

# **Rochester Institute of Technology**

## **Club Certification Booklet 2007-2008**

**Processes and Procedures**  
For SG Recognized Clubs Only



## Table of Contents

Table of Contents .....	2
Contact Information .....	3
Club Responsibility .....	4
Budget Information .....	5
Student Government Club Financial Spreadsheets .....	6-8
Financial Transactions .....	9
Planning an Event .....	9
EAF Form .....	10
How to Complete an EAF Form .....	11
Particular Transactions .....	12
Campus Connections Bookstore .....	12
Cash Needed .....	13
Reimbursements or Advances for Gas and/or Mileage-Non-Overnight Travel .....	14
Cash Boxes .....	14
Check Payment .....	15
W-9 Form .....	16
VISA .....	17-18
VISA Checkout Form .....	19
Gift Certificates/Gift Cards/Prizes .....	20
HUB .....	21
Office Max Purchases .....	22
Travel .....	23-24
Vehicle Rental .....	25
AFAF/ATF .....	26-27
Mileage Form .....	28
Application for Additional Funds (AFAF)/Application for Travel Funds (ATF) .....	29-30
Sales Tax Exempt Form .....	31
Deposits/After Hours Deposits/Donations .....	31
Process of Fundraising/Form .....	32
Contract Process .....	33-34
Contract Request Form .....	35
Office-Max Supply Form .....	36
Room Form .....	37
Official's Voucher .....	38

## **Contact Information**

### **Merry Schading, Center for Campus Life Financial Coordinator**

Phone: 585-475-5658

Email: [mlw0137@rit.edu](mailto:mlw0137@rit.edu)

Fax: 585-475-6600

**If you need to see the Center for Campus Life Financial Coordinator, please make an appointment at the Club Resource Center. The Club Resource Center is located in the RITreat.**

### **Club Resource Center**

Monday through Friday

10 am to 4:30 pm

Phone: 475-4111

Email: [infosg@rit.edu](mailto:infosg@rit.edu)

### **Financial Staff:**

#### **Dawn Rizzo, Assistant Financial Coordinator**

**Main Duties: SG Additional Awards/Reviews EAF Forms/Student Government Transactions/Journal Entries**

Email: [darcccl@rit.edu](mailto:darcccl@rit.edu) Phone: 585-475-5798

#### **Carol Giuliano, Clubs Budget Assistant**

**Main Duties: VISA Cards/Travel**

Email: [sgstnt2@rit.edu](mailto:sgstnt2@rit.edu) Phone: 585-475-6072

#### **Wan Yin Lui, Student Financial Assistant**

**Main Duties: Deposits/Data Entry**

Email: [sgstnt@rit.edu](mailto:sgstnt@rit.edu)

Please frequently check your club's folder located just outside the Student Government Office in the RITreat.

## Club Responsibility

This manual outlines the processes and procedures that Student Government recognized Clubs must follow in order to perform financial transactions here at RIT. In order to transact financial transactions, individuals—usually officers of the club—need to attend a Club Financial Certification Session and pass a competency exam with a score of 75% or better. For a listing of the current sessions, please refer to <http://campuslife.rit.edu/main>. Look under Club Resources. After these individuals have completed one of these sessions and passed the exam, they are asked to sign the Certificate of Responsibility. When you sign this form, you promise to abide by the rules and procedures outlined in the Club Certification Booklet.

When you require a financial transaction completed for your club, you will submit an **Expense Approval Form (EAF)**. If the Financial Office needs additional information, receipts or backup that is missing from the EAF, an email will be sent to the requestor, the Advisor of the club, and the Assistant Director of Campus Life Programs.

If a second or third email needs to be sent regarding your EAF and there hasn't been sufficient action on the part of your club to rectify any problems, your club may be asked to meet with the Assistant Director of Campus Life Programs and/or the Center for Campus Life Financial Coordinator. Additionally, your club may be asked to have one or more members/officers recertified---which means that they will have to attend another 1 ½ hour Financial Certification Session on how to submit requests. If your club neglects to submit certain required paperwork such as receipts or does not make efforts to follow processes and procedures, your club may be “frozen.” When your club is “frozen,” your club is unable to transact financial transactions until the “frozen” status is removed.

It is your responsibility as a financially certified member to submit requests properly. On the occasion where there is a problem with an EAF form, it is your responsibility to get in touch with the Center for Campus Life Financial staff to rectify the problem immediately. You may do this by way of email or appointment.

**We complete club financial requests as quickly as we can. Our turn-around time for most requests is 3 days or less. Please give us sufficient time to complete your requests. Because of work load, we cannot be expected to honor last minute requests. Please think ahead and be courteous.**

## Budget Information

Information on the Student Government Budget Process can be found in the resources section of the club website, <http://campuslife.rit.edu>

Once your club's budget has been approved or allocated by Student Government, you can start making expenditures any time after July 1. RIT is on a fiscal year accounting basis. Our fiscal year starts July 1<sup>st</sup> and ends June 30<sup>th</sup> of the following year. **You must spend your entire allocated budget by 6/30 of the following year in order to get your club's entire allocated budget amount.** Additional awards you may have been awarded through Student Government during the year do not count toward your total actual expenditures for the year, nor does any departmental support your club receives.

### Example:

You were allocated a budget of \$500. At the end of the fiscal year, June 30, your total expenditures are listed on the Spreadsheets from the Center for Campus Life Financial Coordinator as \$1500. You received an Additional Award from Student Government for a trip your club took in the amount of \$800 and your club received \$100 for Departmental support for the trip. You must subtract the Additional Award of \$800 from your total expenditures of \$1500 and the \$100 Departmental support to get a net amount of \$600 for actual net expenditures.

### Your club's end of the year budget adjustment:

You compare \$600 actual net expenditures to the allocated budget of \$500. You spent your entire budget and you will get the full budget adjustment amount of **\$500**.

### Rollover

Your club's fundraising will rollover to the next year depending on the amount of actual expenditures and fundraising your club makes.

## **Student Government Club Financial Spreadsheets**

RIT works on a fiscal year basis. This means that the year starts July 1 and ends June 30 of the following year.

The Center for Campus Life Financial Coordinator keeps an up-to-the-minute spreadsheet that keeps track of all your expenses and deposits. Your club spreadsheet acts like a check register would for your personal checking account. The Center for Campus Life Financial Coordinator uses these spreadsheets in conjunction with RIT's Oracle Financial Program. These spreadsheets list your beginning balance at the beginning of the fiscal year and summarize all transactions.

