Student Organisation Financial Procedures Summary

Office of Student Life Nov 2016

Agenda

- Purchase
- Income
- Donation/Sponsorship
- Transaction Register
- Final Reminders

Purchase

1/5

Purchase Procedure

- 1. Obtain 3 quotations, if total purchase is \$300 and above
- 2. Obtain approval from treasurer at the forms below:
 - (a) Purchase Request Form, if less than \$300
 - (b) Purchase Award Form and 3 quotations, if \$300 and above
- 3. Purchase
- 4. Submit complete set of documents to claim or pay vendor
- Note: Same process applies to OSL Seed Fund, Income, Donation and Sponsorship

Question time!

What is wrong here?

BOOKLINK PTE LTD

Singapore University of Technology and Design 8 Somapah Road, #01-201, Building 2 Singapore 487372 Tel: 68102095 Fax: 63844309

RCB: 200301517 G GST: 20-0301517-G

GOODS SOLD ARE NOT RETURNABLE EXCHANGEABLE AND REFUNDAL

Cash Sale: 01024 7A

Cashier: KIDDY 26/08/2016 5:13:00 PM Description Amount(S) FLEXI 48MM X 25 YDS 46.00 -(Unit Price: \$2.00 x23) FLEXI 36MM X 25 YDS . 51.00 (Unit Price: \$1.50 x34) Total (Inclusive GST) Paid By NETS \$97.00 *Item purchased: 57.00 *GST 7% Amount 6.35

| SUTD Studen | t Organisati | on | | | |
|--------------|--------------|------|------|------|-------|
| Purchase Red | uest Form | (for | less | than | \$300 |

| A. Project Code:SLCLUB088 | | | | | | | | |
|--|---------------------------|------------|---|------------|--|--|--|--|
| B. Student C | Organisation: | azz Club | | | | | | |
| C. Name of Project/Purchase: _Workshop | | | | | | | | |
| D. Purchase | Information: | | | | | | | |
| Item | | Quantity | Reason for Purchase | Cost (S\$) | | | | |
| Papers | | 50 | | 100 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Cost (S | \$) | • | | 100 | | | | |
| James Name: | Signature James | | | | | | | |
| Student ID: | 1000888 | | | | | | | |
| Designation | : Secretary | | | | | | | |
| Date: | 28 Aug 2016 | | | | | | | |
| Fund: | o be sought from Treasure | income/Don | the claimant, approval should be sought from the lation * please indicate | President. | | | | |
| Wendy | | | | | | | | |
| Name: | Signature Wendy | | | | | | | |
| Student ID: | 1000999 | | | | | | | |
| Designation | n: Treasurer | | | | | | | |
| Date: | 30 Aug 2016 | | | | | | | |
| | | | | | | | | |

Answer

The Purchase Request Form should be signed **before** purchasing

Correct dates in Purchase Request Form

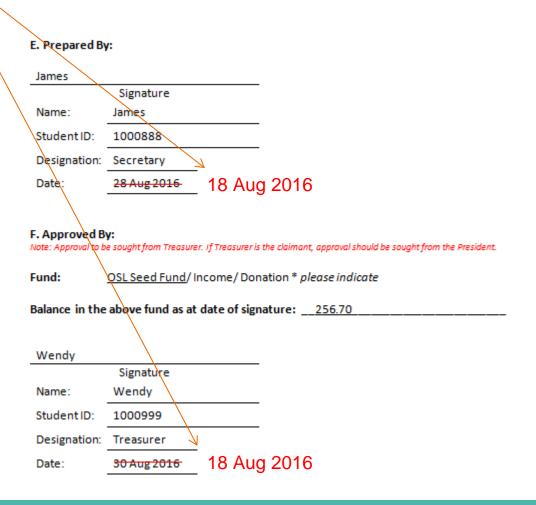
BOOKLINK PTE LTD

Singapore University of Technology and Design 8 Somapah Road, #01-201, Building 2 Singapore 487372 Tel: 68102095 Fax: 63844309 RCB: 200301517 G

