

TREASURER'S MANUAL

For Student Organizations



1801 E 4th St., Okmulgee, OK 74447-3901

Campus Phone Number 918-293-4OSU

Accounting Services Office 918-293-5204

Student Life Office 918-293-4942

TREASURER'S MANUAL

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FORWARD

Congratulations on your election to the office of treasurer of your organization. In accepting this position, you have assumed the responsibilities of chief financial officer of the organization. You can best serve the membership of your organization by maintaining an accurate, organized, and well-documented set of financial records. The *Student Organization Treasurer's Manual* was prepared to assist you in fulfilling these objectives.

The manual contains step-by-step procedures for maintaining your financial records, procedures and example forms for processing deposits and payments through the University accounting system.

If you have any questions after reading this manual, please call Student Life at extension 4942, University Accounting at extension 5204, or the Bursar Office at extension 4681.

Conduct of Student Organization Officers and Members

As an officer of your student organization, it is important to know the rules and code of conduct expected of club members. The following is taken from the Student Handbook, Student Rights and Responsibilities Governing Student Behavior.

XI. Conduct Rights and Obligations of Student Clubs and Organizations

As individual students are asked to uphold certain expectations, organizations and their officers are under obligation to the University and larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of events and activities that uphold the standards of the University. Any activities that encourage the improper conduct of student members which violate the prohibitions contained within the Student Rights and Responsibilities Governing Student Behavior may cause the charter of the organization to come under judicial review by the Director of Student Life.

A. Benefits Afforded Student Recognized and Registered Clubs/Organizations

Recognized clubs are clubs with 4 to 9 members and have the following privileges:

- Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities.*

- *Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities.*
- *Promotion of your club/organization and its officers in campus publications where other registered clubs/organizations are listed.*
- *Announcement of club/organization sponsored programs and activities in the OSUIT newsletters.*
- *Recruitment of members during enrollment along with other recognized campus clubs/organizations.*
- *List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union.*
- *Participate in the monthly Round Table informational meetings.*
- *May schedule field trips as funding allows.*
- *Request Start-Up funding not to exceed \$900 (\$100 for each member) from the Director of Student Life and to be approved by the Dean of Students. After existing as a Recognized student club/organization for a period of two (2) years, clubs may request funding from the student fee allocation committee.*
- *Sponsors of the club/organization may participate in the Advisor Incentive Program during the fall and spring semesters.*

Registered clubs are clubs with 10 or more members and have the following privileges:

- *Within limits, use of the OSUIT name in connection with club/organization sponsored programs and activities*
- *Scheduling available university-owned areas and/or facilities for club/organization meetings and sponsored activities*
- *Promotion of your club/organization and its officers in campus publications where other registered clubs/organizations are listed*
- *Announcement of club/organization sponsored programs and activities in the OSUIT newsletters.*
- *Recruitment of members during enrollment along with other recognized campus clubs/organizations*
- *List club/organization information on OSUIT student club/organization directories, located in Covelle Hall and the Student Union.*
- *Participate in the monthly Round Table informational meetings.*
- *May schedule field trips as funding allows.*
- *Request funding from the student fee allocation committee after existing as an active OSUIT student club/organization for a period of one (1) year.*

- Sponsors of the club/organization may participate in the Advisor Incentive Program during the fall and spring semesters.

To register your club/organization or update/revise an existing registration form, go to the website <http://go.osuit.edu/student/life/forms> and complete the Club Registration Form and submit the completed form via email or fax to the Student Life office.

Each recognized and registered club must file a new Registration Form and Roster of Members form every year by the end of September. Any club that fails to file both forms will become an inactive club. The status of the club can be changed to active by filing both forms.

B. Obligations of Student Clubs/Organizations

1. *Required Information:* Each student club/organization is required to submit the following information to the Office of Student Life at the beginning of each fall semester or when new officers are elected.

- a. name, address, and telephone number of each officer;
- b. name of the organization's faculty/staff advisor;
- c. time and place of regularly scheduled meetings;
- d. the purpose of the organization.

Changes during the school year need to be reported promptly.

2. *Participation:* All clubs/organizations will be represented at the monthly Round Table Luncheon.

3. *Advisors:* All clubs/organizations must have an advisor who is a full-time faculty or staff member. Exceptions to this rule may be granted by the Office of Student Life. Sponsors are ultimately held accountable for actions taken by the club/organization. Advisors responsibilities include:

- a. attending group meetings and sponsored activities;
- b. assisting in program and/or project development;
- c. serving as a resource to the club/organization with regard to University Policy and procedures;
- d. advising the club/organization on financial matters.
- e. serving as the point of contact between the club/organization and Student Life.

4. *Financial Obligation:* All funds of recognized clubs/organizations must be kept on deposit with the University. All funds must be deposited with the Bursar within 24 hours of receipt. Funds of clubs/organizations may not be used to purchase alcohol or beer.

5. *Meetings:* It is the responsibility of the student club/organization to schedule its meetings and activities in accordance with the policies of the University, campus, student activities, and the building being scheduled. All student club/organization activities shall be properly organized and supervised. All student activities must be approved through the Student Life Office. Copies of approved Campus Activity Requests will be forwarded to the appropriate offices.

