

# **STUDENT ORGANIZATIONS FINANCIAL MANUAL**

Purdue University North Central policy requires that all recognized Student Organizations who have financial activity operate their account through the Bursar's Office. The purpose of the Bursar's Office is to provide financial oversight to all recognized student organization by:

1. Providing accounting and business services.
2. Providing uniformity in accounting records and procedures.
3. Providing procedures for proper accounting of funds.
4. Establishing continuity between business officers and their successors.
5. Providing auditing services.
6. Assisting organizations on financial planning and responsibilities.

The Bursar's Office should be contacted concerning University Policies and Procedures as they relate to Student Organizations accounting procedures.

The Student Activities Office and the Dean of Students Office should be contacted when planning events and activities. Questions pertaining to University policies on fund raising, soliciting, charitable activities and other programming questions should be directed to these offices.

All events and activities sponsored by a student organization must be scheduled on a Student Club Event Planning Form, which is available in the Student Activities or Dean of Students Office. This should be submitted for approval at least two weeks prior to the event or activity.

All travel activities sponsored by a student organization must be scheduled on a Student Club Travel form or regular University Form 17 (if partial funding is from a University Account). This form provides detailed description of the travel planned as well as financial details of the trip. This should also be submitted for approval at least two weeks prior to the travel date. The treasurer of an organization is the chief fiscal officer of that organization and as such is responsible to the Bursar's Office for the accounting of all income and expenses of the organization.

A student who, through negligence or dishonesty, fails in his/her duties as an officer of any recognized student club a)to collect accounts due, or to pay the organizations debts legally incurred, or b)to account for cash received and expended by him/her; or c)to account for other property entrusted to him/her as an officer of the recognized student organization, shall be referred to the Office of the Dean of Students for appropriate action.

## **OFFICER/ADVISOR CHANGES**

At the beginning of the school year, and upon election of new officers, each student organization must renew their club information on the Student Activities website. Changes in the Advisor of a Club must also be reported. The treasurer, president and faculty advisor must be updated before financial transactions can occur. Workshops are provided to all new officers and advisors at the beginning of each semester. These workshops are designed to assist new officers in understanding the policies, procedures, and services of the Student Activities, and Bursar's Office.

### ***General Operating Procedures***

All cash and checks received by the student organization must be deposited in the clubs account. Deposits should be made promptly at the Bursar's Office Room 127-Schwarz Hall. Office hours are Mon-Thur 8:00 AM till 6:00 PM and Friday 8:00 AM till 4:30 PM when classes are in session. During the summer and when classes are not in session it is 8:00 AM till 4:30 PM Monday thru Friday. A drop box is also located outside our doors for off-hour deposits.

All disbursements must be made by Student Organization checks regardless of the nature of the expense. A Student Organization Check Request form must be completed and turned in to the Bursar's Office with the original invoice or receipts. Duplicate receipts **WILL NOT** be accepted. A small petty cash fund exists for minimal reimbursements. (Less than \$20.00)

The treasurer or designated person should have their deposit totals prepared when they come to the Bursar's Office. The total deposit, where funds were received from, and what they are to be used for (if applicable) also need to be recorded. Checks that are returned NSF for a student organization deposit will be charged a \$25.00 fee. The Bursar's Office will notify the maker of the check. If a current student, their records will be encumbered and a hold placed on their account. If payment is not made the clubs account will be adjusted accordingly.

**Student Organization funds MAY NOT be used for the purchase of tobacco products, alcoholic beverages or related expenses.**

**Student Organizations MAY NOT conduct games of chance on or off campus. Games of chance include but are not limited to bingo games, raffles, charity game nights, doorprize events, prizes from pull tabs, punch boards or tip boards.**

**Gift Certificates are NOT an acceptable prize, gift, or form of payment. NO Gift card purchase by an individual or club will be reimbursed.**

## DEPOSIT OF FUNDS

The treasurer or designated member of the Student Club can make deposits. Clear information as to the source and description of funds be deposited must be provided. I recommend that the club prepare receipts and submit them with the deposit to the Bursar's Office. A receipt will be prepared by the Bursar's Office when the funds are presented stating the Club name, person funds received from, nature of the deposit and the total dollar amount. Clubs must have a total of the deposit. Discrepancies should be reported immediately to the Bursar's Office.