GOODS SOLD ARE NO EXCHANGEABLE AND

Receipt date: 26 Aug 2016

| Cash Sale: 0102417A Cashier: KIDDY 26/08/20 | 016 5: 3:00 PM |
|--|----------------|
| Description | Amount(\$) |
| FLEXI 48MM X 25 YDS - (Unit Price: \$2.00 x23) | 46.00 |
| FLEXI 36MM X 25 YDS (Unit Price: \$1.50 x34) | 51.00 |
| Total (Inclusive GST) | 97.00 |
| Paid By NETS \$97.00 | |
| *Item purchased: *GST 7% Amount | 57.00 6.35 |



Complete Purchase Documents for Submission

Original hardcopy documents, placed in the following order

| Value | Documents | | | | | | |
|-------------------------|--|--|----------------------------------|--|--|--|--|
| | Claim | Invoice | (before Purchase) | | | | |
| Up to \$299.99 | Student Claim Form Receipt Purchase Request Form (PRF) | Invoice Purchase Request Form (PRF) | Treasurer | | | | |
| \$300 to \$999.99 | Student Claim Form Receipt Purchase Award Form (PAF) 3 Quotations | Invoice Purchase Award Form (PAF) 3 Quotations | Treasurer & President | | | | |
| \$1,000 and above | Student Claim Form Receipt Purchase Award Form (PAF) Quotations | Invoice Purchase Award Form (PAF) 3 Quotations | Treasurer, President & OSL | | | | |

Sample of Invoice

Polar Puffs & Cakes Pte Ltd

Co. Reg. No. 199500028N GST Reg.No. M2-8921192-6 15 WOODLANDS LINK SINGAPORE 738726

Tel: (65) 6257 7377 (T) Fax: (65) 6257 7677 (F)



Bill to:

Attn. Accounts Payable Dept
Singapore University of Technology and Design

8 Somapah Road

S (487372)

Deliver To:

Singapore University of Technology and Design Singapore University of Technology and Design,Blk 59 Changi South Ave 1, S (485999) Stamp & Sign (Del w/Invoice) Night delivery - 10:30pm

Tax invoice

Invoice Date Sales Order No. Customer No.

Customer Ref. Receive date

Currency

Payment Terms
Due date

Page

PPIN-00266776

08/05/15 SO-457521 CPP0002706

08/05/15 SGD 30 days 07/06/15

Jazz Club Treasurer James

James

IV16-088-0001

Notes for Invoice

Invoice details:

- Bill to "Singapore University of Technology and Design", not "SUTD", club name or student name
- Payment terms should be 30 days payment terms, and not cash terms
- o There should be visible invoice date and unique serial number
- Invoice should be prepared by vendor/coach and not by students

Deadline:

- Invoices and complete purchase documents should be submitted to Student Life within 3 working days from invoice date
- Treasurer should write the following on the original invoice:
 - Name of student organisation
 - Treasurer name, signature and designation
 - Reference number: Format "IV16-xxx-0001", where "xxx" is the last 3 digits of the club project code, and "0001" refers to running number of invoices in the same financial year

Sample of Student Claim Form - Student Organisation



STUDENT CLAIM FORM - STUDENT ORGANISATION

| To: <u>Fi</u> | nance Dep | <u>artment</u> | | Finance Reference | | | |
|---------------|---|--|---|--|---|----------------------------------|--|
| Stude | ent Name (s | s per identificat | ion): | | | | |
| Stude | entID | | : | | | | |
| Stude | nt Ωrganis | ation | : | | | | |
| Purpo | ose | | : | | | | |
| | ictions: Original invo | ices or official re | ceipts must be submitted and | stached on A4 p | aperlabeled with | n reference | number. |
| y n | rovided the as not clain ot been ma | claimant has pr ned previously; de previously. | ceipts are not available or imp ovided an <u>explanation</u> for the and the approving authority ha dered through the internet and | unavailability of the as <u>certified</u> on the | e original copy a certified true cop | nd <u>confirma</u> y/copythat | tion that it payment has |
| 0 | ertify on the | electronic invoi | ce/official receipt printed from ransacted using credit card, p | the website and c | onfirm that it was | s not claime | d previously; |
| S | GD equival | lentamount paid | i, else SUTD corporate excha / Treasurer of Student Organi | nge rate will be us | ed. | | |
| th | ne relevant | Payment Appro | | | | | |
| D | epartment | for processing. (| Claims submitted after the vali | idity period will not | be processed. | | |
| 8. U | se Annex A | for more claim | items. | | | | |
| S/N | Date | Receipt No | Description | Foreign currency and amount (if applicable) | Amount without G ST (A) (S\$) | GST (B) S\$ | Total Amount with GST (C) = (A) + (B) S\$ |
| | | | | | | | |
| - | | | | | | | <u> </u> |