To assure sponsored activities meet all requirements, the following procedures must be observed:

a. Authorized student club/organizations planning an entertainment activity, project, or activities for raising funds must complete and submit a Campus Activity Request to the Student Life Office for approval prior to advertising, scheduling, making commitments, or related arrangements. Activity requests should be approved seven days prior to the activity and should be announced in Student Life activity announcements during the week of the event.

b. The sponsor is to assist the student group in completion of Campus Activity Request forms and will be responsible for arrangements and supervision of the activities. All school activities sponsored by a campus club should have two faculty and/or staff members as chaperons. For club recreational activities off-campus, the number of chaperons assigned, in addition to sponsor(s), shall be at the discretion of the Director of Student Life and Dean of the School.

6. Poster and Posting Regulations: Distribution of handbills, pamphlets, flyers, etc., is a privilege granted only to students of recognized clubs/organizations. All such literature must bear the name of the club/organization on the front page of the material distributed and be approved by the Office of Student Life. Such material may be distributed only in those areas designated as distribution areas by the Office of Student Life or Residential Life, as appropriate. A copy of the literature to be distributed must be filed in the Office of Student Life. Special permission may be granted to other groups by the Student Life Office for distribution only on designated public boards. (See Section XIII, E, "Distribution of Literature" for more details.)

7. Production of Club Items and Apparel: Student clubs may wish to produce items such as, but not limited to, T-shirts, caps, mugs, towels, notebooks, banners, or clothing. Any item bearing the University name, logo, and/or club name must be approved through the Student Life Office. A full design layout of the item(s) to be produced must be submitted to the Student Life Office for approval prior to purchase.

C. Student Clubs/Organizations Misconduct

It is not possible to list every potential situation which might result in a determination that a student club/organization has violated the policies of the University. Advisor/students violating University Policy will be referred to a Hearing Officer. If it is found more likely than not that advisors/students were in violation of University Policy while representing their club/organization, the Director of Student Life will make a determination regarding the club/organization's status which could result in probation or suspension of the registration as a recognized club/organization by the University. Any appeals of the decision made by the Director of Student Life shall be made to the Dean of Students.

D. Code of Ethics for Student Clubs/Organizations

1. *Relationship of student club/organizations to the University: Registration of a club/organization does not mean that the University supports or adheres to/by registered student groups. Responsibility for any action which violates federal, state, or local laws or University regulations is assumed by the individual groups, their officers and members.*

2. *Introduction of Code of Ethics: The extension of privileges by the University as detailed in this document requires registered student clubs/organizations to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community and the University. Clubs/organizations and their members are subject to being governed and sanctioned by the same rules and regulations established for individual students. In addition to statutory obligations, this Code of Ethics has been established for the students by the students as a set of guidelines for all registered student club/organizations. Each registered student club/organization is encouraged to adopt and abide by this Code of Ethics.*

3. *Specific Standards of Ethics:*

a. *Academic: In accordance with the larger mission of the University, the Code of Ethics encourages a portion of a club's/organization's activities reflect a conscious effort to enrich each member's academic development.*

b. *Character Development: The moral conduct and personal behavior of each member affects the organization's image. This makes it important for the individual to act at all times with self-respect and integrity. University policy prohibits students from cheating, using alcohol on campus, providing fraudulent information, or in any way misrepresenting themselves in interactions with the campus or larger communities.*

c. *Community Relations: Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by a club/organization on the community reflects upon the University as a whole. All organizational members will conduct themselves so as to support a positive relationship with the community.*

d. *Financial Management: Members shall handle both institutional and private funds judiciously, recognizing the annual transfer of debt responsibility. Members shall not incur debts (either individually or in the name of the organization) which result in organizational disability.*

e. *Health and Safety: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical well-being.*

f. *Leadership Development: The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members' leadership skills for future positions of service and authority.*

g. Legal Responsibility: Each club's/organization's members have a responsibility to know and uphold all relevant federal, state, and local laws and University policies. Student clubs/organizations should be knowledgeable of and comply with the expectations set forth by the University for individual students and student clubs/organizations.

h. Multi-Cultural Sensitivity: Both the University community and the larger society are diverse, with persons from differing ethnic and cultural backgrounds. Clubs/organizations must recognize and respect the cultural heritage of others. Compliance with the Oklahoma State University Equal Educational Opportunity Policy is required. Guidance regarding the interpretation and implementation of this policy is always available at the Student Life Office, or the Student Services Office.

E. Obtaining Registration as a Student Club/Organization

Registration entitles your club/organization to certain privileges, assists the Student Life Office in its advisory responsibilities to your club/organization, provides resources and needed information, and furnishes potential new members with a point of contact to your club/organization. To obtain registration as an OSU Institute of Technology student club/organization, your group must complete the following three (3) steps:

1. Have an accepted Petition for Recognition Form on file in the Student Life Office

a. meet with the intended sponsor and Director of Student Life prior to beginning the process of petitioning;

b. complete the Petition for Recognition Form which should be filled out by the intended sponsor and include the following information:

i. name of group;

ii. purpose of group;

iii. objectives of group;

iv. state if your group will duplicate the function of any existing club/organization on campus;

v. state if the need and desire of students will be sufficient to maintain a strong organization by registering as either Recognized (less than 15 charter members) or Registered (Fifteen or more charter members) club/organization;

vi. signature of intended sponsor and intended sponsor's division chair, department head or supervisor acknowledging that he/she is aware of the responsibilities and requirements of sponsoring a student club/organization on the OSU Institute of Technology campus.