Your organization will be given a copy of your spreadsheet in the form of a print out (shown on the next page) each month after the Financial Coordinator has reconciled your club's account. This spreadsheet print out for the previous month's activity will be placed in your club's mail folder in the RITreat after reconciled. This should be approximately the 20<sup>th</sup> of the following month.

**The “Total Accumulative Balance Available to Spend” on the statement represents your organization's current balance. This is the amount you have available to spend.**

			Expenses		Income		
Account		Budget Allocation	In-Transit	RIT Records	In-Transit	RIT Records	Balance
Beginning Balance							
\$0.00							
External Expense Accounts							
63190	Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70050	Admin/Professional Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70450	Tech./Clerical/Sec. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70750	Part-time Reg. Tech. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70850	Temp. Prof. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Reg. Prof. Staff-Special						
70900	Assignment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70925	Faculty-Special Assignment-SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Reg. Hourly Spec. Assign.						
70950	Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71100	Non-RIT Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71150	Grad. Asst. Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71250	Student Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
71350	Student Work-Study Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72050	Benefits-Pooled Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
72300	Benefits-Tuition Waiver	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73100	Copying/Duplicating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73150	Supplies-Office	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73159	Supplies-Office I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73500	Supplies-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73550	Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73600	Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73700	Signage & Info Media	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
74250	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75000	Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75050	Honoraria	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75100	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75150	Temp. Hourly Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
75800	Freight & UPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
76950	Equipment Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
77250	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
78000	Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
78200	Auto Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
78550	Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
79250	Recruitment-Students	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80000	Maintenance & Repairs-Bldgs.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80200	Equipment Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80400	RIT Vehicles-Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Equipment Purchases under						
84000	\$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Equipment Purchases over						
16200	\$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
86000	Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Internal Chargeback Accounts							
90000	Corporate Education & Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90100	Campus Connections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Campus Safety (Van						
90145	Certification)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

90160	ETC Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90170	Facilities Mgmt Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90180	Food Service Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90182	Food Service/Flex	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90185	Food Service Catering Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90200	HUB - Copy Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90205	HUB - Postage Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90210	HUB - Printing Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90215	HUB - Proprietary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90220	HUB - Work Orders	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90221	HUB - Misc. Charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90295	RIT Inn - Room Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90296	RIT Inn - Hospitality	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90297	RIT Inn - Conference Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90240	Tech Crew	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90310	Misc. Chargeback	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90370	Telephone - Rentals/Long Distance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90375	Telephone - Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Expenses:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Revenue Account</b>							
54000	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59000	Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59001	Additional Funds Awards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
59030	Departmental Support						
59300	Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Revenue:</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Current Year Sub-total</b>							<b>\$0.00</b>
<b>Total Accumulative Balance Available to Spend</b>							<b>\$0.00</b>
<b>TOTAL ACTUAL RECONCILED BALANCE AS OF</b>							<b>\$0.00</b>
							<i>(office use only)</i>



## **Financial Transactions**

In order for your club or organization to operate, you will need to initiate and carry out financial transactions. A financial transaction is any activity that ultimately causes an exchange of funds into or out of your organization's financial account.

It is recommended that your organization keep financial records to substantiate all financial transactions. For each deposit, you will be given a receipt by the Club Resource Center Staff Assistant. Record this deposit in your organization's records and file all receipts in a systematic way.

For each and every transaction that occurs through your organization, you must submit to the Club Resource Center Staff Assistant a completed **Expense Approval Form (EAF form)** shown on the next page. Make certain that this form is completely and legibly filled in with all information and include necessary signatures of advisors and descriptions as the form indicates. Make sure in the upper right corner of the EAF form that you have indicated the date the transaction needs to be completed by. Do not indicate 'As soon as possible.' You may get copies of the EAF form at the Club Resource Center. Please follow the instructions on how to complete the EAF form starting on Page 11.

**Turnaround time for financial requests is normally 3 days for most requests. If you wish to have a check drawn, plan on at least 2 weeks.**

It is recommended that you keep copies of all EAF forms you submit and record this disbursement of funds in your organization's records.

## **Planning an Event**

**All Events need to be registered with EVR (Event Registration) located in the Student Alumni Union Information Desk which is next to the Candy Counter. You must be EVR-certified in order to register an event. Please see Information Desk for a list of times for these EVR certification sessions.**

**Start early to plan your event. There are many details that need to be decided and arranged before your event may be held. The most successful events are those that are planned well ahead. It is recommended that you build into your plans an extra amount of time to accommodate snags in the plan if they should occur.**

**It is highly recommended that when planning an event, you include an appointment with the Center for Campus Life Financial Coordinator. This way you can clarify your financial needs so your event might be more financially successful.**

**No alcoholic beverages are allowed to be purchased nor reimbursed through club accounts.**

## Student Government Expense Approval Form (EAF)

THIS FORM MUST BE FILLED OUT FOR ANY EXPENDITURE YOUR CLUB MAKES.

\*\*\*\*\* Please allow 3 days turnaround for most requests; 7-10 days for check requests\*\*\*\*\*

VISA \_\_\_\_\_ (Office use only)

Date you need this Transaction done by \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Club \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Account number to be used: 09.5\_\_00. \_\_\_\_\_. 00. \_\_\_\_\_. 00000

### Method of Payment/Transaction needed:

TIME STAMP HERE

☐ Bookstore (You must make an appointment to sign out an RIT VISA)

☐ Hub (After purchase, return invoice to Club Resource Center)

☐ Cash Needed (Maximum cash allowed is \$200. Give Details Below.)  
(You must submit receipts within 5 days. Use Tax Exempt Certificate.)

☐ Office-Max Purchase

☐ Check Payment (RIT Requires Official Backup in order to draw a check. Attach invoices/receipts /W-9 for all Check Requests.)

☐ Travel

☐ Check to be mailed    ☐ Check to be picked up @  
Club Resource Center

☐ Vehicle Rental (From Outside RIT agency need appointment with  
Financial Coordinator)

☐ VISA

☐ AFAF/ATF Approved Funds  
Award # \_\_\_\_\_

☐ Other \_\_\_\_\_

Event Name \_\_\_\_\_ Destination \_\_\_\_\_ Event Date \_\_\_\_\_

### Company/Individual that you will be paying:

Name \_\_\_\_\_ Company's Phone# \_\_\_\_\_

Address \_\_\_\_\_ Company's Fax# \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Company's Tax ID# or SS# \_\_\_\_\_

**Detailed Description of Purchase:** (List details of your event including names of attendees or number of expected attendees/items to be purchased and the purpose of the purchase)

Club Treasurer's Signature \_\_\_\_\_ Total \$ \_\_\_\_\_  
(not required)

Advisor's Name (Please print) \_\_\_\_\_ E-mail \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Advisor's Phone # \_\_\_\_\_