Total Claim Amount per Annex A
Grand Total Claim Amount

Total Amount reimbursed by Finance

Total Amount approved by Approving Authority (If different from Total Claim Amount, to be completed by OSL)

(If different from Total Amount approved, to be completed by Finance)

| Co. | | Budget Centre | Cost Centre | GL Project | GL Account | Country | PA Project | PA Task |
|----------------|--------------------------|------------------|-----------------|------------------|-----------------|-----------------|---|--------------|
| Icert | ify that tl | | | | | | with University/proje iously for claiming. | ect policies |
| Nam | e: | | | | Signature: | | Date: | |
| Verifi | ied by Tr | easurer of | Student Org | anisation | | | | |
| | ify that tl guideline | | nses were in | curred for offic | ial purposes an | d in compliance | with University/proje | ct policies |
| Name | e: | | | | ignature: | | Date: | |
| l cert | | hese expe | Student Life | | ial purposes an | d in compliance | with University/proje | ctpolicies |
| | | | | | | | | |
| | | | | | | | Date: | |
| Appro | oved by | (Payment / | Approving Au | thority) | | | | |
| | rove the guideline | | es were incur | red for official | purposes and i | n compliance wi | ith University/project | policies |
| Name (Plea: | e: se indica | te name cle | early here or a | ffix name stamp | Gignature: | | Date: | |

Notes for Student Claim Form - Stud Org - 1/2

Deadline:

 Student Claim Form and complete purchase documents should be submitted to Student Life within <u>one month of purchase</u>. Claims that are submitted late will not be processed

Reference Number:

 Write the claim number "SCF16-xxx-0001" underneath the Finance Ref No table, where "xxx" is the last 3 digits of the club project code, and "0001" refers to the running number of claims in the financial year

Description:

- One line is written for one receipt. There is no need to list one line for each item within the same receipt
- Description should be easy to understand. It should not just be the shop name, e.g. "Daiso"

Notes for Student Claim Form - Stud Org - 2/2

Amount:

- All description and amount tallies with original receipts
- All 3 columns in the finance table are to be completed:
 - (A) Amount w/o GST should not be zero
 - (B) GST amount to be copied directly from receipt and not calculated
 - GST should be calculated for GST registered companies
 - GST will be zero for non-GST registered companies
 - (C) Total amount with GST is the amount after rounding off, as copied from receipt
 - Total field should be completed
- If foreign currency was used, the credit card statement or print-out of the exchange rate as at the receipt date are to be provided
- Country: the country where the money is used

Signatories:

- Ensure that payee and Treasurer has signed
- If Treasurer is claiming, President or Vice-President can approve on behalf

Sample of Original Receipts pasted on A4 paper

SXP PTE LTD 3, SIMEI ST 6 #03-08 EAST POINT MALL TEL : 66948020

ROC NO : 1991020290 GST NO : M2-0098838-8

PM-LIGHTSTICK-50 TROLL PG G 888848933369 4.00 6.70 26.80

Total Oty : 4,0000

(Incl Tax) SubTotal : S\$ 26.80

revaule : 50 20.0

05-May-2015 20:32 R:3201320190 P:01 S:1

GST (G) 7.00%: SS 1.7

SalesPerson: (398) THAM SIAW YEN

Cashier : THAM SIAM YEN

Customer Code : CASH

THANK YOU SEE YOU AGAIN GOODS SOLD ARE NOT RETURNABLE



EASTPOINT WALL TEL: 6782-6835 BST REG#: FO-0006208-N

THANK YOU PLS COME AGAIN



5/5/2015 9:06:05 PM

4984343990708 [fiske condicy]
G000S 10 X \$2.0 \$20.00
4902901716723 (G1767)
G000S 4 X \$2.0 \$8.00

GST: \$1.83

TOTAL: \$28.00

Cash: \$0.00 Voucher: \$0.00

Nets: \$28.00

Change:

NO REFUND EXCHANGE WITHIN 7 DAYS WITH RECEIPT & ORIGNAL PACKAGING

Pos: 1 USER: 4714

Hazel.

