

Rochester Institute of Technology

Club Certification Booklet 2004-2005

Processes and Procedures
For SG Recognized Clubs Only



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Contact Information

Merry Waters, Student Government Bookkeeper

Phone: 585-475-5658

Email: mlw0137@rit.edu

Fax: 585-475-6600

If you need to see the Student Government Bookkeeper, please make an appointment at the Student Government Information Center. The SG Information Center is located in the RITreat.

Student Government Information Center

Monday through Friday

9 am to 4:30 pm

Phone: 475-4111

Email: infosg@rit.edu

Kathy Hall, Student Government Office Manager

Phone: 585-475-2204

Email: kahhcc@rit.edu

Financial Student Government Employees

Phone: 585-475-6385

Email: Jane Balcerek, Clubs Budget Assistant sgstnt2@rit.edu

Email: Adrienne Drollinger, Student Budget Assistant sgstnt@rit.edu

Email: Jenny Hung, Student Government Financial Assistant sgstnt1@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 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. For a listing of the current sessions, please see the next page. After these individuals have completed one of these sessions, 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 Student Government Financial Manual.

When you require a financial transaction completed for your club, you will submit an Expense Approval Form (EAF). If we need additional information, receipts or backup that is missing from the EAF, an email will be sent to the requestor, the President of the club, 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 Student Government Bookkeeper. 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 Student Government Bookkeeper to rectify the problem immediately. You may do this by way of email or appointment.

SG Finance Certifications For Clubs



2004 - 2005 School Year

DAY	DATE	TIME	ROOM
Tuesday	9/14/2004	01:00 PM to 02:30 PM	1829
Monday	9/20/2004	03:00 PM to 04:30 PM	Alumni
Thursday	9/23/2004	06:00 PM to 07:30 PM	Alumni
Tuesday	10/05/2004	02:00 PM to 03:30 PM	Alumni
Friday	10/15/2004	09:00 AM to 10:30 AM	Alumni
Monday	11/01/2004	04:30 PM to 06:00 PM	1829
Wednesday	11/10/2004	02:00 PM to 03:30 PM	1829
Tuesday	11/23/2004	10:00 AM to 11:30 AM	1829

REMEMBER: YOU MUST BE CERTIFIED TO INITIATE A FINANCIAL TRANSACTION. PLEASE PLAN ON ATTENDING ONE OF THE ABOVE SESSIONS.

IF YOU REQUIRE AN INTERPRETER, PLEASE EMAIL MERRY WATERS AT MLW0137@RIT.EDU AT LEAST ONE WEEK BEFORE THE SESSION. INDICATE WHAT SESSION YOU WOULD LIKE TO ATTEND. EVERY EFFORT WILL BE MADE TO ENGAGE AN INTERPRETER.

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 Student Government Information 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 Student Government Information 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, estimates 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 Student Government Information Center. Please follow the instructions on how to complete the EAF form starting on Page 10.

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

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.

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

It is highly recommended that when planning an event, you include an appointment with the Student Government Bookkeeper. This way you can clarify your financial needs so your event might be more financially successful.

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 Office use only

Method of Payment/Transaction needed:

TIME STAMP HERE

Bookstore (After making purchase, return validated form to SG Bookkeeper)

Hub (After making purchase, return invoice to SG Bookkeeper)

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

Boise Purchase

Check Payment (RIT requires **official** backup to draw a check. Attach invoices/receipts. You will need a W-9 form if payment is for "services.")

Tech Crew Charges (Give estimate below before arrangements)

Check to be mailed

Check to be picked up in
SG office

Travel (TOTAL NUMBER OF PEOPLE TRAVELING _____)

Vehicle Rental (Give estimate below before arrangements)

Food Service (Invoices to SG Bookkeeper)

Facilities Mgmt (Give estimate before arrangements)

AFAF/ATF approved funds?

VISA (Needs appointment with Financial Assistant)

Other –Explain in Description Section

Award # _____

Event Name _____

Event Date/Time _____

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: (Give all estimates including Food Service, Tech Crew, Van and Facilities Mgmt Charges.)