### Shipments

**T SHIRT APPROVAL** \_\_\_\_\_  
(Signature of Assistant Director of Campus Life Programs)

Date Received	Signature	Pick-up Date
---------------	-----------	--------------

## How To Complete An EAF Form

You will be requesting different transactions; however, each EAF form (See page 10) should have the following filled out:

- At the top of the form, be sure to indicate the date when you need the transaction completed.
- Fill in your name, today's date, your email address, your phone number and your organization's name.
- Fill in an alternate contact name, phone number, and email address.
- For Method of Payment/Transaction Needed, check off what type of transaction is needed.
- Note: If the purchase is SG Award related, indicate Award number from your Award letter
- Indicate Event Name, Destination if travel related, and Event Date
- Fill in all contact information for Company/Individual you are paying. This includes name, complete address, phone #, fax#, Tax ID#.
- Provide a complete description of your purchase. See EAF form for details.
- List total \$\$ amount you are spending or plan to spend.
- Club Treasurer's signature is not required, but can be used at discretion of club
- Fill in Advisor's Name, phone number, and e-mail address. **Advisor's signature is required !**
- For T-shirt/Clothing purchase, you must get approval of design of the Assistant Director of Campus Life *prior* to purchase by presenting him with a sample of the design.

For instructions on specific types of transactions, please see the "Particular Transaction" section.

**It is the responsibility of the Center for Campus Life Financial Coordinator to give out account numbers for clubs.**

**Never give out your club's account number!**

## Particular Transactions

### Important Note:

It is your club's responsibility to make certain the Center for Campus Life Financial Coordinator is aware of all expenses for your events. If you overspend, your club is responsible for any deficits. Please deposit all fundraising at the Club Resource Center. Do not spend from Fundraising!

### Campus Connections Bookstore

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form check ☐ Bookstore
- In "Detailed Description of Purchase," list all items to be purchased, quantity, and estimate of cost.
- You must make an appointment with the Clubs Budget Assistant to sign out an RIT VISA card.

Please note: This is a new procedure, and we no longer utilize the Campus Connections Internal Charge forms.

- Please bring your completed EAF to your appointment. The process for using the VISA card will be explained to you at that time.

## Cash Needed:

Organizations are strongly discouraged from spending money, then seeking reimbursement. All expenses need to be reviewed and approved **before** they are paid or incurred. If you pay out of your own pocket, you run the risk of not being able to get your money back. If you pay out of your own pocket, you also run the risk of the establishment charging you sales tax. You cannot get reimbursed for sales tax.

Never pay for services (such as DJ, Speaker, referee, Recording Studios, Graphic Artist) with cash and expect reimbursement. You cannot get reimbursed for such expenses. **Services such as must be paid for either through the Accounts Payable process or the RIT Payroll process and therefore must be paid by check.**

RIT strongly *encourages* the use of RIT's Corporate VISA cards. Student Government has the use of Departmental VISA cards that clubs and others may use. If a VISA credit card may be used for your purchase, please refer to heading "VISA". If you request cash and a VISA card may be used for your purchase, you will be notified and a VISA card transaction will be required.

If you have indicated that you need cash, the Center for Campus Life Financial Coordinator may call or email you to inquire about using the RIT VISA card. If it is imperative that you have cash, please see below:

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form check ☐ Cash Needed
- Indicate the amount needed (Please note that there is a \$200 limit on all cash requests.)
- In the "Detailed Description of Purchase" section indicate either the name of the company where you will be making your purchase or the person's name that is to be reimbursed. Describe items purchased.
- If you need cash in order to make change for an event (an advance) , please let us know the denominations you will need and the quantity of each.
- Submit the EAF form to the Club Resource Center Staff Assistant
- You will be notified via email when you may pick up the cash. See the Club Resource Center Staff Assistant to pick up cash. You will get the cash in an envelope that gives us pertinent information to find your organization's paperwork for this purchase. Please keep the envelope to put receipts and leftover cash in when your purchase is complete. Only the requestor or the alternate contact may pick up the cash.
- **DO NOT PAY TAX!** Use the RIT Tax Exempt Certificate. RIT will not reimburse you for tax. Sales Tax Exemption forms are available from the Club Resource Center Staff Assistant for valid RIT purchases. You may photocopy these forms.
- Submit all receipts taped on an 8 ½" X 11" piece of paper and all remaining cash in the envelope provided to the Club Resource Center Staff Assistant **within 5 days. Failure to submit receipts and/or remaining cash within 5 days may result in the RIT Cashier putting a "freeze" on your organization's account. If this happens, you may not be able to make any financial transactions for up to 60 days.**

## **Reimbursements or Advances for Gas and/or Mileage for Non-Overnight Travel**

Please be aware that if you use your personal car for local non-overnight club business, you may either ask for a cash advance for mileage or get reimbursed after your trip. You request a cash advance to fund the mileage for the trip, you receive the cash (Up to \$200), when you come back from the trip you present a completed mileage form, which can be found at [http://finweb.rit.edu/Controller/forms/mile\\_reimbursemt.pdf](http://finweb.rit.edu/Controller/forms/mile_reimbursemt.pdf), as a receipt plus the necessary EAF form.

If you need money in order to fuel up a rental vehicle (SG Van/Campus Safety van/Outside rental agency) for local non-overnight travel, we can do an advance for gas. You would request an advance for gas. When you come back from your trip, you would present the gas receipts to complete your business. **Failure to submit receipts and/or remaining cash within 5 days may result in the RIT Cashier putting a “freeze” on your organization’s account. If this happens, you may not be able to make any financial transactions for up to 60 days.**

## **Reimbursements or Advances for Gas and/or Mileage for Overnight Travel**

There are no advances for Overnight travel. We would be happy to reimburse you after your trip is completed.

## **Cash Boxes**

### **No EAF form is required to use a Cash Box!**

- Cash boxes are available at the Club Resource Center for organizations that are having an event and need them. Boxes are First Come, First Served.
- See the Club Resource Center Staff Assistant to sign one out in your organization’s name.
- Submit cash to the Club Resource Center Assistant to deposit each day. Do not keep cash overnight. For safety, all cash collected should be deposited into your organization’s account only.

**If you need some money to make change for an event, please remember that when you sign out a cash box, it isn’t automatically filled with change for your event. You must submit an EAF form to request a cash advance indicating how much you need and in what denominations.**

## Check Payment

We cannot draw a check with an EAF only! RIT requires official backup to draw checks. Make sure you have sufficient backup for checks, which includes a W-9, an invoice, and/or a contract.