**Donations:** All checks received as donations to the organization from an individual or business should be provided to the Bursar's Office. A copy will be made by the Bursar's Office and submitted to University Development Office for tax credit and acknowledgement by the University.

## DIBURSING OF FUNDS

Before purchases are made by a Student Club they are required to consult with the Student Activities or Purchasing Office. This includes fund raising commodities, t-shirts, candy, or other items needed by the club for operating. The Student Activities Office or Purchasing Department has a list of Vendors that already have an account with the University. Charges for a Student Organization should be accepted by these Vendors provided they are notified by the University. These Vendors will then bill the Student Organization and payment is made directly from the Club Account.

Original invoices obtained by the club must be submitted to the Bursar's Office for payment by check. A check request form must be completed and submitted to the Bursar's Office. Only **original receipts or invoices** will be accepted with the check request form. The club treasurer and advisor or Director of Student Activities must sign the check request form for approval of payment. Please give the Bursar's Office 2 or 3 working days to process check requests.

Payments to individuals can be made by exception up to a \$100.00 limit. It is appropriate for an individual to purchase items when the University cannot secure a reasonable item or a Vendor refuses to accept a University account or PO#. **Prior approval should be obtained from the Bursar's Office or Student Activities Office**, for these instances. **Original Itemized Receipts** must be submitted with the treasurer and advisors signature approving payment.

**PURCHASES MADE WITHOUT PRIOR APPROVAL OR RECEIPTS  
OTHER THAN THE ORIGINAL WILL NOT BE REIMBURSED.**

Under special circumstances there may be times when an organization needs a check advance or a change fund. A check can be sent with an individual to secure items ordered. An invoice must be submitted to the Bursar's Office with the; Name check is

to be made payable to, items ordered and the total amount due. At least one days notice is recommended to prepare the check. It may then be picked up at the Bursar's Office by the individual picking up the item. A paid receipt then needs to be turned in. A Change fund may be requested as needed for fund raising projects. A memo from the club treasurer or advisor must be submitted for a change fund. The amount needed, denominations, activity and length of time needed should be included in the memo.

The University Print Services office can also do printing for the Student Organizations. Job tickets that are filled out by Print Services should state the club name and account number. This can be obtained in the Bursar's Office. They also do postage so items needing to be mailed can be directly billed to the club by the Print Services staff.

## **STUDENT ORGANIZATION TRAVEL**

The following procedure will apply for the expenses related to travel and lodging. A Student Organization travel form or University Form 17 must be on file and approved by the Student Activities Office prior to the trip.

### ***Prepayment by the Club can be made using the following procedures:***

- a. Obtain an itemized bill/invoice from a travel agency showing the total cost for a ticket to and from the destination.
- b. Obtain a confirmation from the hotel showing number of nights number of rooms and cost of reservation. The hotel business office will send this out if requested.  
An individual can take the check with them provided they obtain an itemized hotel receipt and turn that in to the Bursar's Office upon returning.
- c. Conference registration may be paid using a registration form indicating the amount per member. The names of members should appear on the approved travel form.

### ***Payment by the Club to an individual for travel expenses incurred:***

- a. Airfare-Passenger coupon submitted to Bursar's Office after the trip is completed. Ticketless Travel should receive a letter of confirmation /receipt of payment to use for reimbursement.
- b. Itemized hotel bill submitted to Bursar's Office.

c. Any Original receipts for miscellaneous (taxi, bus, food) already approved on the travel form. Checks will be prepared and ready for pickup in the Bursar's Office approximately 3 business days after submission.

## GENERAL INFORMATION

**Sales Tax:**As a recognized student organization you are exempt from paying the Indiana Sales tax on items purchased, retained, and used solely by the organization. If a vendor requests a sales tax exemption certificate, please contact the University Purchasing Office for a copy. Items purchased for re-sale as a fundraiser should be charged sales tax as well as collecting sales tax when resold.

Purchases for the benefit of any member of the organization or for any other individual, such as meals, lodgings or gifts, are not eligible for exemption.

