LOCATION OF RESOURCES

- Senate Office – Union 201
  - Hanging Files on Main Desk
  - Mailboxes – Check Weekly
  - Coordinator – Tax Exempt
- SEA Office – Union 206
  - Scheduling, Event, and Advertisement Help
- RhodySenate.org
- Information Desk
  - Office Keys
- Scheduling Office
  - Last Resort
  - Sheri Davis is almost god.
  - Hand in Payment Orders for Security Contingency Grants
- Student Senate Sakai page
STUDENT SENATE SAKAI

1. Log in to Sakai
2. My Workspace
   - "Membership"
3. Choose "Joinable Sites"

1. Search "Student Senate"
2. Click Join
3. Refresh the Page
SIGNATORIES RESPONSIBILITIES

· Signatories
  · President – Managing the Group, Officers, and Members
  · Treasurer – Maintaining all the Finances
  · Take the Finance Quiz then sign Signature Cards

· Liabilities & Penalties
  · Signatories may be held liable for any Financial Issues if Mismanagement is found

· Mismanagement Examples:
  · Not depositing cashboxes, donations, or dues
  · Not Following Procedures
  · Asset Mismanagement, Embezzlement, or Damages
1. Go to the Student Senate Sakai Page
2. Select Tests & Quizzes
3. Select “Finance Quiz”

Hints & Things
- Open Book Test
- Search the Handbook & Guides
- In the Resources Page
- It takes about 15 minutes
- Read the Feedback
- You can take it twice
- See Finance chair if you still don’t pass
BUDGET ACCESS

- Signatories must sign two copies of the Signature Cards
  - Without these signed you cannot access any funds
  - The cards verify your signature
  - Must be signed under witness by the Finance Chair

- You must pass the Finance Quiz in order to sign cards

- If the signatories change
  1. Alert the SOARC Chair
  2. Sign new Signature cards

- Signature cards are only valid until ReRecognition
Tax Exempt Forms
- As a non profit, we never pay/reimburse sales tax
- Forms only available at the Senate Office
- Present to Vendor
- Inadequate funds – Can Only get reimbursed up to the amount in your account.
• Reimbursements Over $15 are payable only by Check
  1. Attach a Check Reimbursement form, Receipt, & Payment Order
  2. Submit to the Accounts office
  3. Pick up check in 2+ days

• Cash Reimbursement forms are only available at the Accounts Office
• All other forms are found in the Senate Office
THE PURCHASING PROCESS
LARGE PURCHASES OR SERVICES

Purchase Requisition:
- Purchase Requisition
- Verify Funds
- Expense Approval
- Purchase Order

Contract:
- Contract (signed by Bruce)
- Verify Funds
- Expense Approval
- Services Ordered

Organization:
- Purchase Order
- Goods Delivered
- Goods Paid
- Payment Order
- Payments
- Services Rendered
- Services Paid
- Check
PURCHASE REQUISITIONS

- All forms are available in the Senate Office and the Senate Sakai
- Include details so items can be found
  - Item SKU or Product ID or Shortened Link
- Examples in the handbook
- Purchasing Office & Ron Barlow
  - All the Purchase Requisitions are processed by Ron Barlow in Union 203
  - Purchasing Office holds the Senate Credit Card
  - See Ron to review your Requisition if it is:
    - A complicated online order
    - An Order with custom items
PURCHASING FOOD

- The Finance Chair must approve of all food purchases
- Including purchasing food through reimbursement
- Food can only be purchased from line 130, 312, 900
  - Recruitment Funds Line 312 requires Finance Chair Approval
    - Submit a flier/poster advertisement and registered calendar event
    - A completed purchase requisition or quotes of items
  - Programing funds Line 130 can only be used if granted for food
  - Fundraising Line 900 just needs to be Approved
PAYMENT ORDER & CHECKS

• After submitting a purchase requisition check your mailbox often for the green copy of the Purchase Order

• After goods or services are received
  • Attach the completed and signed payment order to the Invoice/Receipt and submit it to the accounts office

• Checks (Payments) are cut on Tuesdays, Wednesdays, and Thursdays and take a 2+ business days to process
CONTRACTS

- Group Signatories do not sign
  - Only Bruce Hamilton can sign Contracts as “Sponsor”
- Performers are responsible for their own transportation
- Be very detailed, more is better
  - Finance Chair can help review Contract wording
- Avoid attachments by writing on the contract
- Use only the latest version of the Contract form
- You may scan & email or fax signed contracts