**Please be aware that as of September 2006, if you require a check of any kind, you must submit a W-9 form.**

- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form, check ☐ Check Payment and indicate either ☐ Check to be mailed or ☐ Check to be picked up at Club Resource Center. **If you do not specify, the check will be picked up.**
- Complete section “Company/Individual that you will be paying” indicating the person to be paid, his/her complete address and Tax ID/Social Security number.
- Attach a completed W-9 form to the EAF form. You may obtain a copy of this form at <http://finweb.rit.edu/Controller/forms/fw9.pdf> (see page 16).
- **IMPORTANT: If you are picking up food from an establishment or having it delivered, make an appointment with the Clubs Budget Assistant. A W-9 form and check payment might be necessary. Sometimes, depending on circumstances, these types of payments MAY be made with the Visa Card. Some small vendors require check payment.**
- If the check payment is for services of a referee, attach an Official’s Voucher (See page 37) to the EAF form. Have the referee fill out and sign an Official’s Voucher form and a W-9 form. Official Voucher forms are available from the Club Resource Center Staff Assistant .
- If the payment is for merchandise, registration, hotel charges, etc., attach an invoice to the EAF form . Most of these charges, however, should be paid for with the VISA Procurement card. Some small companies do not accept VISA charges. In this case we would pay the invoice by way of check.
- When putting on an event for your organization, certain services require the use of a contract. If a contract is involved, attach a copy of a contract to the EAF form When you register your event, EVR will explain the contract process. Please see the EVR contract process on pages 32-33 for additional information.
- If the check is for registration fees and the vendor does not accept VISA, attach a copy of a completed registration form as back up.
- Submit the EAF form to Club Resource Center Staff Assistant
- The check request will be processed and you will be notified by email when the check is available for pick up. See the Club Resource Center Staff Assistant to pick up all checks. Only the requestor or the alternate contact may pick up the check.

# W-9 Form

Form <b>W-9</b> (Rev. December 2000) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
---	---	---

Please print or type	Name (See <b>Specific Instructions</b> on page 2.)	
	Business name, if different from above. (See <b>Specific Instructions</b> on page 2.)	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	

<b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the <b>Part I instructions</b> on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see <b>How to get a TIN</b> on page 2. <b>Note:</b> If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.	List account number(s) here (optional)					
<table style="margin: auto;"> <tr> <td style="border: 1px solid black; padding: 5px;">Social security number</td> </tr> <tr> <td style="text-align: center;">    +          </td> </tr> <tr> <td style="padding: 5px 0;">or</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">  +            </td> </tr> </table>	Social security number	+	or	Employer identification number	+	<b>Part II For U.S. Payees Exempt From Backup Withholding</b> (See the instructions on page 2.)  ▶
Social security number						
+						
or						
Employer identification number						
+						

<b>Part III Certification</b> Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien).	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)	

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

<b>Purpose of Form</b> A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. <b>Use Form W-9 only if you are a U.S. person</b> (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. <b>If you are a foreign person, use the appropriate Form W-8.</b> See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations. <b>Note:</b> If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.	<b>What is backup withholding?</b> Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. <b>Payments you receive will be subject to backup withholding if:</b> 1. You do not furnish your TIN to the requester, or 2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or 3. The IRS tells the requester that you furnished an incorrect TIN, or 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only). Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate <b>Instructions for the Requester of Form W-9</b> .	<b>Penalties</b> <b>Failure to furnish TIN.</b> If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. <b>Civil penalty for false information with respect to withholding.</b> If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. <b>Criminal penalty for falsifying information.</b> Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment. <b>Misuse of TINs.</b> If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.
---	---	--



## VISA

By using the RIT VISA cards, your organization can easily and quickly purchase what they want, when they want it. RIT Accounting encourages the use of credit cards.

A certified Finance representative from your organization needs an appointment with the Clubs Budget Assistant. The Club Resource Center Staff Assistant may make an appointment for you or if she is free, she can see you when you require a card.

**Only those who have been financially certified will be allowed to take out a VISA card.** Please have several members of your club certified to assure that your club always has a representative that can perform financial transactions. Members go on co-op, drop out of clubs, get sick, or are too busy and cannot take the VISA card out to do the shopping. If your club only has one person certified, you may have problems at some point when you most need to take out a VISA card because there is no available financially certified member.

- **If you intend to purchase from more than one company, you will need one EAF for each company. Please bring these forms to your appointment with the Clubs Budget Assistant.**
- Follow complete instructions for filling out EAF Form on page 11
- On the EAF form, check ☐ VISA
- Financially certified representative should bring the completed EAF form to the appointment with Club Budget Assistant.
- He/she will be given the VISA card after signing the Visa Checkout Form (See page 19) that states he/she promises to:
  - Use the card only according to EAF form.
  - Return the card and all receipts (without sales tax) or a print out of the Website the next business day by 11:00 A.M. to the Club Resource Center Staff Assistant. **Please check your receipts for no tax before leaving the vendor where the transaction occurred, including any online sites you may have used. We do not pay sales tax. If necessary, you will have to fax the tax exempt certificate to the online site. This is your responsibility. You may use the fax machine in Student Government office.**
  - Send a representative to return the card and receipts or print out of the Website if you cannot make it by 11:00 A.M. the next day.
- After you have made your purchases, your organization's spreadsheets will be updated with the proper amounts charged.
- If using an Internet site to order, please make sure it is a secure site.

**When using an online site: Print out the order, confirmation page, and/or invoice to return with card when you are through using the card.**

**If your organization does not follow the above procedure, you risk losing the privilege of using the VISA card. Your club may be charged a \$25.00 penalty fee if the card and/or receipts including a print out of the Website used are not returned in time.**

**Additionally, if the RIT VISA card is misused, for any reason, Campus Safety will be called in to investigate such impropriety.**

**Certain expenses, including any travel expense such as airfare, hotel, gas, and restaurant charges, may not be made on these VISA cards. See the Travel Section starting on page 23 for more information.**

When initiating orders with the RIT VISA Card, please stipulate the following:

- **Shipping Address:**  
RIT Student Government – (Your Club Name Here)  
VC Order  
Bldg SAU-4 Room 1150  
Rochester, NY 14623  
  
Phone: (585) 475-4111

It is important to have all orders shipped to our central Receiving Department listed above. If you have orders shipped to your home and they get stolen or lost, Student Government will not be responsible, your club will be. If you have them shipped to the above address, RIT will assist if there are any problems.