\$0.00

SKP PTE LTD BOWN
3 SIMEI ST 6
803-08 EASTPOINT MALL

OFFICIAL RECEIPT

No:

Notes for receipts

- All original receipts are to be present
- Please paste on A4 paper, do not use staple or tape
- Single layer
- [For online overseas purchases] Please provide:
 - Credit card statement
 - Online receipt with the amount that tallies with the amount in credit card statement
- [For overseas receipts] All receipts must contain the following:
 - Company name
 - Company address
 - Company registration number
 - Date of purchase
 - Receipt number
 - Signature

Question time!

What's wrong?

| Tuan | |
|------|--|
| Toko | |

NOTA NO. JUMLAH HARGA NAMA BARANG BANYAKNYA 31 600 Kacang Telur 15 800 Kerupuk Pedas 13.050 39 150 38 500 Emping Jagung Asin 19 250 37 200 12 400 Stick Ikan 37 200 Stick Balado 12 400 Kerupuk Palembang 47 700 15 900

Jumlah Rp. 231 350

Tanda Terima

Hormat kami,

Answer

This is not an official receipt as it does not have the following:

- o Company name
- Company address
- Company registration number
- Date of purchase
- o Receipt number
- Signature

Tuan Toko

| BANYAKNYA | NAMA BARANG | HARGA | JUMLAH |
|-----------|--------------------|--------|--------|
| 2 · | Kacang Telur | 15 800 | 31 600 |
| 3 | Kerupuk Pedas | 13.050 | 39 150 |
| 2 | Emping Jagung Asin | 19 250 | 38 500 |
| 3 | .Stick Ikan | 12 400 | 37 200 |
| 3 | Stick Balado | 12 400 | 37 200 |
| 3 | Kerupuk Palembang | 15 900 | 47 700 |
| | | | 1 - |
| | | | |
| | | | |

Jumlah Rp.

231 350

Tanda Terima

NOTA NO.

Hormat kami,

Question time!

What is wrong here?





Answer



The amount doesn't tally, we can't process this claim.



Please provide a screenshot with the amount that tallies.

- Go to www.alipay.com
- Use mouseover
- Go to **我的**账单



Sample of Purchase Request Form (PRF)

| SUTD Stude | nt Organisatio | <u>n</u> | | | | | | |
|---|-------------------|----------------------|---|---------------------|--|--|--|--|
| Purchase Request Form (for less than \$300) | | | | | | | | |
| A Droingt Co. | do. | | | | | | | |
| A. Project Cod | je: | | | | | | | |
| B. Student Q | ganisation: | | | | | | | |
| C Name of Pr | roject/Durchase | | | | | | | |
| C. Name of Fi | oject/Furcilase. | | | | | | | |
| D. Purchase I | nformation: | | I | | | | | |
| Item | | Quantity | Reason for Purchase | Cost (S\$) | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total Cost (S\$ |) | | | | | | | |
| E D | | | | | | | | |
| E. Prepared B | y: | | | | | | | |
| | | | | | | | | |
| | Signature | | | | | | | |
| Name: | | | | | | | | |
| Student ID: | | | | | | | | |
| Designation: | | | | | | | | |
| Date: | | | | | | | | |
| | | | | | | | | |
| Γ Δηη | D | | | | | | | |
| Note: Approval to | | rer. If Treasurer is | the claimant, approval should be sought f | from the President. | | | | |
| Fund: | OSI Specifical | Income / De- | astion * planes in disate | | | | | |
| runa: | OSL SEED FUND/ | income/ Dor | nation * please indicate | | | | | |
| Balance in the | e above fund as a | t date of sigr | nature: | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | Signature | | | | | | | |
| Name: | | | | | | | | |
| Student ID: | | | | | | | | |
| Designation: | | | | | | | | |
| Date: | | | | | | | | |
| | | | | | | | | |