**Selling Items:**Student Organizations conducting sales to members or non-members, becomes a retail merchant and must collect sales tax on these sales. The Indiana state sales tax of 7% must be collected by the organization when conducting sales activities. The Bursar's Office will calculate total sales based on deposits and generate a check to the Indiana Dept. of Revenue.

**Liability Insurance:**Purdue University North Central carries a liability policy covering the activities of student organizations under the direct management of the University and whose finances are under the supervision of the Bursar's Office.

The policy affords protection to University sponsored clubs and their officers and members while acting within the scope of their duties. Excluded from coverage is any club not under direct financial management of the University, any organization whose hazardous activities mandate the purchase of special liability insurance, and activities involving the ownership, maintenance, operation or use of any automobile or aircraft. For some functions and activities, student organizations will be required to obtain special insurance for an event.

**Medical Insurance:** Individuals and student club members involved in student organization activities are responsible for maintaining their own medical insurance coverage.

**Gift Policy:**Student Organization funds may not be transferred as gifts, charitable contributions, or donations to groups or organizations whose funds are managed outside the control of Purdue University North Central, nor may these funds be transferred as a gift, charitable contribution, or donation to an individual. Funds that are held by a student club and that are readily identifiable as having been derived exclusively from organization members in the form of dues, or funds that have been

derived exclusively from members in the form of donations for specific purposes, may be expended as approved by the general membership of that organization, provided that the purpose of the expenditure is not in conflict with University regulations and other policy statements of the University. A student organization may wish to give a token gift of appreciation to an individual or group that has provided services or assistance to the club. If the organization does not have ample membership dues or have not collected specifically for this purpose they should request an exception. Gifts of this nature should be of a diminutive value. Examples of gifts that may be appropriate would be plaques, pens, fruit baskets or flowers. Since a gift certificate is considered cash equivalent, gift certificates are inappropriate gifts in any amount.

**Awards/ Prizes:**A student organization may provide prizes for activities such as, judged contest, organized athletic events, games of skill. Generally a request from the organization is submitted to the Bursar's Office that explains the basis for the prize and the recipients name and student ID#. Funding sources for awards are:entry fees, local dues, and specific corporate support.Prizes that are tangible items require a PUID #. Tangible awards in excess of \$100.00 for non-Purdue people require an IRS form W-9.

Monetary awards require a PUID for all Purdue students and staff. Non-Purdue recipients require complete IRS Form W-9. The complete form must be received in the Bursar's Office before payment is made.

**Scholarships:**Student organization funds can be used to provide scholarships to Purdue University North Central students. These scholarships are intended to provide aid to a student who has attained the character, qualities and activity as defined by the scholarship requirements. All awards and scholarships issued to students must be processed by the Bursar/Financial Aid disbursement system. Written notification stating the Name of recipient, address, amount, semester and any restrictions pertaining to the scholarship must be turned into the Bursar's Office for processing.

**Contracts:**All contracts for Entertainment Groups, Rental Agreements, Speakers, or other services obtained for Student Organization functions must be approved by the Director for Business Services. All contracts must be reviewed by the Faculty Advisor, President and signed by the Assoc. V/C for Business and Budget. A student organization that wants to provide an honorarium to a speaker may do so by processing a Personal Service Agreement. The personal service agreement must be completed with all information and approved prior to payment. A gift certificate is considered a cash equivalent and therefore is an inappropriate means of payment. Contracts and personal service agreements should be submitted two weeks prior to the event or activity.

## **MONTHLY STATEMENTS**

Monthly statements for each club are prepared by the 15<sup>th</sup> of the month. Clubs with activity during the month will have a statement mailed to their advisor. Clubs that have no activity in a given month will not be mailed. A statement for inactive clubs or those with no activity are mailed to the Advisor quarterly. The operating cycle for Student Organizations is July 1 through June 30. All clubs must be in a positive financial position at June 30. All club accounts participate in an interest bearing pool account. Interest is distributed at the end of each month. The Bursar's Office does not assess an audit or processing fee. The use of any checking or savings account other than those provided by Purdue University North Central are specifically prohibited. Failure to comply with these guidelines will result in the club's deactivation.

