information:** This is a box on the left side below the estimated cost field. There are two pieces of information here that must be filled out:
 1. Index: This is the club's account number with Kettering. The account numbers are listed on the KSG budget and in the KSG office. Include the club's name in this field.
Append -78200 for an A-section club.
 2. Contact Person: You put your name and phone number here.

The completed form gets turned into the Asset Manager for the club. There is a folder next to the SAO computer (also by the mail boxes) to deposit the funds requests. After the item has been processed and turned in, the payee must sign the form verifying they received the payment. Also, KSG will not notify you when the requests are in. so you must check on that yourself. It typically takes a business week to fulfill a request, although that can vary based on a variety of factors.

This form can also be used for cash advances. After the request is approved the money will be available at the cashier's office (second floor CC, across from the campus security box). After the item is purchased, a receipt and change must be returned to the cashier's office.

The second page of the PDF is simply the copy portion. Make sure to turn in the original form and not it's copy to KSG.

Other Notes:

Each funds request **must** have a unique number (shown in the top-right corner), simply click on it to automatically generate a new number.

This form is also used for purchase orders (PO). A PO is a promise to pay for a good or service after its delivery, and is given to the company before any money changes hands. **PO's require an estimate to be attached.**

Credit card receipts will **NOT** be accepted on any form on reimbursement.

KETTERING FUNDS OR MATERIALS REQUEST

424187

<p>SUGGESTED SUPPLIER / PAYEE: John Doe 700123456 1234 FiveSixSeven St., Somewhere MI, 48504 (123)-456-7890</p>	<input type="checkbox"/> Bookstore <input checked="" type="checkbox"/> Check: Mail <input type="checkbox"/> Hold <input checked="" type="checkbox"/> <input type="checkbox"/> Petty Cash <input type="checkbox"/> P.O.: Mail <input type="checkbox"/> Hold <input type="checkbox"/> <input type="checkbox"/> Supply	<p>FOR PURCHASING DEPT. USE ONLY</p> P.O. NO. _____ TERMS _____ SHIP VIA _____ F.O.B. _____
<p>DELIVER TO: SAO</p>	Origination Date: <u>1/12/2011</u> Date Needed: <u>ASAP</u>	

QTY.	I.D. NO.	DESCRIPTION & ESTIMATED COST	ACCTG. DEPT. USE
		Reimbursement for food at club meeting on 1/11/2011. Food line item \$25.49	
		Reimbursement for food at club meeting on 1/07/2011. Food line item \$25.49	
		Reimbursement for charity event supplies on 1/12/2011. Charity Event line item \$150.00	
		Totals: Food: \$50.98 Charity Event: \$150.00 \$200.98	

Index: <u>9910000-78200 (Sample Club)</u> Contact Person: <u>Billy Bob (098)-765-4321</u> Received by: _____ Filled by: _____	Approved by: _____ <small>(type name(s) below signature line(s))</small> _____ _____ _____	<p>AUDIT:</p> <p>APPROVED:</p>
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VENDOR NO.	INDEX NO.	ACCT. NO.	INVOICE NO.	INVOICE DATE	DUE DATE	AMOUNT	DISC.	1099

KU-4 (Rev 09/07)

PRINT
HELP
RESET

Capital Requests:

Capital is defined as anything that stays with the club for more than one meeting. This can range from movies to carts to chairs to plaques, etc. It is imperative that you send capital items as capital requests, because they will be ignored as funds requests and finance council will be somewhat upset with you about it.

In regard to how KSG works with capital; every school year (not just term) finance council is granted around \$20,000 for capital purchases to be spent among KSG and the clubs. Any spare capital after an academic year has ended goes to the 'Connie John Millennium Fund'; which generates benefits for the school, like the recreation center.

Additionally, capital requests are presented in a different way. Instead of simply dropping off the completed form in the asset manager's box, the treasurer, and a representative of the affiliated party if desired, must attend the next finance council meeting and present their case and need for the item to the council. Then, a 2/3rds vote of the council is required to approve the item.

The fields:

- 1) **Group:** Enter the club's name.
- 2) **Account Number:** The club's account number is: 99XXXX-78200
- 3) **Date and Contact Information:** Be sure to use a phone number and e-mail that you check regularly.
- 4) **Description of Request:** This is where you detail what the item is in specific, *not* what it is used for. That is the next field.
- 5) **Use/Need of Request:** This is where you explain why we want to buy these things. Be clear and logical for best impact, it doesn't hurt to have someone else read over the form before you turn it in.
- 6) **Quotes:** As the form states, we need at least **three** different quotes for a request. This means we need a price from **three** different vendors/suppliers *attached to the sheet*, and have the prices written in the fields. This is to ensure fair pricing and avoid exploitation by the suppliers.

KSG Finance Council A-Section

Kettering University ■ 1700 W. Third Ave ■ Flint, MI 48504

Capital Request

Return this form along with attached quotes to the Capital Asset Manager's mailbox and attend the next Finance Council meeting.

Group Name:

Account Number:

Date:

Treasurer:

Treasurer Email:

Treasurer Phone:

Description of Request:

Use/Need of Request:

You must have a minimum of 3 quotes attached to this sheet.