Club Treasurer's Signature _____ Total \$ _____

Advisor's Name (Please print) _____ E-mail _____

Advisor's Signature _____ Advisor's Phone # _____

Please fill this form out completely. Your request could be delayed if any information is missing. Check your club's mail folder often!

Shipments

T SHIRT APPROVAL _____
(Signature of Assistant Director of Campus Life Programs)

_____ Date Received

_____ Signature

_____ Pick Up Date

Budget Information

Information on the Student Government Budget Process can be found in the resources section of the club website, <http://clubs.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 1st and ends June 30th 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.

Scenario #1:

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 Student Government Bookkeeper as \$1500. You received an Additional Award from Student Government for a trip your club took in the amount of \$800. You must subtract the Additional Award of \$800 from your total expenditures of \$1500 to get a net amount of \$700 for actual expenditures.

Your club's end of the year budget adjustment:

You compare \$700 actual expenditures to the allocated budget of \$500. You spent your entire budget and you will get the full budget adjustment amount of **\$500**.

Scenario #2:

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 Student Government Bookkeeper as \$1000. You received an Additional Award from Student Government for a trip your club took in the amount of \$800. You must subtract the Additional Award of \$800 from your total expenditures of \$1000 to get a net amount of \$200 for actual expenditures.

Your club's end of the year budget adjustment:

You compare \$200 actual expenditures to the allocated budget of \$500. You did not spend your entire budget allocated. You will only be given **\$200** from Student Government for your end of the year budget adjustment. It is a very good idea to try to monitor this expenditure amount so you don't lose any allocated budget in any year. You must spend it all or you will lose it.

Rollover

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

Example A: (Using Scenario #1 from above)

Club Balance Beginning of Year 7/1	\$ 300.00
Plus: Total Fundraising and Additional Awards	\$1100.00
Plus: End of the year budget adjustment amount	\$ 500.00

Subtotal	\$1900.00
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Less: Expenditures	\$1500.00
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Rollover Amount and Beginning Balance in New Year	\$ 400.00
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Example B: (Using Scenario #2 from above)

Club Balance Beginning of Year 7/1	\$ 300.00
Plus: Total Fundraising and Additional Awards	\$1100.00
Plus: End of the year budget adjustment amount	\$ 200.00

Subtotal	\$1600.00
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Less: Expenditures	\$1000.00
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Rollover Amount and Beginning Balance in New Year	\$ 600.00
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How To Complete An EAF Form

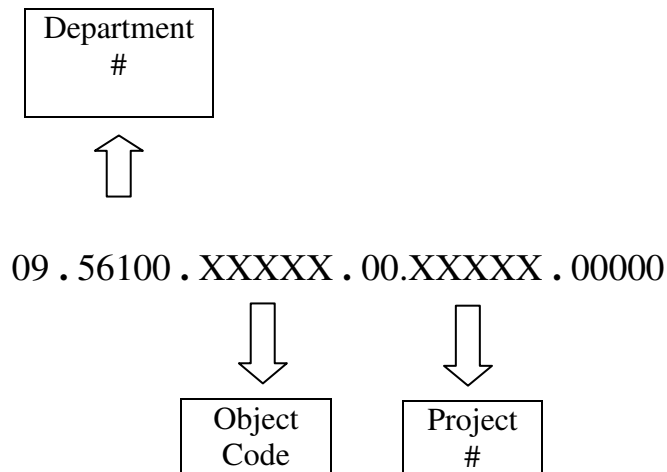
You will be requesting different transactions; however, each EAF form (See page 7) should have the following filled out:

- At the top of the form be sure to indicate the date when you need the transaction done by
- Fill in your name, today's date, your email address, your phone number and your organization's name
- Fill in an alternate contact name, their phone number and email address
- Fill in your organization's account number (For account number instructions see next page)
- In "Money needed for (Why? Purpose of Expenditure)" list why you need to make the purchase
- In "How much?" list the total amount of the expenditure

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

Account Number Structure

In order to keep track of financial transactions and budgets, RIT uses an account number system consisting of 24 digits to categorize particular transactions expenses, incomes. The diagram below shows an example of this account number system.



The Department number, 56100, represents your department which is called “RIT Student Government Clubs.”