2. Have an approved Constitution and By-Laws on file in the Student Life Office

a. draft the constitution and by-laws using the following outline:

i. the purpose of the group;

- ii. methods of electing/selecting officers and members;*
 - iii. role of the officers;*
 - iv. goals and how they will be met (committees, funding, etc.);*
 - v. anti-discriminatory clause within the membership section of your group's constitution.*
- b. Constitutions and by-laws are approved by the Director of Student Life and the Dean of Students.*
- c. All student clubs/organizations are required to update/revise their constitution and by-laws a minimum of one time every three years and submit a copy to the Student Life Office.*
- 3. Have a current/updated club/organization Registration Form on file in the Student Life Office*

XIII. Other University Policies

E. Distribution of Literature

Distribution of handbills, pamphlets, etc., is a privilege granted only to students of recognized and registered clubs and organizations. All such literature must bear the name of the club or organization or responsible individual on the front page of the material distributed. Such material may be distributed only in those areas designated as distribution areas by the Office of Student Life or Residential Life, as appropriate. A copy of the literature to be distributed must be filed in the Office of Student Life. Special permission may be granted to other groups by the Office of Student Life for distribution only on designated public boards.

Once approved, the Office of Student Life will stamp the approved information with a special permit stamp. Any materials posted without the special permit stamp will be removed.

Sponsoring groups must remove all posted information after the advertised event. Flyers, posters, signs, etc. without a special permit stamp, those left after the expiration date, or those posted in an unauthorized area will be removed.

Information may not be posted on walls (interior or exterior), trees or shrubs, trash cans, elevators, or any other area other than the areas specified as approved posting areas on campus. Any group or individual that does not follow the above mentioned guidelines for posting information on campus will be in violation of University policy.

- 1. The privilege of distribution which is accorded to any free student publication shall be equally accorded to all free student publications.*
- 2. For buildings other than organized living units, the Director of Student Life shall determine, after consultation with the administrative occupants, the places of distribution.*

SUBMISSION OF FORMS REQUIRED BY STUDENT LIFE

As an officer of the organization, one of your responsibilities is to make sure all required paperwork is submitted to the Student Life office in a timely manner. Each fall term, there are three documents that must be on file with Student Life; club registration, signature card, updated constitution and bylaws.

The club registration form can be found on the Student Life website and must be completed and submitted prior to the Fee Allocation process each fall. This form is also required any time there is a change in officers or advisors as well.

The signature card must be submitted with the club registration form to ensure the current officers are on file to approve any expenditures.

Student Organizations are required to review their constitution and make necessary updates every three years. Again, this is required to be completed prior to fee allocation. If you have any questions about your constitution, you may contact the Student Life office.

SUBMISSION OF ACTIVITY REQUESTS AND POINTS VERIFICATION FORMS

With some recent updates in procedures for these two forms, Student Life wanted to provide you with information on the requirements for earning points for your club.

Campus Activity Requests: A Campus Activity Request (CAR) needs to be submitted only when your club is co-sponsoring, hosting, creating, or sponsoring an event. An event sponsored by the university, Student Life, or another club does not require a CAR. A CAR must be submitted with the Trip Insurance Form anytime a club travels outside the city limits of Okmulgee. You will receive an email in response to your submission.

Points Verification Forms: Points Verification Forms (PVF) must be submitted within 7 days of the event and contain the names of at least 3 club members (cannot include the advisor) to earn points. All points are accumulated for the academic year and used to determine the Club of the Year. You will receive an email response to your submission.

All forms must be submitted electronically to be accepted. Copies of the forms can be found on the Student Life website.

SIGNATURE CARD

The University acts as custodian or fiscal agent of your organization's funds. In that capacity, the University maintains a signature card for each organization to prevent unauthorized payments from your account. The signature card contains the name of the organization, address, account number, and authorized signatures. Accounting Services compares the signatures on the Disbursement Voucher to the signatures on the card.

AUTHORIZED SIGNATURES

Your signature card should include the signatures of your organization's president, treasurer and advisor (and co-advisor, if applicable). Although three signatures are kept on file, only two signatures are required to process a disbursement voucher. An advisor always has to sign the disbursement voucher. The other signature can be either the president or the treasurer. A copy of your club's latest signature card should be kept on file with your records.

CHANGE IN OFFICERS AND ADVISORS

Your organization is required to execute a new signature card when you change officers or advisors. Blank cards are available from the Bursar Office, Accounting Office or online at http://www.osuit.edu/campus_community/student_life/form_files.html

EXAMPLE

A completed example of a signature card is on the next page and a blank form is included in the Appendix of this manual.

SIGNATURE CARD

Student Organization

EXAMPLE

NAME OF ORGANIZATION

My Student Organization

Campus Mailing Covelle Hall

Address 1801 E 4th St Okmulgee, OK 74437-3901

Account Number AD-9-99999

Oklahoma State University Institute of Technology is authorized to recognize the signatures executed herewith as authorization for withdrawal of funds or transactions of any business of student organization listed.

In receiving items for deposit the school acts only as a custodian and accepts no responsibility beyond the exercise of due care. This school or its correspondents may send items, directly or indirectly, to any bank including the payer and accept its draft of credit as conditional payment in lieu of cash; it may charge back any item (returned check) at any time before final payment, whether returned or not; also any items drawn on the University not good at the close of business on the day deposited.

Dewey Cheatham

Treasurer Name – printed

Treasurer Signature

Date

John Smyth

President Name – printed

President Signature

Date

John Hancock

Advisor Name – printed

Advisor signature

Date

Co-Advisor Name – printed

Co-Advisor signature

Date

DEPOSITS

DEPOSITS

Deposits must be made within 24 hours of receipt of funds. This is done in person at the Bursar Office Cashier's windows. Office hours are 8:00 a.m. to 4:15 p.m. daily, Monday through Friday.