- **Billing Address:**  
RIT Student Government - (Your Club Name Here)  
127 Lomb Memorial Drive  
Rochester, NY 14623
- When your order arrives in the Club Resource Center, your club will be notified via email to pick it up. Packages can only be picked up by the Requestor or by the Alternate Contact indicated on the EAF Form (with proper ID). Please pick up your order as soon as possible.
- **If using an Internet site to order, please make sure it is a secure site. Print out the order, confirmation page, and/or invoice to return with card when you are through using the card.**
- It is your responsibility to make certain that for each order you make, you have a receipt and/or print out of Website to submit to the Clubs Budget Assistant.

**Merry Schading Phone: 585-475-5658**  
**Fax: 585-475-6600**

**Note: Any purchase over \$1500 for one item may be considered Capital Equipment. All Capital Equipment MUST be purchased through the RIT Purchasing System. Please see the Center for Campus Life Financial Coordinator for additional information.**

## Visa Checkout Form

### VISA RESPONSIBILITY PLEDGE

By signing this form you promise to:

- 1 Only use the card according to your EAF form. Your club has \$\_\_\_\_\_, *do not overspend.*
- 2 **FOR SHOPPING IN ESTABLISHMENTS:** Return the card and all receipts, without tax, the next business day by 11 a.m., or send a representative to return the card and receipts if you can not make it by 11 a.m. Be sure to check your receipts for tax before you leave the establishment. If you return the receipts with tax, you will be resolving the problem the next day.
- 3 **FOR SHOPPING ONLINE:** Please print out a copy of your order and give us this copy when you return the card. We need to know the online site and their USA mailing address. If the mailing address is within New York State, you might be charged sales tax. *Make sure your online order does not charge tax.* If need be, fax tax exempt form from Student Government office. It is your responsibility to make certain that your online orders do not contain tax. Failure to abide by these rules may subject your club to penalties.
- 4 **For Walmart / Wegmans / Office-Max Purchases:** Make sure to obtain the appropriate card for these establishments. It is recommended that Office-Max purchases be ordered using the Office-Max Supply Form.
- 5 If you are purchasing gift certificates/cards, make sure the process for this is explained to you.
- 6 If you are purchasing for an event, make sure the event is registered with EVR.
- 7 Is this purchase Student Government Additional Award related?
- 8 Is a package expected to be delivered from this order?                      yes ☐                      no ☐
- 9 **Notify Merry Schading immediately if the card is lost or stolen.**

By Signing this form you understand that:

- 1 Your club may be fined up to \$25 if you do not return the card and receipts on time.
- 2 You must leave your RIT student ID with the Center for Campus Life Financial Coordinator until you return the card and receipts.
- 3 If the RIT Visa card is misused, for any reason, Campus Safety will be called to investigate such impropriety.

Visa Card #\_\_\_\_\_

Date/Time Card Signed Out:

Date/Time Card Returned:

Print Name	Print Club Name	Signature

## Gift Certificates/Gift Cards/Prizes

For purchasing gift card(s) from Campus Connections, Ben & Jerry's, Java Wally's, Tiger Bucks, outside vendors, etc.

1. Fill out an EAF form according to instructions on page 11.
2. Make an appointment with the Clubs Budget Assistant as you would for any Visa transaction. (She will then go through the proper procedure for checking out a VISA card for a gift certificate).
3. You may then purchase the gift certificate at the authorized location.
4. Once you have completed your purchase, return the VISA card, receipts (with no tax) or pink copy of authorization form (for Ben & Jerry's, Java Wally's, Tiger Bucks), and the gift card(s) to the SG Information Center:
  - o The staff will issue you a receipt for the gift certificate.
  - o You will then be asked to fill out a gift certificate form.

*\*\*\* If you do not know the name(s) of the recipient(s), it is your responsibility to notify the SG Info Center staff of this when you do.*
5. Notify all recipients to pick up their gift certificate at the SG Info Center. They will be asked to fill out the remainder gift certificate form and a W-9.
6. You should also remind them that this needs to be done in a timely manner.

*\*\*\* All gift certificates will be held at the SG Info Center until all necessary paperwork is filled out. After a certain period, the gift certificates will be forfeited if not picked up by the recipients. \*\*\**

## Hub

- **Please remember that there is a three day turnaround time for Hub forms.**
- Follow complete instructions for filling out EAF Form on page 11
- Check ☐ Hub on the EAF form
- In “Detailed Description of Purchase” section describe the work you want the Hub to do. If you intend to make copies, please include a copy of that material for approval.
- Submit EAF form to Club Resource Center Staff Assistant
- A Hub Services Request form will be placed in your club’s mail folder within 3 days. Take this form to the Hub.
- **Get an invoice from the Hub and bring it back to the Club Resource Center Staff Assistant .**
- Your organization’s spreadsheet will be updated with exact amount of charges.

## Free Copying at the Hub

Clubs are allowed up to 175 free single sided, black and white copies at the Hub per Academic year.

## Office-Max Purchases

- Check ☐ Office-Max Purchase on the EAF form
- There is a Office-Max catalog available from the Club Resource Center Staff Assistant that you may use to shop. We get special pricing from this catalog. Most items are discounted to varying degrees. Office-Max carries a wide variety of items. Items you may not guess would be available. It isn't just office supplies. Please check Office-Max BEFORE purchasing anywhere else.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent if appropriate.**
- **If this purchase is Student Government Additional Funding related, indicate the award number where indicated on EAF form.**
- Print advisor's name and email address
- Get advisor's authorizing signature plus their phone number
- Fill out a "Office-Max Office Supply Order Form" (See page 35 for sample form). These forms are also available from the Club Resource Center Staff Assistant .
- Submit the Office-Max Office Supply Order Form and the EAF form to Club Resource Center Staff Assistant .
- Your order will be placed after your organization's balance has been affirmed.
- You will be notified via email when your order is available for pick up. Office-Max orders are delivered 24 hours from time of order.