The Object Code represents the nature of the expense or income. An expense may be an external expense such as purchases from Staples, Wal-Mart, Dell Computer or an expense may be an internal chargeback such as purchases from Campus Connections, the Hub, or Catering Sales.

The Project Number represents the particular club the account number is affecting. If you do not know your club’s project number, please contact one of the Financial Student Government Employees listed on page 3.

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 Student Government Bookkeeper 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 Student Government Bookkeeper 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.

Each month RIT Accounting closes out the prior month on or about the 8th of the month. At that time the SG Bookkeeper prints out all Oracle reports and reconciles this with the spreadsheets. This reconciliation resembles the reconciliation that you would perform regarding your check book versus the bank statement.

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 Bookkeeper 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 20th 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	
70900	Reg. Prof. Staff-Special 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	
70950	Reg. Hourly Spec. Assign. 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	
84000	Equipment Purchases under \$1500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
16200	Equipment Purchases over \$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	
90145	Campus Safety (Van 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
Subtotal Expenses:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Account							
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
59300	Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Revenue:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Year Sub-total							\$0.00
Total Accumulative Balance Available to Spend							\$0.00
TOTAL ACTUAL RECONCILED BALANCE AS OF							\$0.00



(office use
only)

Particular Transactions

Important Note:

It is your club's responsibility to make certain the Student Government Bookkeeper is aware of all expenses for your events. Please be sure to advise the Bookkeeper of all estimates. If you overspend, your club is responsible for any deficits.

Campus Connections Bookstore:

- On the EAF form check Bookstore
- In "Detailed Description of Purchase" list those items you will be purchasing, their individual amounts or estimate of their costs.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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
- Submit the EAF form to Student Government Information Center Staff Assistant
- Within 3 days you will receive, in your organization's folder, a Campus Connection Charge Authorization form that you may take to the Bookstore to make your purchases.
- Make your purchase at Campus Connections
- Return the pink section of the Campus Connection Charge Authorization form to the Student Government Information Center Staff Assistant after the cashier rings up your purchase. Your organization's spreadsheet will then be updated with the exact amount of the purchase.

Food Service:

- On the EAF form check Food Service
- In "Detailed Description of Purchase" list what particular things you are ordering from Food Service.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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
- Submit the EAF form to Student Government Information Center Staff Assistant
- Food Service will be advised of your account number after the Student Bookkeeper verifies that you have enough funds to cover the expense
- Your organization's spreadsheet will be updated with the estimate you indicated on the EAF form.
- When the actual charges come through, your organization's spreadsheet will be updated with the exact amount charged

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 may include an invoice, a contract, and/or a W-9. If you need additional clarification, please contact the Student Government Bookkeeper.

- On the EAF form check Check Payment and Check to be mailed or Check to be picked up in SG Office. **If you do not indicate mailed or picked up, the check will be mailed.**
 - Complete “Company/Individual that you will be paying” Section indicating the person to be paid, their complete address and Tax ID/Social Security number
 - In “Detailed Description of Purchase” explain the purpose of having a check drawn.
 - **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
 - **If this purchase is Student Government Additional Funding related, indicate the award number where indicated on EAF form.**
 - Attach a W-9 form to the EAF form if necessary. If payment is for services (for example: DJ, Singer, Dance Teacher, Referee, Judge, Graphic Designer Fees, Caterer) or if payment is for an unincorporated establishment, have the individual or establishment fill out and sign a W-9 form. You may obtain a copy of this form at <http://finweb.rit.edu/Controller/forms/fw9.pdf> (or see page 21)
- 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.**
- Attach an Official’s Voucher (See page 20) to the EAF form if the payment is for service of a referee. Have the referee fill out and sign an Official’s Voucher form and also attach a W-9 form. Official Voucher forms are available from the Student Government Information Center Staff Assistant .
 - Attach an invoice to the EAF form if the payment is for merchandise, registration, hotel charges, etc. 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.
 - Attach a copy of a contract to the EAF form if necessary. When putting on an event for your organization, certain services require the use of a contract. Please see Center for Campus Life Office for instructions on contracts. It is highly recommended that after you submit the Contract Request Form (See pages 17 and 18) in CCL that you follow up with the Center for Campus Life at least 15 business days before your event to make sure the person to whom you are engaging services has returned all necessary paper work in order to be paid on time.
 - 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 (For Example: Tournament fees for Sports Clubs)
 - Print advisor’s name and email address
 - Get advisor’s authorizing signature plus their phone number
 - Submit the EAF form to Student Government Information Center Staff Assistant
 - The check request will be processed and you will be notified by email when the check is available for pick up if you requested that the check be picked up. See the Student Government Information Center Staff Assistant to pick up all checks. Only the requestor or the alternate contact may pick up the check.

