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
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.
Cash Reimbursement forms are only available at the Accounts Office.

All other forms are found in the Senate Office.

- 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
THE PURCHASING PROCESS
LARGE PURCHASES OR SERVICES

Purchasing Process Diagram:
- **Purchase Requisition**
  - Purchase Request
  - Verify Funds
  - Expense Approval
  - Purchase Order
- **Contract**
  - Contract (signed by Bruce)
  - Verify Funds
  - Expense Approval
  - Services Ordered
  - Check
- **Organization**
  - Goods Delivered
  - Goods Ordered
  - Goods Paid
  - Payment Order
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
  - Programming 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

<table>
<thead>
<tr>
<th>Contract with:</th>
<th>Requires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals or Sole Proprietorships</td>
<td>Social Security Number &amp; W9</td>
</tr>
<tr>
<td>Companies or Corporate Entities</td>
<td>Federal Tax ID</td>
</tr>
</tbody>
</table>
PAYMENT ORDER

- 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
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

<table>
<thead>
<tr>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Then you need:</td>
<td>3 verbal bids</td>
<td>3 written bids</td>
<td>5 written bids</td>
</tr>
</tbody>
</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
INFORMATION & CONTACT

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