## Travel

1. The first step, if you are planning any travel related activities for your club, is to register your trip through the Event Registration Office or through EVR On-line. You should register your trip at least three weeks prior to date of trip for low risk activity ( please make sure that you do not require additional funding.) You should register your trip **at least one month in advance** for high risk activity, long distances, or trips for which you are making a request for additional funding. Making plans far enough ahead of time helps to insure lower costs for airfare and availability of hotel rooms. Additionally if there are any problems or issues with your travel arrangements, if plans are made further in the future, we have time to correct those problems.
  - a. The EVR intake coordinator will walk you through the Event/Travel intake process. Travel requests can not be processed through the On-Line EVR process.
  - b. If you are requesting additional funding through Student Government for your travel, you need to provide additional information on the Student Organization Travel Application form. Please read carefully the outline stipulating the information that will be needed by the SG Finance Committee, and provide all clear documentation as it is requested.
  - c. Once you have submitted the completed Student Organization Travel Application form, an email notification will go out to the distribution list of individuals who are involved in the approval process for your travel. You will be included on this distribution list, as well as other persons listed on the Travel Application.
  - d. If you have indicated on the Student Organization Travel Application form that your club is requesting additional funding through Student Government, your request will be forwarded by EVR to the SG Finance Director. Please see Page 26 for additional information on Additional Awards.
2. Follow complete instructions for filling out EAF Form on page 11
3. Check ☐ Travel on the EAF form
4. If this is an ATF related expense Check ☐ AFAF/ATF approved funds and indicate the award number. The award number was listed on the email you received when it was awarded.
5. Investigate online travel sites for costs of hotels and airfare. Do **not** make any arrangements on your own. We will assist you with this.
6. Make sure you have the correct spelling of first and last names of all students who will be traveling. This information must match their IDs.
7. If your arrangement will be for hotels:
  - a. Make sure you know if all of you will be arriving at your destination at the same time and therefore checking into the hotel together.
  - b. Fill out a room chart (See Page 36)
  - c. Know what type of room needed—two double beds—King—Smoking—Non-Smoking
  - d. Know date of arrival and date of departure and times for each.
  - e. Have several hotels researched in case one hotel does not have vacancies.
  - f. Most hotels will allow 4 people to a room, but may charge more. Please plan for this extra cost.
  - g. Center for Campus Life policy states that males and females must have separate rooms.
  - h. Go to Step #9
8. If your arrangement is for airfare:
  - a. Make sure you know day and time the travelers will be capable of traveling. Please be aware, when we sit down to make arrangements, airfare on certain flights might have changed. Make sure you get other times and days that would be acceptable for each person. **It is expensive and time consuming to change airfare itineraries. It is best to make arrangements properly the first time.**
  - b. If your arrangements are for a speaker or performer, please be aware that a Contract Request Form needs to be completed. (See Page 34 for more information on Contract Request Forms.
  - c. Make sure you are aware of accurate times when the speaker or performer can travel as well as various airport locations that are acceptable to the speaker.
  - d. Go to Step #9

9. Make an appointment with the Clubs Budget Assistant at the Club Resource Center Assistant. At the appointed time, please bring your completed EAF form.
10. If travel arrangements are to be made for 10 or fewer people, one hour will be set up. If travel arrangements are for more than 10 people, an hour and a half will be allocated for your appointment.
11. Student Government funds for travel and other expenditures come directly from RIT student activities fees. We need to be thrifty and wise in spending these funds. We also want to ensure that travel funds are being disbursed fairly by all.
12. If you need any other type of travel arrangement or expenditure, please make an appointment with the Center for Campus Life Financial Coordinator.



## **Vehicle Rental**

### **Van Charges**

- You must be a van-certified driver in order to operate a Student Government Van, Campus Safety Van, or outside van. There must be a certified driver for every 150 miles.
- Student Government has 3 vans that may be reserved free of charge. Please see the Student Government Office Manager to check for van availability. Then, go to Event Registration and fill out the Travel Form.
- It is the organization's responsibility to make certain that the vans are returned with a full gas tank.
- There are penalties/violations fees that are charged to those individuals/organizations that return vans without refueling. Consult the Van Contract which is included on the Travel Form.
- If there are no Student Government Vans available to use, there are Campus Safety vans available. You will be charged \$65 per day.
- EVR will assist you with the process of reserving a Campus Safety Van.
- For more information on reserving Student Government Vans or Campus Safety Vans, please talk with the Student Government Office Manager at 5-2204.

### **Bus Charges**

- Follow complete instructions for filling out EAF Form on page 11.
- Note: In order to charter a bus, your trip must be registered with EVR. Once that is done, you may make an appointment to meet with the Center for Campus Life Financial Coordinator to reserve the bus.
- Campus Safety will NOT reserve buses. Please bring to your appointment a completed EAF form with your advisor's signature to reserve a bus. RIT must use certain bus companies.
- Check ☐ Vehicle Rental on EAF form and purpose of trip.
- Costs vary. We will call the bus companies when you come for your appointment.
- Your organization's spreadsheets will be updated with the estimated cost.
- When the actual charges come through, spreadsheets are updated with the exact cost.

## **Application For Additional Funds (AFAF)/Application For Travel Funds (ATF)**

Now and then organizations need additional funds in order to complete special projects, events, or trips. Additional funding awards are available through Student Government. These awards are decided by the Student Government Finance Committee, which is made up of representatives from the Major Student Organizations here at RIT. The Major Student Organizations are: Student Government, NTID Student Congress, OCASA, WITR, CAB, BACC, Global Union, RHA, and Greek Council.

Clubs may apply for additional funds awards. All these funds come from Student Activity Fees. Forms may be obtained from the Club Resource Center Staff Assistant or online at <http://www.sg.rit.edu>.

If you are applying for funds for equipment and events, use form entitled “Student Government Application for Additional Funds.” This form should be filled out completely and handed in to the Club Resource Center Assistant at least one month or more before you need the funds.

If you are applying for travel funds, you will need to go through Event Registration at the Information Desk located in the Student Alumni Union Lobby. There will be a travel form for you to fill out, and your event will be registered with RIT. It is suggested that if you intend to request additional funds for travel you do so at least a month or more in advance of when you need the funds. Your request for additional funding for travel will be forwarded by Event Registration to the Finance Committee via email.

When the Application for Additional Funds Form and/or the Application for Travel Funds are received by the Finance Committee, you will be notified via email when the Finance Committee will meet to review your request. You should be present for this review. When the Finance Committee meets, they will decide if and/or how much Student Government will fund your request. You will be notified promptly, via email, of their decision. Purchases that are award-related are completed in the same way as club purchases—with the VISA card. Travel that is award-related is completed in the same way as club travel.

**Please make sure you see the Assistant Financial Coordinator before the completion date listed in the email you are sent or you run the risk of losing, or having to resubmit your application for additional awards. Please be aware—if you need to resubmit your award application, your club’s revised award could be substantially less.**

After you have completed your award transaction, it is advised that clubs follow up with the Assistant Financial Coordinator to make certain their award has been properly credited to your club.

## AFAF/ATF

### **When you want to access the funds you were awarded:**

In order to process your Additional Funds award, your organization **MUST** show expenses in your organization's account spreadsheets totaling the amount of the AFAF award and for the purposes that the award was made. If you spent less than expected, your account will only be credited for the amount spent.