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 and Student Clubs may not enter into nor sign any contracts. Ryan Giglia, Assistant Director of Campus Life Programs, signs all contracts for Student Government Clubs.

If you need a contract created, first step is to register your event with EVR. Next, stop by the Center for Campus Life to obtain a Contract Request Form (CRF). You need to fill out the CRF completely and make sure you and your advisor both sign the form. In order to guarantee payment to your artist or speaker on the date of your event, you must return this completed form 15 working days before the event. If you submit the completed form less than 15 working days before the event, you run the risk of not being able to receive a check for the artist or speaker on the event date. If you submit the Contract Request Form less than 5 working days before your event, you will not receive a check in time for the event date.

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 38 for more information.

CONTRACT REQUEST FORM

SPONSORING

ORGANIZATION: _____ NAME: _____ E-MAIL: _____

CONTACT

CONTACT PERSON _____ DATE _____ DATE REQUEST
PHONE NUMBER _____ CONTRACT NEEDED _____ 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

Artist's Name (please print/spell correctly) _____

Address: _____ City _____ State _____ Zip _____

Phone Number: Day _____ Evening _____ Fax _____

Agent's Name (please print/spell correctly) _____

Location (**MUST BE RESERVED THROUGH CCL RESERVATIONS**) _____

Date _____ Time of Performance _____

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 number 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.

Please see reverse page for signatures.

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: _____

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 OFFICIAL\$_____

W-9 Form

Form W-9 (Rev. December 2000) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Please print or type	Name (See Specific Instructions on page 2.)	
	Business name, if different from above. (See Specific Instructions 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.) City, state, and ZIP code	Requester's name and address (optional)
Part I Taxpayer Identification Number (TIN)		List account number(s) here (optional)
<div style="display: flex; align-items: flex-start;"><div style="flex: 1;"><p>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 Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.</p><p>Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.</p></div><div style="flex: 1; border: 1px solid black; padding: 5px; margin: 5px;"><div style="text-align: center;">Social security number</div><div style="text-align: center; margin: 5px 0;">or</div><div style="text-align: center;">Employer identification number</div></div></div>		Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)
Part III Certification		
<p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), andI 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, andI am a U.S. person (including a U.S. resident alien). <p>Certification instructions. 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.)</p>		
Sign Here	Signature of U.S. person ▶	Date ▶
Purpose of Form 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. Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to: <ol style="list-style-type: none">Certify the TIN you are giving is correct (or you are waiting for a number to be issued),Certify you are not subject to backup withholding, orClaim exemption from backup withholding if you are a U.S. exempt payee. If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations. Note: 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.		
What is backup withholding? 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. Payments you receive will be subject to backup withholding if: <ol style="list-style-type: none">You do not furnish your TIN to the requester, orYou do not certify your TIN when required (see the Part III instructions on page 2 for details), orThe IRS tells the requester that you furnished an incorrect TIN, orThe 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		
<ol style="list-style-type: none">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 Instructions for the Requester of Form W-9. Penalties Failure to furnish TIN. 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. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment. Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.		

Cash:

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 run the risk of the establishment charging you sales tax. You cannot get reimbursed for sales tax.