Contract with: | Requires
---|---
Individuals or Sole Proprietorships | Social Security Number & W9
Companies or Corporate Entities | Federal Tax ID
Without a Payment Order, no checks will be written

- Must have attachments
  - Invoice/Receipts
  - Contracts
  - Purchase Order
  - Memos or Letters

- Found in the Senate Office
- Bring to the Accounts office
CASHBOX ORDER FORM

- Request when accepting cash
- Submit form >48 Hours ahead
- You can request change
- If submitted <48 Hours ahead
- No guaranteed Cash Box
- Deposit funds from Cashbox
- Within
DEPOSIT SLIP

- Used for deposits into your group’s account
- Examples
  - Member Dues
  - Fundraisers
  - Cash Donation
- Submit to Accounts office

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<th>Into</th>
<th>Cat #</th>
<th>Purpose</th>
<th>Amount</th>
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Please do not fill out the bottom! (for Accounts Office use)

Date Rec’d: ________ Rec’d By: ________ Total Amount $ ________
TYPES OF GRANTS

- Contingency Grants – Unexpected/NonBudgeted Expenses
  - Not available for Unfunded Groups
  - Programming
  - Travel & Lodging
  - Capital Improvements

- Alcohol Alternative Grants
  - Limited funds for Thursday, Friday, Saturday Night events

- Senate Cosponsorship Grants
  - Propose an event to Student Senate
APPLYING FOR CONTINGENCY GRANTS

1. Get a Contingency Grant Request Form
   • From the Hanging Files in the Senate Office
2. Complete the form
   • More detail is better than less
     • Provide the costs of every component/item
   • Try to keep everything on the form
   • Put the Request Form into the Finance Chair’s Mailbox
   • Get this in early so the chair can check it over first
3. Sign up to meet with the Finance Committee
4. Attend the Meeting
COSPONSORSHIP MONEY

- Any Group can Cosponsor another group
- Cosponsorship forms also apply when a group is transferring money to another recognized group
- Senate Cosponsorship
  - Prepare a proposal to a member of the Senate Exec Board
  - Non recognized or Unfunded groups may also apply
- The Sponsoring Organization may require additional requirements such as advertising or involvement
APPLYING FOR ALCOHOL ALTERNATIVE GRANTS

1. Get an Alcohol Free Event Request Form
   - From the Hanging Files in the Senate Office

2. Complete the form
   - More detail is better than less
   - Provide the costs of every component/item
   - Try to keep everything on the form
   - Put the Request Form into the Finance Chair’s Mailbox
   - Get this in early so the chair can check it over first

3. Sign up to meet with the Finance Committee

4. Attend the Meeting
GRANT TIMELINES (MINIMUMS)

- Grants can take up to 2 weeks
  - Sometimes more if not enough details are included
- Contingency Grants
  - Under $1000 – 1 week
  - Over $1000 – 2 weeks
- Alcohol Free Grants – 2 weeks
- Cosponsorships
  - Under $500 – 1 week
  - Over $500 or a non recognized group – 2 weeks
FURTHER INSTRUCTIONS

• Meetings
  • Travel & Lodging under $500 – meet with the Finance Chair
  • All other grants meet with the Finance Committee
  • The signatories are not required to attend if a member that understands the Request can attend instead

• For all grants that need Senate Approval
  • Ie: Grants that take 2+ weeks
  • Attend a Senate meeting 2 weeks after the Finance Meeting

• Once a grant is Approved
  • Take the signed form to the Accounts Office to process
FURTHER INFORMATION

- Some Purchases require quotes

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<th>If you are planning on spending:</th>
<th>$250 - $999.99</th>
<th>$1,000 - $4,999.99</th>
<th>$5,000 or more</th>
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<td>Then you need:</td>
<td>3 verbal bids</td>
<td>3 written bids</td>
<td>5 written bids</td>
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</table>

- Attach quotes to the Grant Request Forms

- Exceptions
  - If there is only one vendor that sells the product
  - If you choose a more expensive bid, present adequate reason
If you have any further questions or need any further help/tutorial

Email Finance@RhodySenate.org

Finance Chair Office Hours are posted in the Senate Office

Current as of March 2014