### **For Application for Additional Funds Requests (AFAF) for Equipment and Supply purchases or for Event Funding:**

- Follow complete instructions for filling out EAF Form on page 11.
- On the EAF form Check ☐ AFAF/ATF approved funds?
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **Indicate the award number on EAF form.**
- Choose the method of payment:  
VISA card purchases are strongly recommended as the mode of purchase. However, if your transaction requires a check or cash, please follow the process as outlined above.

**Please be aware that an AFAF award does NOT count toward your total expenditures for budget purposes. This is a reimbursement of part of your expenses.**

### **For Awards for Travel Funding (ATF):**

- Follow complete instructions for filling out EAF Form on page 11.
- On the EAF form Check ☐ AFAF/ATF approved funds?
- Check ☐ Travel
- **Make certain that you fill out Event Name (Name of Conference, for example), Destination, Event Date (Date of Travel)**
- **Indicate the award number on EAF form.**
- Follow travel steps outlined on page 23 and 24

**Please be aware that an ATF award does NOT count toward your total expenditures for budget purposes. This is a reimbursement of part of your expenses.**

## BUSINESS MILEAGE REIMBURSEMENT WORKSHEET

Complete and submit with an Invoice Payment Form to Accounts Payable for processing. For reimbursements less than \$50, complete a Petty Cash Voucher and take to the Cashier's Office.

Date	Reason for Travel	Destination		Total # of Miles Traveled
		From	To	

Total # of Miles Traveled \_\_\_\_\_ X \$0.43 = \_\_\_\_\_

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

Award Number: \_\_\_\_\_  
Award Amount: \_\_\_\_\_  
Finance Secretary Approval: \_\_\_\_\_



Time Stamp: \_\_\_\_\_  
Club Standing (If applicable): \_\_\_\_\_  
For SG Office Use Only  
Date Funding Needed: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_

**Student Government  
Application for Additional Funds  
For Student Government Clubs/Departments/Individuals/Other Organizations**

Use this form for making a request for additional funds for events, programs, or equipment purchases. Please complete this form and return it along with a memo to the Club Resource Center (RITreat SAU).

**INFORMATION ABOUT THE  
CLUB/ORGANIZATION/INDIVIDUAL**

**PART A.**

Club/Organization Name: \_\_\_\_\_

**Event Name** \_\_\_\_\_ **Event Date** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

Requestor:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Purpose: \_\_\_\_\_

Are you also requesting funds from other sources? ☐ Yes ☐ No *If yes, please list in memo.*

Instructions on back next page

Please submit the completed form and memo to the Club Resource Center. After handing in the completed proposal, you will be contacted by email from the SG Secretary of Finance. You will be asked to attend a weekly Finance Committee meeting to answer some questions to clarify your request. Please be prepared to give as much information as possible about your proposal. Also, it is an opportunity for you to ask any questions you have. Therefore, please ask any questions you may have at this meeting.

## **PART B.**

### **INSTRUCTIONS FOR MEMO:**

*Please include section I and/or II in your memo. Be sure your memo answers the following questions: Who? What? Where? When? Why? How?*

#### **I. Events or Programs:**

1. In your memo please explain the theme and/or function of the event/program.
2. Explain how it will benefit your organization and the RIT community in general.
3. What methods will you and/or your organization use to advertise the event?
4. What is the estimated attendance?
5. Explain fundraising efforts your club/organization has already completed or plans to do.
6. Include in table format a detailed list of all expenses and income that will be associated with the event.

#### **II. Equipment Purchases or other Acquisitions:**

1. In your memo please give a detailed explanation as to how the purchase will benefit your club/organization.
2. Please include official estimates of the costs indicating the company who provided the estimate.
3. Include any fundraising efforts your club/organization has done and plans to do.
4. To assist with this request, be sure to include where your club/ organization will be storing the equipment or purchase if storage will be needed.

## Sales Tax Exempt Form

RIT does not reimburse for any sales taxes paid. Please make sure you have a Sales Tax Exempt Form for all purchases or travel expenditures. (See Travel Section) The Sales Tax Exempt form may be photocopied. This form should be used for all legitimate RIT financial transactions. You may obtain a copy of the Sales Tax Exempt Form from the Club Resource Center Staff Assistant.

## Deposits

Make certain that you promptly bring in any funds collected by your organization for fundraising. You run the risk of losing the money or having the funds stolen if they are not deposited promptly. Your organization will not be reimbursed if you lose funds. Please give your deposits to the Club Resource Center Staff Assistant. You will be asked to count out the money and will be given a receipt to verify the amount. **Make sure you ALWAYS get a receipt for your deposit.** This is your proof that you made a deposit in the correct amount. Keep this deposit receipt along with your organization's other important financial records.

## After Hours Deposits

For after hours deposits, please use the Cash Drop Box. It is located in the RITreat, across from "SG Info Desk" on the door of Room 1109. After hour deposit envelopes are located to the left of this door. Please fill out completely and deposit funds in this envelope. A receipt will be placed in your club folder the next business day.

*\*It is your responsibility as a recognized Student Government club to always deposit all fundraising. If you spend out of your fundraising and do not properly document your fundraising or expenses through the SG Finance office, it is not only against Student Government procedures; but your documented fundraising will be understated and so will your expenses. In the event you apply for additional funding or budget funds, it looks like your club isn't active and doesn't need extra funding. Please deposit and spend out of your club's account.*

## Donation Deposits

If your deposit represents a donation from an individual or company, you must let the Club Resource Center Staff Assistant know it is a donation. Otherwise, the donation will be recorded as fundraising. Your club should send a Thank you letter to the donor mentioning the amount given to the club and submit a copy of this letter along with the donation check or cash to the Club Resource Center. You must also supply certain information such as below:

### Business Donation

Contact Name  
Company Name  
Any other related documentation

### Individual Donation

Donor's Name  
Complete Home Address  
Any other related documentation

## Process of Fundraising

- If a club is charging admission to an event, EVR will be giving out a Fundraising form for them to complete and hand in when depositing their fundraising after the event.
- These Fundraising forms will also be available at the Club Resource Center.
- All fundraising should be deposited as soon as possible after the event.
- If a club wants to deposit fundraising and they do not have a completed form, they will be allowed to deposit at the Club Resource Center, but the club will not be credited until we receive a completed form.

Fundraising Form	
Today's Date _____	
I, _____, verify that the amount I am <small>(Name of person depositing fundraising)</small>	
depositing today \$ _____ represents all fundraising that we collected for our event, <small>(Amount of Deposit)</small>	
_____	held _____.
<small>(Name of Event)</small>	<small>(Date of Event)</small>
Signed _____ <small>(Financial Director or Treasurer)</small>	
Signed _____ <small>(Other officer of Club)</small>	
Note: If you do not have this form completed at the time you need to deposit fundraising at the Club Resource Center, you may still deposit your fundraising at the Club Resource Center. Your club account will not be credited, however, until we receive this completed form.	