Never pay for services with cash and expect reimbursement. You cannot get reimbursed for such expenses. **Services that are paid through RIT must be paid for either through the Accounts Payable process or the RIT Payroll process and therefore are paid by check.**

RIT strongly *encourages* the use of RIT's Corporate VISA cards. Student Government now 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 Student Government Bookkeeper may call or email you to inquire about using the RIT VISA card. If it is imperative that you have cash, please see directly below:

- On the EAF form check Cash Needed for Purchase
- Indicate the amount needed (Please note that there is a \$200 limit on all cash requests)
- In the "Detailed Description of Purchase" section indicate the company you will be making your purchase, describe what you will be purchasing.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **If this purchase is Student Government Additional Funding related, indicate the award number where indicated on EAF form.**
- If you need cash in order to make change for an event, please let us know the denominations you will need and the quantity of each.
- Print advisor's name and email address
- Get advisor's authorizing signature plus their phone number
- Submit the EAF form to the Student Government Information Center Staff Assistant
- You will be notified via email when you may pick up the cash. See the Student Government Information 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 Student Government Information 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 Student Government Information 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 will 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 must ask for an advance for mileage. You request an advance to fund the mileage for the trip, you receive the cash, 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, as a receipt plus the necessary EAF form.

If you need money in order to fuel up a rental vehicle (SG Van or Campus Safety van) 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 will not be able to make any financial transactions for up to 60 days.**

Reimbursements or Advances for Gas and/or Mileage for Overnight Travel:

Please be aware that if you need an advance for overnight club travel and you are an RIT employee, an advance for travel can be made in the form of a check payable to you. Please make an appointment with the Student Government Bookkeeper for more information. Please plan ahead as checks may take up to two weeks to process.

Mileage Form

R · I · T

Rochester Institute of Technology

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 \$0.36 = _____

Traveler's Signature

Date

VISA:

The Center for Campus Life and Student Government wanted to streamline how organizations purchase needed items. By using the RIT VISA Procurement 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 Student Government Information Center Staff Assistant may make appointments for you.

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**
- On the EAF form check VISA
- Complete “Company/Individual that you will be paying” section
- Complete “Detailed Description of Purchase” with description of items being purchased.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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
- Have your club’s certified finance representative stop by the Student Government Information Center or call the Student Government Information Center Staff Assistant to make a short appointment with the Clubs Budget Assistant.
- Your certified Finance representative should bring the completed EAF form to the meeting with Club Budget Assistant.
- Your certified Finance representative will be given the VISA card after signing the Visa Checkout Form (See page 27) that states they promise to:
 - Only use the card according to EAF form.
 - Call the Student Government Bookkeeper if there are any changes to your purchase that amount to 10% more than what you stipulated on the EAF form. If she is not in, please leave a message.
 - 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 Student Government Information 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.
 - 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.
- 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.

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 will 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 Corporate 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 38 for more information.

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

- **Shipping Address:**
RIT Student Government – (Your Club Name Here)
VC Order
335 John Street
Rochester, NY 14623

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 Student Government Information Center, your club will be notified via email to pick it up.
- **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 Waters Phone: 585-475-5658

Fax: 585-475-6600

Note: Any purchase of over \$1500 for one item may be considered Capital Equipment. All Capital Equipment MUST be purchased through the RIT Purchasing System. Please see the Student Government Bookkeeper for additional information.

Visa Checkout Form

By signing this form you promise to:

- 1 Only use the card according to your EAF, and call Merry Waters at 475-5658 if your purchase ends up costing 10% or more than you estimated on your EAF.**
- 2 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.**
- 3 If you are going online for your purchase, please print out a copy of your order and give us this copy when you return the card. Make sure your online order does not charge tax. If need be, fax tax exempt form**
- 4 Is a package expected to be delivered from this order?**
yes ☐ no ☐
- 5 Notify Merry Waters 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 Student Government Bookkeeper until you return the card and receipts.**
- 3 If the RIT Corporate 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

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.

Organizations may apply for additional funds awards. All these funds come from Student Activity Fees. Forms may be obtained from the Student Government Information 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 Student Government Information 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 you apply for additional funds for travel 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 both 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 may be present for this review. When the Finance Committee meets, they will decide if 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 Student Government Bookkeeper 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 SG Bookkeeper 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: (See page 30 for AFAF form or obtain form from SG Information Center)

- 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 where indicated on EAF form.**
- Choose the method of payment:
 - VISA card purchases are strongly recommended as the mode of purchase. If you are using the VISA card, check ☐ VISA on the EAF form. Fill in the rest of the form according to the VISA process above.
 - If you must use a check payment, Check ☐ Check Payment on the EAF form. Fill in the rest of the form according to the Check Payment process above.
 - If you must use cash, Check ☐ Cash Needed for Purchase on the EAF form. Fill in the rest of the form according to Cash process above.
- Print advisor's name and email address
- Get advisor's authorizing signature plus their phone number
- If your method of payment is for check, follow the procedures on page 16.
- If your method of payment is for cash, follow the procedures on page 22.
- If your method of payment is Visa, follow the procedures on page 25.