Notes for Purchase Request Form (PRF)

Approval date:

 This form should be approved and signed **before** the purchase, i.e. the dates in the Purchase Request Form must be earlier than the purchase date

Approving authority:

- The PRF should be approved by the Treasurer. If the Treasurer is the claimant in Student Claim Form, the President is to approve the purchase
- The person who prepare the form cannot be the approver

• Amount:

- Total amount in PRF is more or equal than total amount of invoice/student claim form
- PRF is not a duplicate of the Student Claim Form, a general projected expenditure is acceptable
- Please fill in the "balance in the above fund as at date of signature" correctly

Sample of Purchase Award Form (PAF) Apr 2016

| SUTD Student Organisation Purchase Award Form (for purchases \$300 and above) | | | | | | | | |
|---|---|---------------|---|---------------------|------------|--|--|--|
| | | | | | | | | |
| A. P | roject Code: | | | | | | | |
| B. Student Organisation: | | | | | | | | |
| C. N | C. Name of Project/Purchase: | | | | | | | |
| Critaine of Projecty archiber | | | | | | | | |
| D. P | urchase Information: | Quantity | | Reason for Purchase | Cost (S\$) | | | |
| | item | Quantity | - | Neason for Purchase | Cost (35) | | | |
| | | + + | | \vdash | | | | |
| | | + | | | | | | |
| | | + | | | | | | |
| _ | I C Ictl | | | | | | | |
| Tota | l Cost (S\$) | | | | | | | |
| E. Re | ecommended Vendor | | | | | | | |
| | | | | | | | | |
| s/n | 1) 3 Quotations Ite | m | | Details | | | | |
| 3/II | | | | Name of Vendor | Offer (\$) | | | |
| 1 | Vendors and Schedule (Please enclose details | | | | | | | |
| • | quotations.) | 0,5 12.100. | | | | | | |
| 2 | Evaluation Conducted | bv | | | | | | |
| 3 | Name of Recommend | | | | | | | |
| 4 | Reasons For Recomme | ending Vendor | | | | | | |
| | 2) Waiver of Quotation | n | | | | | | |
| s/n | Ite | | | Details | (4) | | | |
| 1 | Vendors and Schedule | of Offer | | Name of Vendor | Offer (\$) | | | |
| 2 | Reasons For Waiver of | Quotation | | | | | | |
| F. Pi | repared By: | | | | | | | |
| | • | | | | | | | |
| _ | Signature | | | | | | | |
| Nar | me: | | | | | | | |
| Stu | ident ID: | | | | | | | |
| | signation: | | | | | | | |
| Data: | | | | | | | | |

| G. Approved By: | | | | | | | | |
|---------------------|------------------------------|---|-----------|--|--|--|--|--|
| Note: Approval shou | ld be sought from the Treasu | rer and the President. If one of the cla conother member of the Executive Co | | | | | | |
| | | ne/Donation * please indica | | | | | | |
| Balance in the | above fund as at date | of signature: | | | | | | |
| | | | | | | | | |
| | Signature | | Signature | | | | | |
| Name: | | Name: | | | | | | |
| Student ID: | | Student ID: | | | | | | |
| Designation: | | Designation: | | | | | | |
| Date: | | Date: | | | | | | |
| | | | | | | | | |
| | £4.000 - 141 | | | | | | | |
| H) For Purchas | es \$1,000 and Above | | | | | | | |
| Approved by O | ffice of Student Life: | | | | | | | |
| | Signature | | | | | | | |
| Name: | | | | | | | | |
| Name. | | | | | | | | |
| Designation: | | | | | | | | |

Notes for Purchase Award Form (PAF)

Approval date:

 This form should be approved and signed before the purchase, i.e. the dates in the Purchase Award Form must be earlier than the purchase date