## Contract Process

When you are having an event the occasion may arise where you need to pay a DJ or a speaker. This type of payment will require a contract and W-9 form. Students, Advisors and Student Clubs may not enter into nor sign any contracts Ryan Giglia, Assistant Director of Campus Life Programs, is the only individual that can sign contracts for Student Government Clubs.

Please be aware that if a DJ happens to be performing for your club and not charging a fee, a contract is still necessary. Your club has spent money and time in planning this event and your club needs to make sure the DJ will appear.

If you require any Travel arrangements for your speaker or artist, please make a copy of your completed CRF and bring the copy to your travel arrangements appointment. See page 36 for more information.

### **Looking to have a DJ or Speaker or another type of Artist at your next event? Follow these steps to bring them to RIT:**

Clubs should start the Contract process one month before the event is to take place.

- 1) Register Event with EVR Monday through Friday 1 p.m. to 4 p.m.
- 2) During the intake, the EVR staff will ask if your club is having a DJ or Speaker. If so, EVR will give the club a Contract Request Form (CRF).
  - Once the Contract Request Form (CRF) is **completed**, it should be returned to EVR or the SAU Information Desk. This should be done no less than three weeks before the event so that payment is requested in an effort to be made to them on the day of service.
  - Please make sure that the CRF is **COMPLETE**. All blanks should be filled in, and no line should be left empty (even if there is no charge, please write "Zero Dollar".)
  - If your DJ/Speaker/Artist has their own contract, it should be attached to the CRF and returned to EVR or the SAU Information Desk
- 3) The Center for Campus Life has professional staff who will create a contract based on your CRF, after receiving it from the club/representative. If the artist has their own contract, please attach it to the CRF for the Center for Campus Life to review.
- 4) EVR will send the contract and W-9 to DJ both by fax and regular mail.
  - The DJ is responsible for signing the contract and W-9 and returning them to EVR *at least two weeks* prior to the event.
- 5) EVR will forward the completed contract and W-9 to Merry Schading.
- 6) Merry will request a check from RIT Accounts Payable (**This process can take 10-14 days.**)

7) The Club representative will be notified when then check is available to be picked up from the Club Resource Center in the RITreat.

8) If these time frames are not followed, we can not guarantee payment for the day of service. It will be your responsibility to communicate that to the DJ, Speaker, or Artist.

## CONTRACT REQUEST FORM

SPONSORING ORGANIZATION: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CONTACT PERSON PHONE NUMBER \_\_\_\_\_ DATE CONTRACT NEEDED \_\_\_\_\_ DATE REQUEST SUBMITTED \_\_\_\_\_

### Service Required: (please check one)

\_\_\_\_\_ **Create a contract to send to artist** \_\_\_\_\_ **Complete the contract when it arrives from the artist**  
Students, faculty or staff requesting contracts from the Center for Campus Life Office **must complete** all the blanks in order to assure a quick and easy completion. **Please get the Contract Request Form to CCL in no less than fifteen working days**, and even more time if possible, **before** the artist is to perform or the agent is requesting the contracts. Contract requests received less than 10 business days before the event, cannot be guaranteed payment to the artist, the night of the event.

**No checks can be guaranteed on the performance date, if the completed contract and signed W9 is not received by CCL within 10 business days of the date of the performance. Otherwise, checks will be mailed after the date of performance.**

### REQUIRED INFORMATION

\*Location **MUST BE RESERVED THROUGH RESERVATIONS** (See Grey Box Below)

Artist's Name (please print/spell correctly) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_

Agent's Name (please print/spell correctly) \_\_\_\_\_

Date \_\_\_\_\_ Time of Performance \_\_\_\_\_ Location \_\_\_\_\_

Number of Sets \_\_\_\_\_ Length of Sets \_\_\_\_\_

Artist's Fee: \$ \_\_\_\_\_ Agent's Fee: \$ \_\_\_\_\_ Other benefits (Meals/Travel) \_\_\_\_\_

Full name and address of individual/agency/act to whom the check is written (Be exact about spelling) \_\_\_\_\_

Social Security # or Federal Tax ID # (THIS IS A MUST FOR PROCESSING) \_\_\_\_\_

Has the artist ever been an employee of RIT? \_\_\_\_\_ Yes\* \_\_\_\_\_ No

(If Artist is an RIT employee, they must be paid through RIT payroll.)

### \*Please be aware that:

- **You must register** your event with **EVR** Monday through Friday 1-4:00 pm at the SAU Information Desk
- **Room Reservations** are done separately from Event Registration. The Room Reservation Process does not register your event. This service is located behind the SAU Information Desk.
- You are responsible for reviewing the Contract and it's additional rider. Check for items such as food, beverage, dressing rooms, special lighting or stage props. After you have reviewed this, you may have concerns about how to provide these items. Contact the Center for Campus Life for an appointment at 475-7058 (V/TTY), so we may assist you. Also, Institute policy **does not** allow the purchase of any alcohol for the Artist's hospitality.
- You will receive a copy of the contract upon completion. You are responsible for reading and enforcing the contract along with your advisor, especially the rider which is attached from RIT and the agent.

**NOTE:** If the fee is less than \$1,000, the artist should be paid in full at the conclusion of the event. If the fee is more than \$1,000, payment will be written as two separate checks, each for one half of the total amount. The reason for this is that some artists will break the contract (show up late, and early, perform under the influence of drugs/alcohol or have misrepresented their act to the point where you feel you did not receive what you purchased). While this is very unusual, it sometimes happens. You pay the artist the first check at intermission and withhold the second check to be paid at the conclusion of the performance.

Your Signature: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_

4/19/2006

# Office Max Supply Form

**Please Print Neatly**

Club name \_\_\_\_\_

[illegible]

## Room Form

### ROOM # 1

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 2

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 3

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 4

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 5

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 6

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 7

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

### ROOM # 8

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**Official's Voucher**

**Please print carefully to avoid delay of payment**

**OFFICIAL'S NAME** \_\_\_\_\_

**SOCIAL SECURITY #** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**\*\*\*\*\*ATTACH W-9 FORM\*\*\*\*\***

**ARE YOU EITHER AN RIT FACULTY/STAFF OR A STUDENT WHO IS PAID A  
REGULAR PAY CHECK THROUGH OUR PAYROLL DEPT?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**CLUB NAME** \_\_\_\_\_

**GAME: RIT VS** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**AMOUNT DUE OFFICIALS\$** \_\_\_\_\_