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): (See EVR or SG Information Center for copy of ATF form)

- On the EAF form Check ☐ AFAF/ATF approved funds?
- Check ☐ Travel
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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
- Follow travel steps outlined on page 38 and 39

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.

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 Student Government Information 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.*

Please submit the completed form and memo to the Student Government Information 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.

8/25/04

Tax Exempt Form:

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

Tech Crew Charges:

- Check Tech Crew Charges on the EAF form
- Explain charges in “Detailed Description of Purchases” section listing services provided by Tech Crew.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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
- Submit the EAF form to Student Government Information Center Staff Assistant
- Tech Crew will be advised of your account number and verify that you have enough funds to cover the expense
- Your organization’s spreadsheets will be updated with the estimated cost.
- When actual charges come through, your spreadsheet is updated with Actual costs.

Remember: It is your club’s responsibility to make certain the Student Government Bookkeeper is aware of all expenses for your event. Please advise the Bookkeeper of all estimates. If you overspend, your club is responsible for any deficits.

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 Student Government Information 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.

Donation Deposits:

If your deposit represents a donation from an individual or company, you must let the Student Government Information Center Staff Assistant know it is a donation. Otherwise, the donation will be recorded as fundraising. The 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 to the SG Bookkeeper. You must also supply certain information such as below:

Business Donation

Contact Name
Company Name
Complete Company Address
Any other related documentation

Individual Donation

Donor’s Name
Complete Home Address
Any other related documentation

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 and 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.
- If you wish to reserve a Campus Safety Van, contact Campus Safety to reserve. You will be charged \$65 per day. Check Van/Bus Charges on the EAF form and describe why you are using van, destinations, dates etc. in "Detailed Description of Purchase" section. Indicate how many days and the total estimated cost @ \$65 per day.
- **Make certain that you fill out Name of Event, Date of Event.**
- **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
- Submit the EAF form to the Student Government Information Center Staff Assistant
- The Transportation Department will be advised of your account number and verify that you have enough funds to cover costs of van usage.
- Your organization's spreadsheets will be updated with the estimated cost.
- When the actual charges come through, spreadsheets are updated with the exact cost.

Bus Charges:

- 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 Student Government Bookkeeper to reserve the bus.
- Campus Safety will NOT reserve buses. Please bring to your appointment with the Student Government Bookkeeper a completed EAF form with your advisor's signature to reserve a bus. RIT must use certain bus companies.
- Check Van/Bus Charges on EAF form and indicate why you are using the bus, destinations, dates etc. in "Detailed Description of Purchase" section.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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.
- 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.

For more information on reserving Student Government Vans or Campus Safety Vans, please talk with the Student Government Office Manager at 5-2204.

Cash Box:

- Cash boxes are available at the Student Government Information Center for organizations that are having an event and need them. Boxes are First Come, First Served.
- See the Student Government Information Center Staff Assistant to sign one out in your organization's name.
- Submit cash to the Student Government Information 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 request how much you need and what denominations on an EAF form.

Boise Purchases:

- Check Boise Purchase on the EAF form
- There is a Boise catalog available from the Student Government Information Center Staff Assistant that you may use to shop. We get special pricing from this catalog. Most items are discounted to varying degrees. Boise carries a wide variety of items. Items you may not guess would be available. It isn't just office supplies. Please check Boise 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 "Boise Office Supply Order Form" (See next page). These forms are also available from the Student Government Information Center Staff Assistant .
- Submit the Boise Office Supply Order Form and the EAF form to Student Government Information 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. Boise orders are delivered 24 hours from time of order.