PROCEDURES

You must use a deposit transmittal form to process a deposit through the University Accounting system. Two copies of a completed form should be submitted to a Bursar cashier with your receipts (cash, checks, coin). The Bursar cashier will verify the deposit, sign the form and return one copy to you for your records. The other copy will be retained by the Bursar.

RECORD KEEPING

You should keep your copies of all deposits (and related receipts) with your financial records. These items serve as supporting documents for audit purposes.

EXAMPLE

There is an example of a complete deposit transmittal form on the next page and a blank form is in the Appendix of this manual.



**OSU Institute of Technology
Deposit Transmittal Form**

Date: 8/26/13

Department/Organization Account Name: MY STUDENT ORGANIZATION

Account Number	Source of Revenue	Amount
AD-9-99999-1234	FUND RAISER	\$ 500.00
92200 0195492780	Sales Tax	

COIN	
\$1.00	\$2.00
\$0.50	\$1.50
\$0.25	\$2.00
\$0.10	\$0.70
\$0.05	\$0.55
\$0.01	\$0.25
Total \$.00	

CASH	
\$100	\$0.00
\$ 50	\$50.00
\$ 20	\$160.00
\$ 10	\$50.00
\$ 5	\$15.00
\$ 1	\$5.00
Total \$0.00	

Checks	\$ 213.00
Cash	\$ 287.00
Credit Card	\$ 0.00
TOTAL	\$ 500.00

Deposited for Dept/Club by _____

Acctg _____

Rec'd by Bursar Cashier _____

Revised 7/15/2013

PURCHASES

(Request for Expenditures)

Purchase Orders (PO#)

Most vendors will accept a PO number for purchase of goods or services. Contact Student Life and provide the name of your student organization, your account number, the vendor's name, and the approximate amount to obtain a PO number. You may call extension 4942 or come by Student Life to get a PO number.

The use of a PO number will allow you to receive the goods or services you need and process payment later.

PAYMENTS

Student Organization p-cards are the preferred payment for club expenses. However, we understand there are times when credit cards cannot be used. Invoices to be paid should be submitted to the Accounting office, located in the Grady Clack (Administration) building, with a completed disbursement request and a copy of your typed, signed minutes authorizing payment. The office is open from 8:30 a.m. to 4:30 p.m., Monday through Friday.

DISBURSEMENT REQUEST

You must use a disbursement request to process all payments from the club accounts. This includes p-card payments as well as payments through the University accounting system. After you complete the disbursement request, make a copy for your records. The **original** invoice should then be stapled to the disbursement request. If the original receipt is smaller than 8 ½ x 11, please tape the receipt to a sheet of paper prior to submission to Student Life

Please assist Accounting Services by planning your purchases and payments in advance. All of the following criteria must be met for a disbursement request to be approved.

1. The balance in your account must be sufficient to cover the expenditure.
2. The disbursement request must have two (2) authorized signatures; one by a club officer and one by the advisor..
3. Adequate documentation supporting the **exact amount** of the expenditure must be attached to the disbursement request (i.e. an **original** invoice, minutes from a meeting whereby the organization approved the amount and the vendor to be paid).

RECORD KEEPING

You should keep a copy of disbursement requests, copies of invoices, a copy of the minutes authorizing the disbursement, and a copy of any deposits with your financial records. These items should include the source of revenue for deposits or the basis for expenses on disbursement forms - for example, "Sale of Raffle Tickets" or "Carnifall Expenses." These items serve as supporting documentation for the Ledger Sheet and will be required for audits. An audit of your clubs records will be conducted annually as of the end of the fiscal year, July 1 – June 30. It is recommended you keep your records in a 3 ring binder or similar book/binder. This is a very important task and should be taken seriously.

ADDITIONAL INFORMATION

If you are paying an individual for services, such as speaker's fees or consulting fee, the disbursement request must include the individual's social security number and permanent address.

When purchasing items from campus entities, such as the bookstore, please have the department submit a CVI (Campus Vendor Invoice) for payment. Do not use the student organization p-card to pay campus vendors.

Also, please be aware that OSUIT Student Organizations are not exempt from paying sales tax on purchases. Student organizations are considered separate entities from the university and therefore are required by the Oklahoma Tax Commission to pay sales tax on purchases. However, they are not required to charge and collect/remit sales tax on goods or services sold for limited fund-raising.

TRANSFERS

Your Organization may make a transfer to another Student Organization. This transfer of funds can be initiated by emailing a request to Accounting Services. The Request must have all the pertinent information as to amount to be transferred, purpose of transfer, account number of organization to receive the funds and all appropriate signatures.

Payments to a University (campus) department will occur by Campus Vendor Invoice and will appear on your monthly statement when the charges are posted to your account. For this reason, all Student organizations should have sufficient funds on deposit to cover such expenses.

CHECK DELIVERY

All checks, issued for payment of expenses, will be mailed from OSU-Stillwater to the vendor's remit address.

EXAMPLE

A completed example of a disbursement request is on the next page. All forms may be found in electronic format at <http://go.osuit.edu/student/life/forms>.