Approving authority:

- \$300 to \$999.99, the PAF should be approved by Treasurer and President
- \$1000 and above, the PAF should be approved by Treasurer, President and Student Life
- A claimant cannot be the approver

Amount:

- Total amount in PAF should be more or equal than total amount of invoice/student claim
- Please fill in the "balance in the above fund as at date of signature" correctly

Quotations:

- If total amount for one vendor is \$300 and above, please provide 3 printed quotations
- Do not split invoices/claims to avoid this process

Sample of Quotation





To:

Mr James Lin SUTD SWAN-LI (SINGAPORE) PTE LTD 21 Woodlands Close, PRiMZ BizHub Unit #04-19, Singapore 737854 Tel: (65) 6898 2622 Fax: (65) 6898 2522 Email: enquiry@swanli.com Co. Reg: 199402407E

Date: 18 Aug 2015

Reference No: JH-1094/15

Thank you for your enquiry dated: 17 Aug 2015 We are pleased to quote you the following:

| Salesperson | Job | Payment Terms | Lead Time |
|-------------|--|--------------------------------------|--|
| 1 | Supplying and Installing of Playground Equipment for the request by SUTD | 50% Deposit 50% Materials On Site | 6 Weeks Shipment 1 Week Installation Total 7 Weeks |

| Item | Description | Qty | Unit | Unit Price | 9 | Item T | otal |
|------|---|-----|------|------------|----------|--------|----------|
| 1 | Supply Only of Garden Swing Model: 4 Seater Garden Swing Material: G/S Powder Coated | 1 | Set | \$ | 2,000.00 | \$ | 2,000.00 |
| 2 | Installation on Exising Concrete Surface with Baseplate and Anchor Bolts (Excluding Architectural Flooring Finishing) | 1 | Job | \$ | 150.00 | \$ | 150.00 |

Notes for Quotation

 Email 3 different companies to seek quotations, this is the fastest and easiest way

Complete Purchase Documents for Submission

Original hardcopy documents, placed in the following order

| Value | Documents | | | |
|-------------------------|--|--|----------------------------------|--|
| | Claim | Invoice | (before Purchase) | |
| Up to \$299.99 | Student Claim Form Receipt Purchase Request Form (PRF) | Invoice Purchase Request Form (PRF) | Treasurer | |
| \$300 to \$999.99 | Student Claim Form Receipt Purchase Award Form (PAF) 3 Quotations | Invoice Purchase Award Form (PAF) 3 Quotations | Treasurer & President | |
| \$1,000 and above | Student Claim Form Receipt Purchase Award Form (PAF) Quotations | Invoice Purchase Award Form (PAF) 3 Quotations | Treasurer, President & OSL | |

Income

2/5

Income Deposit

- All cash collections must be accompanied by official receipts (obtainable from OSL) and banked in to your club's income fund
- Do not pay vendors directly with your collections

Income Deposit Procedure

- 1. Collect receipt book from Student Life Staff Advisors
- 2. Issue receipt/ ticket stub/ coupon to payer
- 3. Arrange appointment to meet Student Life Officer at One Stop Centre. The deposit should be done within 3 working days
- 4. Submit the following documents:
 - a. Cash
 - b. Carbon copy receipts/ ticket stubs/ coupon stubs
 - c. Income Deposit Form
 - Reference number: Format "INC16-xxx-0001", where "xxx" is the last 3 digits of the club project code, and "0001" refers to running number of invoices in the same financial year
- 5. Keep the photocopy of the signed Income Deposit Form