Boise Supply Form

Please Print Neatly

Club name _____

[illegible]

Facilities Management (Physical Plant):

- Check Facilities Management on the EAF form
- List in “Detailed Description of Purchase” section explanation of what services you would like Facilities Management to do for your club and dates.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **If this purchase is Student Government Additional Funding related, indicate the award number where indicated on EAF form.**
- Print your advisor’s name and email address
- Get advisor’s authorizing signature plus their phone number
- Submit the EAF form to Student Government Information Center Staff Assistant
- Physical Plant will be advised of your account number and verify that you have enough funds to cover the expense.
- Your organization’s spreadsheets will be updated with the estimated cost.
- When the actual charges come through, your spreadsheets will be updated with the exact cost.

Remember: It is your club’s responsibility to make certain the Student Government Bookkeeper is aware of all expenses for your event. Please advise the bookkeeper of all estimates. If you overspend, your club is responsible for any deficits.

Hub:

- **Please remember that there is a three day turnaround time for Hub forms.**
- Check Hub on the EAF form
- In “Detailed Description of Purchase” section describe the work you want the Hub to do.
- **Make certain that you fill out Name of Event, Date of Event and total amount to be spent**
- **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
- Submit EAF form to Student Government Information Center Staff Assistant
- A Hub Services Request form will be sent to you via your organization’s folder within 3 days. Take this form to the Hub.
- **Get an invoice from the Hub and bring it back to the Student Government Information Center Staff Assistant .**
- Your organization’s spreadsheet will be updated with exact amount of charges.

Travel:

- The first step if you are planning any travel related activities for your club, is to register your trip with EVR. You should register your trip at least two weeks prior to date of trip for low risk activity (that does not require funding requests). You should register your trip at least one month in advance for high risk activity, long distances, or trips that you desire requests for funds. 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.
 - EVR will give you a Student Organization Travel Application form that needs to be completed and walk you through the Event/Travel intake process.
 - 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.
 - Once you have submitted the completed Student Organization Travel Application form, an email notification will go out to a list of pertinent individuals who need to approve your travel, including the person who registered the travel within your club. Once your club gets a copy of this initial email notification of travel, you may start your travel arrangements for your club.
 - 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 Secretary. Please see Page 28 for additional information on Additional Awards.
- Check Travel on the EAF form
- 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.
- Investigate online travel sites for costs of hotels and airfare.
- Make sure you have the correct spelling of first and last names of all students who will be traveling.
- If your arrangement will be for hotels:
 - 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.
 - Fill out a room chart (See Page 40)
 - Know what type of room needed—two double beds—King—Smoking—Non-Smoking
 - Know date of arrival and date of departure
 - Have several hotels researched in case one hotel does not have vacancies
 - Most hotels will allow 4 people to a room, but may charge more. Please plan for this extra cost
 - Center for Campus Life policy states that males and females must have separate rooms.

If your arrangement is for airfare:

- 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. **Sometimes it is very expensive to change airfare itineraries. It is best to make arrangements properly the first time.**

- If your arrangements are for a speaker, please be aware that a Contract Request Form needs to be completed. (See Page17 for more information on Contract Request Forms.
- Make sure you are aware of accurate times when the speaker can travel. **Sometimes it is very expensive to change airfare itineraries. It is best to make arrangements properly the first time.**
- In “Detailed Description of Purchase” section list what you need. Make sure you give us arrival and departure times. **Make certain that you let us know in the Detailed Description of Purchase field, your trip’s destination.**
- Also include for example:
 Roundtrip Airfare to/from Jacksonville, Florida 9/3-9/5 for 3 people
 Approx. \$200 X 3 = \$600
 Hotel 9/3-9/5 (2 nights and 2 rooms)
 Approx. \$80 X 2 nights X 2 rooms = \$320
 Total amount \$600 + \$320 = \$ 920
- Print advisor’s name and email address
- Get advisor’s authorizing signature plus their phone number
- If you need to make hotel and/or airfare arrangements, make an appointment with the Student Government Budget Assistant. You may do this with the Student Government Information Center Assistant in the RITreat. The RITreat is located in the lounge area across from the Cafeteria.
- 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.
- 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.
- Bring your EAF form with you to your appointment with the Student Government Budget Assistant. The SG Budget Assistant will assist you in processing airfare arrangements and hotel accommodations.
- If you need any other type of travel arrangement or expenditure, please make an appointment with the Student Government Bookkeeper

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) _____