DISBURSEMENT REQUEST

(Request for Expenditures)
Student Organization Funds

DATE May 15, 2015 ACCOUNT NUMBER AD-9-99999

NAME OF ORGANIZATION My Student Organization

PAYEE: **ANYTHING YOU NEED STORE**

SS # _____ FEI # 79-1234567

REMIT ADDRESS 1234 ANYWHERE STREET

CITY HOME STATE OKLAHOMA ZIP 77777

Description of Expenditure	Amount
TOYS FOR CARNIFALL	125.00
Total	\$

Approved JOHN SMYTH Club Officer - President Ext. **Accounting Office**
Approved _____

Approved DEWEY CHEATHAM Club Officer - Treasurer Ext. **Date** _____
PO # _____

Approved JOHN HANCOCK Club Advisor/Co-Advisor Ext. **Process Date** _____

Check # _____

CLUB PCARDS

The University has made it possible for clubs to be eligible to receive a university purchasing card (P-card) for the purpose of making purchases. The p-cards are accepted anywhere a credit card is accepted.

As a result of the transition to the Banner software, reimbursement to sponsors is now much more tedious. Thus, we are now encouraging student organization sponsors to obtain a p-card for club payments.

The biggest advantage to using the p-card system instead of the Disbursement Request/Check system is that the vendor will receive payment much quicker and sponsors will not have to spend their own money and wait for reimbursement.

The pre-requisite to receive a club p-card is the training which is now available online. P-cards are issued only to full time faculty/staff that are serving as an advisor for student organizations. If your advisor is interested in receiving a p-card for your club, please check with the Purchasing Department, extension 5264, to obtain the proper paperwork.

PCARD PURCHASE PROCEDURES

When an advisor/student organization decides to purchase goods, the advisor/treasurer must decide if the p-card is the proper method for payment. Pro-cards are not to be used to pay for services (i.e. guest speaker, mileage reimbursement, campus services such as the Bookstore or C-Store). When the decision is made to make the purchase with the P-card, the following steps must be followed:

1. E-mail the Director of Student Life to obtain preapproval.
 - a) Include the estimated cost
 - b) Purpose of purchase
 - c) Copy of typed and signed meeting minutes indicating organization approval for purchase.

2. Complete purchase
 - a) Student Organizations are not tax exempt – make sure the purchase includes sales tax.
 - b) Keep itemized receipts indicating all items purchased. (example on page 15)
3. If receipt is smaller than an 8 x 11 sheet of paper, it must be taped to an 8 x 11 sheet of paper. This will help prevent the receipt from being lost.
4. Cardholder will receive a notice from Oklahoma State University with an email address of “*Oklahoma State University OSU P-Card-Tasks to perform*” notifying the cardholder of a transaction requiring review and sign off. When this notification is received, the cardholder should immediately sign in to WORKS and enter the description of the items purchased along with the club’s account number. The cardholder will then scan the purchase documentation (receipt, disbursement request, minutes indicating approval, and a copy of the approval from the Director of Student Life) and attach the file to the transaction in WORKS. All documents should be scanned as one file and attached as one file. The cardholder must then sign off on the transaction.
5. Once the cardholder signs off on the transaction, the cardholder must send the original documentation to Student Life. This includes:
 - a. A copy of the pre-approval email.
 - b. The itemized receipt with the account number and sub-code written on the front. The sub-code for purchases by student organizations should be **708950** (see example on page 15).
 - c. A completed and signed disbursement request
 - d. A copy of the club minutes authorizing the purchase.
6. At the end of the billing cycle, the cardholder must send the signed original statement to Student Life for approval.

The p-card purchases must be approved by the cardholder, the approver, and the accountant. Therefore, it is very important for the cardholder to approve transactions as

soon as notification is received. The documentation for the purchase must be scanned and attached to the transaction on Works. Then forward the original copies of documentation to Student Life for completion. Keep a copy of all documentation for the club's financial records.

If you have any questions about pro-card purchases, you may contact Student Life at 918-293-4942 or the Purchasing Department at 918-293-5264.

Below are two examples of a receipt. The receipt on the left is an itemized receipt – the one on the right is just a credit card receipt showing the information on the credit card and the total. An itemized receipt is required.

THANK YOU



(918) 299-8030
 Manager JDN PALMER
 12200 S. WACO
 GLENPOOL OK 74033
 ST# 4615 OP# 00002086 TE# 01 TR# 08647
 10 LB ICE 075322200110 F 1.96 X
 CAKE 007874298972 F 24.48 X
 SUBTOTAL 26.44
 TAX 1 9.350 X 2.47
 TOTAL 28.91
 VISA TEND 28.91

ACCOUNT # **** * 0225 S
 APPROVAL # 065973
 REF # 00
 TRANS ID - 0001349841387890
 VALIDATION - CTXZ
 PAYMENT SERVICE - E
 TERMINAL # 29003611

12/15/11 17:22:35

CHANGE DUE 0.00

ITEMS SOLD 2

TC# 7602 2339 1845 2226 2389



Don't forget! Pick up your layaway items by December 16.
 12/15/11 17:22:35

CUSTOMER COPY

434508547883
 HV-LEE CHINESE BUFFET
 1002 E. 10TH ST
 OKMULGEE OK 74447
 9187567070

TERMINAL I.D.: 85478831

VISA
 XXXXXXXXXXXXX:
 SALE
 BATCH: 000397 INU: 14
 DATE: APR 17, 12 TIME: 12:48:55
 AUTH NO: 018915

BASE \$80.00

TIP -----

TOTAL -----

TIP GUIDE
 15%=\$12.00 20%=\$16.00

I AGREE TO PAY ABOVE TOTAL AMOUNT
 ACCORDING TO CARD ISSUER AGREEMENT
 (MERCHANT AGREEMENT IF CREDIT VOUCHER)

CUSTOMER COPY

Your account number must be entered on the receipt as well – i.e.