Quote 1

Quote 2

Quote 3

Approval Signature and Date:

Line Item Transfers:

This form is used when you need to shuffle money between the various line items for the club. It can also be used to draw funds from many places and create a new item. It will also be useful if an item runs over-budget and there are funds to pull from in another area. These requests can be deposited in the asset manager's box in the same way as the funds requests.

The fields:

- 1) **Group Name, Date, and Contact Information:** Use the club's name, current date, and your contact information for these fields.
- 2) **Account Number:** The club's account number is: 99XXXX-78200.
- 3) **Transfer Amount:** The total amount of money transferred.
- 4) **Original Line item, New Line Item:** the name of the item the money comes from and where it's going to.
- 5) **Reason for Transfer:** Here you explain why we need to move around the funds.
- 6) **New Event Purpose:** If you're creating a new item with these funds, state why here and how it benefits the club/Kettering student life.

The transfer will then be reviewed at the next finance council meeting. If accepted the appropriate people will sign off on the transfers and the budget will be updated.

KSG Finance Council A-Section

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Line Item Transfer

Return this form to your Asset Manager's mailbox.

Group Name:
Account Number:
Date:

Treasurer:
Treasurer Email:
Treasurer Phone:

Transfer Amount:
Original Line Item:
New Line Item:

Reason for Transfer

If a new event is being created, what is the purpose of the new event?

Asset Manager Approval Signature and Date:

Treasurer Approval Signature and Date:

KSG Advisor Approval Signature and Date:

Budget Forms:

This is perhaps the most important form to the club. This is the form you fill out and return to KSG before noon on 5th week Friday, and dictates how much money the club gets for line items next term. Any and all line items go on this sheet, *as well as food requests*. Although KSG allocates money to clubs for food based on their membership, you must still add a line item for food if you wish to have any at the meeting.

It is critical that you turn this form in before the due date, because late forms are **not** accepted, and the club would then run without a budget for the next term. This form can take several hours to put together even with only a handful of line items, so be sure to start this process well in advance.

The fields:

- 1) **Page Numbers:** Use as many pages as you need for these forms. However, the total **must** be on the final sheet of the request.
- 2) **Term Budgeting for, Expected Active Members, Group name, Contact Information:** Fill these out according to the current officer and term information. The expected number of active members should be the count of current Full Members of the club.
- 3) **Event Specifics:** Specify the title, approximate date (it is acceptable to give a week if a specific date hasn't been decided), and expected attendance. Then give a brief summary of the event, such as where it will be held and what exactly will be done, and a detailed breakdown of the expected costs for the event. Finally, describe why we're hosting the event. Repeat this for every line item.

Remember to total the cost at the bottom of the page, include a food line item with approximate cost, have only two items/events per page, and properly number everything. While these basic checks seem like a trivial matter to bring up, they can be ground for getting the budget rejected and thus demand careful attention.

This completed form is also turned into the asset manager's folder by the KSG computer in the SAO.

KSG Finance Council - A-section
Kettering University ■ 1700 W. Third Ave ■ Flint, MI 48504

____ of ____

Budgeting Form

Budgets are due 5th Friday August 14th at 4:00 PM to Megan Rodriguez in Student Activities

Use as many forms as necessary. Note number used at top of page. Please total amounts requested for individual events and overall. Attach any quotes or other documentation you have to help justify the funds you request. Budgets turned in late may not receive funding.

Term Budgeting for _____ Date: _____

Group Name: _____ Contact Email: _____
Contact: _____ Expected Number of Active Members: _____
Contact Phone: _____ Current Number of Active Members: _____

Event Title:

Date of Event: _____ Attendance Expected: _____
Brief Description: _____

Cost Breakdown:

Purpose of the Event:

Event Title:

Date of Event: _____ Attendance Expected: _____
Brief Description: _____

Cost Breakdown:

Purpose of the Event:

Everything must be totalled on the final sheet of your budget

Battle of the Bucks Form:

Battle of the bucks is an event that happening mid-way through every term, and represents the left-over money from the student activity fees for this term. This is often in the range of \$2,000-\$3,000, and is divided up among the clubs that request the funds. KSG should contact you when they're ready to accept applications and send you an updated form. You'll notice that the form is similar to the budgeting forum, and thus it shouldn't be very hard to make the transition between them.

Remember that battle of the bucks is not used for capital requests, but is used for creating new spontaneous events, covering over-budget items, or other non-capital items.

The fields:

- 1) **Page Numbers:** Use as many pages as you need for these forms. However, the total **must** be on the final sheet of the request.
- 2) **Term Budgeting for, Expected Active Members, Group name, Contact Information:** Fill these out according to the current officer and term information. The expected number of active members should be the count of current Full Members as recorded by the secretary, plus any introductory members.
- 3) **Event Specifics:** Specify the title, approximate date, and expected attendance. Then give a brief summary of the event, such as where it will be held and what exactly will be done, and a detailed breakdown of the expected costs for the event. Finally, under additional information, describe why we're hosting the event. Repeat this for every item.

It's recommended that you don't exceed for more than 5-15% of the available money if you want things approved. Although not every club turns something in, finance council will try to keep the distribution of funds fairly even and may reject very large requests. Also remember to total the requests at the bottom of the page and number everything correct.