Sample of Income Deposit Form

| SUTD Student Organisation Income Deposit Form | | | | |
|---|------------------|-----------|----------------------------------|-----------------|
| A. Income Deposit No.: | sit No.: INC16 – | | | |
| B. Project Code to Deposit: | 01-INC-SL | -SL | | _ |
| C. Student Organisation: | | | | |
| D. Name of Event/Project: | | | | |
| E. Date of Event/Project: | | | | |
| F. Description of Income: | | | | |
| G. Amount Received: | | | | |
| Breakdown: Description | Pri | ice (S\$) | Quantity | Sub-total (S\$) |
| | | (-7, | | |
| | | | | |
| | Total | | | |
| G) Additional Attachments | (List Below): | | | |
| ☐ Cash / cheque (cheq | | | | |
| Carbon copy receipts ticket stubs/ coupon | | | |)/ |
| ☐ Event Financial Repo | | | delete decoratingly | |
| H) Submitted by: | | | | |
| ny submitted by: | | | | |
| Signature & Da | te | - | | |
| Name: | | | | |
| Student ID: | | | | |
| Designation: | | | | |
| I) Acknowledged by Office of Student Life | | J) | Received by Office of Finance | |
| Signature & Date | | | Signature & | Date |

Donation / Sponsorship

3/5

Donation vs Sponsorship

Please use the correct term and be consistent in usage!

| Donation | Sponsorship |
|--|---|
| Donations are outright cash gifts. There should be no tangible benefits, but the donors can be acknowledged (in name/logo) at events/collaterals | Sponsorship can be in cash or in kind, and it entails commercial benefits or value to a business |
| Qualified donors receive tax deductions | Sponsors will not receive tax deductions |
| When a donor gives a\$1,000 donation, you receive \$1,000 | When a sponsor gives a \$1,000 cash sponsorship, you receive \$934.58. Cash sponsorship is GST chargeable |

Question time!

- If a sponsor gives \$1,000, how much money do you get?
- \$ 934.56
- If a donor gives \$1,000, how much money do you get?
- \$1,000
- Does a sponsor enjoy tax deduction benefits?
- No. Only donors enjoy tax deduction benefits

Procedure on Obtaining Donation/Sponsorship

Important: Do not approach companies without approval from OSL

- 1. Submit the following to OSL 3 months ahead
 - (a) Event Proposal Form
 - (b) List of prospective companies
 - Organisation name, industry, contact person, email, what are you asking for (donation or sponsorship)
 - (c) Proposal in PowerPoint format
- 2. Obtain approval from OSL to approach companies
- 3. Contact companies
 - o For sponsorships, seek approval from OSL before confirming agreement
- 4. Submit the following to OSL:
 - (a) Donation: Donation Form and cheque
 - (b) Cash sponsorship: Income Deposit Form and cheque
 - o Cheque should be made to "Singapore University of Technology and Design"

List of Companies

- The purpose of OSL reviewing the list is to ensure that we don't overlap with other departments and increase the chance of success
- In general, the list of organisations to avoid include:
 - SUTD Board of Trustees
 - Foundations
 - Companies related to alcohol/gambling/tobacco
 - Companies that have just given to SUTD (we will advise you after seeing your list)
- For student organisations who are planning to approach prospective donors/sponsors between Jan to Apr 2017:
 - Please inform your Staff Advisors by 20 Dec 2017
 - Student organisations to meet and de-conflict the list **before** sending the list of companies to OSL

Donation/ Sponsorship Proposal

- Use the correct term: do not use the two terms "donation" and "sponsorship" in the same proposal
- PowerPoint format
- Do include the following details:
 - Introduction about your student organisation
 - Event details: date, time, venue, fee
 - Breakdown of cost
 - Invitation to support
 - Benefits
 - Contact

Transaction Register

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Transaction Register

• Treasurers should track all income and expenditure by recording them in the transaction register

