

Student Activities Office Operating Polices with Regard to KSG

Applies to: Student Senate, Operations Council, Finance Council, Academic Council and all KSG Organizations

Contact Information: 3rd Floor Campus Center, 8 a.m. to 5 p.m.

Mike Schaal – Director Student Activities/Intramural Sports
(810) 762-9733 Office
(810) 845-0487 Cell
mschaal@kettering.edu

Megan Rodriguez – Administrative Assistant for Student Activities
(810) 762-9871 Office
(810) 762-9582 Fax
mrodrigu@kettering.edu

- KSG is required to supply all names, meeting times, and contact information to SAO by 1st Wednesday of every term.
- All clubs and organizations are required to fill out the Club Registration Form and return it to SAO by 2nd Monday of every term. (Appendix A)
- Any new club/organization first be approved by SAO, then KSG process. Once approved by KSG, Activities/Athletics Chair supplies SAO with club information. SAO will create mailbox, account # and include club information in publications and advertisements. (Appendix B)
- KSG funds are to be accessed/managed by the following:
 1. Funds Request for PO (preferred)
 2. Funds Request for Prepaid PO (check request)
 3. Funds Request for Petty Cash advance (\$150 max)
 4. Funds Request for reimbursement (must have original, itemized receipts)

Funds Request for PO

(http://www.kettering.edu/businessOffice/docs/Fundsreq_000.pdf)

- 1. Funds Request must be typed with complete name, address, phone number, and fax number (if necessary) of person or company providing goods or service.
 2. Detailed description of goods or service to be provided including quantities, dates, and prices (if a quote or estimate is available, please attach).
 3. Student contact information.
 4. Correct account number (Appendix C)
 5. Submit to appropriate Finance Council Asset Manager mailbox in SAO one week in advance of date needed.
 6. Keep copies for your organization, including any supporting paperwork.

- **Funds Request for Prepaid PO (check request)**
 7. Funds Request must be typed with complete name, address, phone number, and fax number (if necessary) of person or company providing goods or service.
 8. Detailed description of goods or service to be provided including quantities, dates, and prices.
 9. An estimate or quote must be attached to receive a prepaid PO (check).
 10. Student contact information.
 11. Correct account number (Appendix C)
 12. Submit to appropriate Finance Council Asset Manager mailbox in SAO two week in advance of date needed.
 13. Keep copies for your organization, including any supporting paperwork.

- **Funds Request for Petty Cash Advance (\$150 max)**
 14. Funds Request needs to be typed with student's complete name, address, phone number, and student ID #.
 15. Detailed description of event or need for cash advance.
 16. Correct account number (Appendix C).
 17. Submit to appropriate Finance Council Asset Manager mailbox in SAO one week in advance of date needed.
 18. Keep copies for your organization, including any supporting paperwork.
 19. Pick up Funds Request in SAO and take to Cashier's Office (open M, W, and F).
 20. Return itemized receipts/change to Cashier's Office after event (1 week).

- **Funds Request for Reimbursement (original, itemized receipts)**
 21. Funds Request needs to be typed with student's complete name, address, phone number, and student ID #.
 22. Detailed description of goods or service provided including quantities, dates, and prices.
 23. Itemized receipts.
 24. Correct account number (Appendix C).
 25. Submit to appropriate Finance Council Asset Manager mailbox in SAO one week in advance of date needed.
 26. Keep copies for your organization, including any supporting paperwork.
 27. Reimbursement must correspond with budget line item(s).
 28. In the event the account is overspent or spending is not as the line item described then there is a chance that the Funds Request not be approved. Therefore, this type of funds access is least recommended.
 29. All costs below \$150 are petty cash, above are check request.

IMPORTANT INFORMATION FOR COMPLETING FUNDS REQUEST

- Services provided by individuals/organizations off campus require social security number (or EID#), complete name, address, and phone number.
- Services provided by individuals/organizations on campus require social security number (or EID#), complete name, address, phone number, and insurance certificate from individual/organization with the following limits: or signed waiver before they arrive to campus.
<http://www.kettering.edu/businessOffice/docs/releaseAndWaiverOfResponsibility.pdf>
 - Independent Contractor Agreement is required for reoccurring services and is to be completed one month before services are provided. Two original/signed (by vendor) copies must be submitted to the Student Activities Office. (<http://www.kettering.edu/hr/docs/ICArev2007.doc>)
- Gifts (cash, gift card, or gift) must have gift/prizes/awards recipient information form attached before the cost of the gift will be paid or reimbursed.
<http://www.kettering.edu/businessOffice/documents/giftPrizeOrAwardRecipientInfo.pdf>
 - Anything printed with Kettering University is exempt from this requirement.

FINANCE COUNCIL

- Check your mailboxes daily and at most have a 2 day turn around to submit to Megan or Mike. Do not take Funds Request out of Student Activities Office. Delay in Funds Request processing may void the above deadlines.