AD-9-99999-8950

CAMPUS VENDOR INVOICES

PURPOSE

The campus vendor system facilitates the electronic transfer of funds between university departments. This system may also be utilized by student organizations to make purchases from University departments without executing a disbursement request.

PROCEDURE

When you purchase goods or services from a university department (such as the Bookstore), the department will complete a campus vendor invoice (CVI) with instruction to charge your organization's 6-digit account number for the purchase. The vendor prepares the CVI. You just give the vendor your account number and sign the invoice. You will receive a copy of the invoice for your records. Remember to record this transaction in your ledger for tracking expenses.

DO NOT SUBMIT A DISBURSEMENT REQUEST FOR A CAMPUS VENDOR INVOICE. THIS WILL CAUSE DOUBLE PAYMENT OF THE EXPENDITURE

When accounting processes the CVI (invoice), the cash balance in your account will be reduced by the amount of the purchase. You are responsible to have a balance in your account sufficient to cover the purchase. The transactions will appear on your monthly accounting report (FMB091) as expenditure and will reference the CVI number. The FBM091 will be emailed to the advisor each month for your records.

VENDORS

Some of the departments that would utilize a campus vendor invoice (CVI) are:

Copy Center/Printing Services

State Room

Motor Pool

Cafeteria

General Store (Warehouse)

C-Store

EXAMPLE

A sample of a campus vendor invoice notice is on the next page.

From: OSU AIRS [<mailto:fim@okstate.edu>]
Sent: Monday, August 03, 2015 12:36 PM
To: [REDACTED] >
Subject: CVI Notification

Campus Vendor Invoice 103907 has been submitted by KEARNS,HARLON I - UNIV MOTOR POOL and approved by Accounting

Vendor: motor pool
Phone number: 918-814-8441
Description: 07-30-2015

Item Description:
sedan lease
mileage

Expense Account and Sub-code	Amounts
AD-[REDACTED]-5480	\$114.70

If you feel this charge is in error, please contact KEARNS,HARLON I at 918-814-8441 within 10 business days.

Please do not reply to this email. It is an automated notification email.

ACCOUNTING INFORMATION

The University processes monthly accounting reports to the Student Life office. These reports are emailed to the advisor(s) within the first five (5) days of each month.

The reports for each organization contains the Account Balance and the Report of Transactions. You need these reports to prepare your monthly account reconciliation. These reports serve as the university's record of current transactions and the balance of your account.

Reports

FGRBLSH - The Balance Sheet

This report provided your current balance – TOTAL: Cash & Cash Equivalents under CURRENT YEAR AS OF (date of statement). In this example, the balance is \$797.18.

FGRODTA – Organization Detail Activity

This report should be used to verify transactions for the month. The transactions are listed by Account/Fund. Be sure to review this report to make sure your account has not been charged in error. Notify the Accounting Department of any errors.

Examples of the monthly financial reports are as follows:

CHART: 4 OSU Institute of Technology
FUND :

ACCOUNT	ACCOUNT TITLE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
119999	Claim On Cash	642.17	2,174.17	.00	2,174.17
160000	Interchart Due/To From	.00	1,376.99	1,376.99	.00
169999	Interchart Claim on Cash	.00	.00	1,376.99	-1,376.99
	TOTAL: Cash & Cash Equivalents	642.17	3,551.16	2,753.98	797.18
	TOTAL: Assets	642.17	3,551.16	2,753.98	797.18
301100	Revenue Control	.00	.00	1,532.00	-1,532.00
302100	Expenditure Control	.00	1,376.99	.00	1,376.99
	TOTAL: Control Accounts	.00	1,376.99	1,532.00	-155.01
	TOTAL: Control Accounts	.00	1,376.99	1,532.00	-155.01
409090	Fund Balance - Agency Funds	-642.17	.00	642.17	-642.17
	TOTAL: Agency Funds	-642.17	.00	642.17	-642.17
	TOTAL: Fund Balance	-642.17	.00	642.17	-642.17
	TOTAL LIABILITIES & FUND BALANCE:	-642.17	1,376.99	2,174.17	-797.18

The balance highlighted on this page is also the balance in the account. If this number is not negative, it means your account is overdrawn.

COBS: 4 CSU Institute of Technology
ORG: 140106 Student Life

TRANS DATE	TRAN TYPE	DOCUMENT NUMBER	DOCUMENT REP #	DESCRIPTION	ACCOUNT/FUND	BUDGET ACTIVITY	TRANSACTION ACTIVITY	ENCUMBRANCE ACTIVITY	CMT TYP
				Refrigeration Club	991030				
	BEGINNING BALANCE:			Oth Non-Rev Receipt	500960	0.00	1,532.00	0.00	0.00
	ENDING BALANCE:			Oth Non-Rev Receipt	500960	0.00	1,532.00	0.00	0.00
	BEGINNING BALANCE:			Misc.Food/Kitch Su	703600	0.00	113.14	0.00	0.00
	ENDING BALANCE:			Misc.Food/Kitch Su	703600	0.00	113.14	0.00	0.00
	BEGINNING BALANCE:			Out-Of-Cn Dp Fd/Lo	705710	0.00	0.00	0.00	0.00
	ENDING BALANCE:			Out-Of-Cn Dp Fd/Lo	705710	0.00	175.60	0.00	U
	BEGINNING BALANCE:			Othr C Exp-A/Trust	708950	0.00	933.28	0.00	0.00
	ENDING BALANCE:			Othr C Exp-A/Trust	708950	0.00	1,055.79	0.00	U
	TOTAL FUND:			Revenue	50	0.00	1,532.00	0.00	0.00
				Expenditures	70	0.00	1,376.99	0.00	0.00

This report shows transactions for the current month. Be sure to compare these transactions to your records to verify the correctness of the postings.