Sample Transaction Register

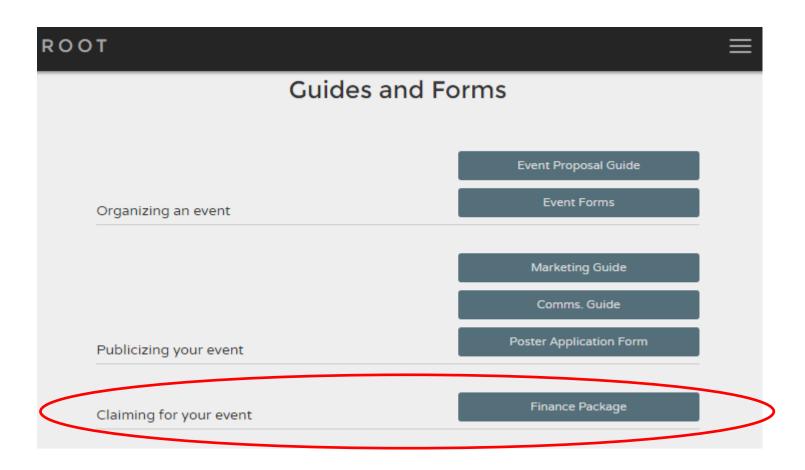
| | Α | В | С | D | E | F | G | Н | 1 |
|-----------------------|--|--|-----------------------|------------------|------------|-----------------------|-------------------|---------------|---------------|
| 1 | | | | | | | | | |
| 2 | PAYMENT AND INCOME TRANSACTION REGISTER | | | | | | | | |
| 3 | | For transaction on exp | | | | | | | |
| 4 | | For transaction on expenditure, please fill up columns A and B. For transaction on income, please fill up columns A and C. | | | | | | | |
| | | | | | | | | | |
| 6 | | | | | | | | | ' I |
| 5 6 7 8 9 | 1. OSL Seed Fund (01-STC-SL) Balance \$ | | | | | | | - | |
| 8 | 8 | | | | | | | | |
| 9 | | A. General Info (compulsory field) B. For expenditure only C. For income only | | | | | | | ne only |
| | | Invoice/ Claim No. | Description | Date of Invoice/ | Payee Name | Invoice/Claim | Date of | Seed Fund | Date of |
| 10 | | ₩ | ▼ | Claim | ₩ | Amount (S\$) with GST | Submission to OSL | Amount (S\$) | Transfer to |
| 11 | | | | | | U31 | USL | | Club Accot |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 14 15 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 21 | | | | | | \$ - | | \$ - | |
| 22 | | | | | | - | | - | - |
| 23 | | | | | | | | | |
| 24 | | 2. Income (01-IN | IC-SL) | | | | Balance | \$ | - |
| 25 | | • | , | | | | | | |
| 26 | | A. General Info (compulsory field) B. For expenditure only C. For income of | | | | | | | |
| | | Invoice/Claim/Inco | Description | Date of | Payee Name | Invoice/Claim | Date of | Income Amount | Date of Bank- |
| 27 | | me Deposit No. | ₩ | Invoice/Claim | ₩ | Amount (S\$) with | Submission to OSL | (S\$) | in to Finance |
| 28 | | | | | | | 000 | | |
| 29 | | | | | | | | | |
| 14 | 4 | Payment and | Income Purchase Order | (2) | | | | [] ∢ | |
| | | | | | | | | | |

Final Reminders

5/5

Finance Package

Please obtain the guidelines and forms from http://root.sutd.edu.sg/cache/



Deadlines

- Student Claim Form: submit within 1 month after receipt date
 - Late claims may not be considered for reimbursement
- Invoice: submit within <u>3 days</u> after receiving invoice
- Income: submit within 3 days after collecting cash
- OSL Seed Fund: All invoices and claims for FY16 must be submitted by 21 February 2017 (Tuesday)
 - Unused OSL Seed Fund will not be carried over to next financial year
 - Submissions after the deadline will not be processed
 - Please contact your Staff Advisor if you have issues

Contact us

- Please submit claims and invoices to your OSL Staff Advisors
- Please contact us if you have any enquiries

| Sub-Clusters | OSL Staff Advisors | | |
|---|------------------------------|--|--|
| Performing Arts Visual Arts Community Service | Lee Sea Ming | | |
| Culture Makers Social | Crystal Qua | | |
| Sports | Fang Jia Bin Ng Woon Yang | | |

Declaration of Conflict of Interest *new*

- Exco members who approve purchases must complete an annual declaration of Conflict of Interest
 - Click <u>tinyurl.com/hjnvhk8</u> or scan QR to complete form
- Please request the following to declare today
 - President, Vice President, Treasurer,
 Assistant Treasurer (if any), any EXCO who approves purchases



- Conflict of interest happens when you or your close relatives may gain profits from a purchase
- Exco members who has conflict of interest should not be involved in purchasing process