

Clubs Cheat Sheet

Finance Certification You must be financially certified to do any financial transaction. We recommend that at least 2 club members be certified. To become certified, please go to the Clubs website at <http://clubs.rit.edu>. On the right hand side of the page click on the finance certification and you will find a quick PowerPoint presentation followed by a quiz. If you pass the quiz with a score of 75 you will become financial certified. If you pass, you will automatically be added to our list. Once certified you can do any financial transaction using the Expense Approval Form (EAF).

Expense Approval Form (EAF): This must be completed and signed by your club's advisor. These are the things the EAF allows you to do and how to accomplish this:

- Bring the filled out EAF when you meet with Carol Giuliano or Dawn Rizzo for:
 - Credit card purchase
 - Travel arrangements
- For any other request except credit card or travel, drop the completed EAF off at the Club Resource Center allowing 3 days turnaround for most of the following requests:
 - **Cash Advance**
 - Money for cash box
 - Local entry fees for events, or races, etc. when credit cards are not accepted. Must bring back a receipt.
 - **Reimbursements**
 - Attach original receipts
 - No tax will be reimbursed
 - These should only be mileage reimbursements or last minute unexpected purchases
 - Over \$200 will have to be an electronic reimbursement
 - **Check Request** –Please allow 5-10 working days (in busy spring quarter it will probably be longer)
 - Attach back up paperwork: receipts and W-9 for non-students, receipts and UID number for students. Student requests reimbursement will need to receive an electronic check. If the student is not set up in accounts payable (different from Payroll a Direct Deposit form will need to be submitted as well.
 - **HUB Request**
 - Attach copy of item to be copied
 - Will place paperwork in your club folder that you can take to the HUB
 - If you want to take advantage of the 175 free black/white copies, please indicate on your EAF
 - **Staples**
 - Fill out the order form and hand in at the desk with the EAF. Browse on the Staples website at: Staplesadvantage.com/catalogs/index.html for item numbers. Pricing will be less than the website due to RIT's contract with them
 - Once order is placed, it will come in the next day and there will not be any shipping charges

Travel

- Please make an appointment with Dawn Rizzo at the Club Resource Center for hotels, airfare, and buses:
 - Bring the EAF to your meeting
 - Must be EVR's before meeting
 - You may reserve a hotel with your credit card and at your appointment it will be replaced by RIT's credit card.
 - **Airfare**
 - Do not purchase any tickets until meeting
 - Please bring the name of each person as it appears on the ID they will be using and their birth date.
 - **Buses**
 - Please have number of students, dates and destination

Fundraising

- **There are 2 forms used to deposit money:**
 - Deposit form
 - Money collected for/at events
 - Dues collected
 - Donations from individuals and companies
 - Matching form –The matching part will be given in the fall of next fiscal year
 - Must be from a current RIT student
 - Checks must be from the student's checking account, not a parent's, etc.
 - The only memo filled in should say 'donation'
 - Each student must fill out the matching form completely
 - There is a maximum of \$50 per student, per academic year
- **Additional Award from Student Government**
 - If travel is involved:
 - EVR event, a request will automatically go to the Finance Director directly. She will set up an appointment with you during one of the Finance Committee meetings where you can answer questions
 - Please make sure you indicate on the EVR that you are requesting additional funding and the expenses. If the Finance Committee makes the decision to help your club, the most they will give is 50% of travel expenses. You will need to convince Student Government that this event is a benefit for RIT as a whole and not just for an individual student(s)
 - If no travel:
 - Fill out the Additional Award form that can be found in the Student Government office
 - Take to the Student Government office. You will be contacted with an invitation to a Finance Committee meeting to present your request