FIELD TRIP REQUEST FORM

(This form is required for student organizations on overnight trips **ONLY**)

When a student organization is planning an overnight trip to any destination, a Field Trip Request form is required. This form details the estimated expenses of the trip and the account that will be used to pay those expenses.

PAGE 1

Club Name: Enter the full name of the student organization.

Account Number: Enter your organizations's 8 digit account number. This number will begin with AD-9-__-__-__-__.

Activity Request Submitted to Student Life: A Campus Activity Request is required for all student organization activities. Complete this form and submit to the Student Life Office then enter the date it was submitted.

Trip Insurance Submitted to Student Life: Trip Insurance is required for any group leaving the Okmulgee city limits. This completed form along with proof of payment from the Bursar's office and a Campus Activity Request must be submitted to the Student Life Office a minimum of 24 hours prior to leaving campus. Student Organizations may request their account be charged via CVI for this expense. When this step is complete, enter the date it was submitted to Student Life.

Off Campus Trip Request: When planning a field trip, an Off Campus Trip Request must be submitted via <https://okm.sp.okstate.edu>. This method is now used to reserve a vehicle. The following information will be required to complete this form:

- Name of Employee Driving
- Destination
- Departure Date and Time

- Return Date and Time
- Designated Driver
- Driver's License Expiration Date
- Emergency Contact and number
- Applicant's Full Name and phone number
- Account Number to be charged

Out of State Travel Request: When a field trip includes travel out of state, an out of state travel request must be submitted prior to any reservations or tickets being purchased. This form must be signed by the Vice President of Fiscal Services authorizing out of state travel.

TRIP INFORMATION

Complete the information in this section indicating the trip destination, when the club/organization plans to leave and return and the primary mode of transportation. If you plan to fly to one town and rent a vehicle to travel around, your primary mode of transportation would be Airline.

TRIP EXPENSES:

The source of funding must be provided. This information will be verified to insure sufficient funds are available for all indicated expenses. A copy of the club minutes must be attached indicating club approval of all expenses. Your minutes must include any sponsor expenses that will be paid by the club. Be as specific as possible – travel, lodging, meals, admission costs, etc.

All anticipated expenses must be listed along with the anticipated amount of the expense. These would include student travel expense (airline, university vehicle, car rental, etc.), lodging expenses, meal expenses, ticket costs for entertainment or admission, etc. If the club is will be paying any expenses for the sponsor, these must be included as well. If any of the expense exceed the

advisor's pcard limits, notify Student Life immediately. Student Life will help make arrangements for these expenses.

PARTICIPANTS:

List the names of all students participating in the field trip as well as the sponsors/advisors. This information should be identical to the information on the Trip Insurance Form. Insurance must be paid for each attendee (\$0.40 per person per day) and the forms submitted to Student Life a minimum of 24 hours prior to leaving campus..

APPROVALS:

The Student Organization Advisor must sign the form as well as the Division Chair. Once these signatures are obtained, submit the completed form to Student Life and we will obtain the final approvals.

A sample Field Trip Request form is on the next page.

OTHER FORMS NEEDED:

A Student Travel form is required for each student participating in an off campus overnight trip. The form must be signed by the student and the advisor. If you have any questions about any of these forms or anything included in this manual, please contact the Student Life Office at 918-293-4942.

All forms can be found on the Student Life.

ANNUAL AUDITS

Each July, an audit of each organization's financial records will be performed by Student Life. As the treasurer of your organization, you are responsible for maintaining those records. Your records are a vital source of information for your organization. The audit will require copies of all transactions on your account – deposits, disbursement requests, receipts, invoices, campus vendor invoices, pcard transactions and any other documentation identifying the transactions. You will also need to include a copy of any minutes indicating the cost was presented to the organization and approved. Before any monies are deposited with the bursar, make a copy of the deposit slip showing the amount and source of the funds deposited.

Keep the documentation in a folder or a three ring binder until time for the audit. If you prefer to keep your records in electronic format, you may do so as long as the documents include the required signatures and are kept in PDF format to ensure accessibility by the auditor.

If you have any questions, please contact Pat Singleton in Student Life at 918-293-4942.

APPENDIX

OSUIT Signature Card.....	Appendix A
OSUIT Deposit Transmittal Form	Appendix B
OSUIT Disbursement Request	Appendix C
OSUIT Field Trip Request	Appendix D
OSUIT Trip Insurance Report	Appendix E
OSUIT Out of State Trip Request	Appendix F
OSUIT Student Travel Form	Appendix G



SIGNATURE CARD

Student Organization

NAME OF ORGANIZATION

Campus Mailing

Address _____

Account Number _____

Oklahoma State University Institute of Technology is authorized to recognize the signatures executed herewith as authorization for withdrawal of funds or transactions of any business of student organization listed.

In receiving items for deposit the school acts only as a custodian and accepts no responsibility beyond the exercise of due care. This school or its correspondents may send items, directly or indirectly, to any bank including the payer and accept its draft of credit as conditional payment in lieu of cash; it may charge back any item (returned check) at any time before final payment, whether returned or not; also any items drawn on the University not good at the close of business on the day deposited.

Treasurer Name – printed

Treasurer signature

Date

President Name – printed

President signature

Date

Advisor Name – printed

Advisor signature

Date

Appendix B



**OSU Institute of Technology
Deposit Transmittal Form**

Date: _____

Department/Organization Account Name: _____

Account Number	Source of Revenue	Amount
		\$ 0.00

Checks _____
 Cash 0.00
 Credit Card _____
TOTAL \$ 0.00

COIN	
\$1.00	\$
\$0.50	\$
\$0.25	\$
\$0.10	\$
\$0.05	\$
\$0.01	\$ 0.00
Total \$ 0.00	

CASH	
\$100	\$
\$ 50	\$
\$ 20	\$
\$ 10	\$
\$ 5	\$
\$ 1	\$
Total \$ 0.00	

Deposited for Dept/Club by _____

Accounting _____

Rec'd by Bursar Cashier _____

DISBURSEMENT REQUEST

Appendix C

(Request for Expenditures)
Student Organization Funds

DATE _____

ACCOUNT
NUMBER _____

NAME OF
ORGANIZATION _____

PAYEE:

SS/CWID

FEI # _____

REMIT
ADDRESS _____

CITY _____ STATE _____ ZIP _____

Description of Expenditure	Amount
_____	_____
_____	_____
_____	_____
_____	_____
Total	\$

Approved _____
Club Officer - President Ext.

Accounting Office
Approved _____

Approved _____
Club Officer - Treasurer Ext.

Date _____

Approved _____
Club Advisor/Co-Advisor Ext.

PO # _____

Process Date _____

Check # _____

Voucher # _____



This form is for overnight Student Organization trips only

FIELD TRIP REQUEST

DEPARTMENT / CLUB NAME: _____

ACCOUNT NUMBER(S) TO CHARGE: _____

ACTIVITY REQUEST SUBMITTED TO STUDENT LIFE _____ DATE SUBMITTED: _____

TRIP INSURANCE SUBMITTED TO STUDENT LIFE _____ DATE SUBMITTED: _____

OFF CAMPUS TRIP REQUEST YES NO

OUT OF STATE TRAVEL REQUEST SUBMITTED N/A YES NO

TRIP INFORMATION

DESTINATION _____

DATE OF DEPARTURE _____ DATE OF RETURN _____

PRIMARY MODE OF TRAVEL _____

(If using a university vehicle, an off campus trip request is required and must be submitted to Fiscal Services to reserve the vehicle)

TRIP EXPENSES

A SIGNED COPY OF THE CLUB MINUTES AUTHORIZING ALL EXPENDITURES MUST ACCOMPANY THIS REQUEST

SOURCE OF FUNDING _____

TYPE OF EXPENSES	PURPOSE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ESTIMATED COST \$ 0.00 _____

AMOUNT TO BE PAID BY FISCAL SERVICES PCARD _____

AMOUNT TO BE PAID WITH CLUB CARD _____

PARTICIPANTS

STUDENT PARTICIPANTS

Please attach signed Participant Acknowledge form for each student participant

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
19	_____
20	_____
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____

SPONSOR PARTICIPANTS

1	_____
2	_____
3	_____
4	_____

APPROVALS

ORGANIZATION / CLUB SPONSOR

PLEASE PRINT

SIGNATURE

DIVISION CHAIR

PLEASE PRINT

SIGNATURE

DIRECTOR OF STUDENT LIFE

PLEASE PRINT

SIGNATURE

PRESIDENT

(IF OUT OF STATE TRAVEL)

PLEASE PRINT

SIGNATURE

VP OF FISCAL SERVICES

PLEASE PRINT

SIGNATURE

TRAVEL PCARD HOLDER

(IF EXPENSE INCLUDES AIRLINE OR HOTEL)

PLEASE PRINT

SIGNATURE

DIRECTOR OF PURCHASING

(IF EXPENSES ARE TO BE PAID WITH PCARD)

PLEASE PRINT

SIGNATURE

DIRECTOR OF ACCOUNTING

PLEASE PRINT

SIGNATURE



TRIP INSURANCE REPORTING FORM

Attach a copy of the receipt from the Bursar's Office and submit to Student Life with Campus Activity Request

Student Life

Office Use Only

Reporting Date _____

Reporting Hour _____

SL Staff Initials _____

making trip _____

x # calendar days _____

= # of days _____

x .40 per day _____

= Total Due _____

Department / Account Name _____

Charge Acct. # _____

Send bill to: Name _____

Campus Address _____

RETURN TO THE STUDENT LIFE DEPARTMENT AT LEAST 24 HOURS PRIOR TO LEAVING CAMPUS. DO NOT MAIL IN CAMPUS MAIL. ALL BLANKS MUST BE COMPLETED.

<u>Departure</u>		<u>Return</u>		Name of Group or Class	Purpose of Trip	Destination
Date	Time	Date	Time			

NAMES OF PERSONS MAKING TRIP (Use back for additional names, please number.) ONLY OSU students, faculty, and staff may be covered.

- | | |
|-----------|-----------|
| 1. _____ | 21. _____ |
| 2. _____ | 22. _____ |
| 3. _____ | 23. _____ |
| 4. _____ | 24. _____ |
| 5. _____ | 25. _____ |
| 6. _____ | 26. _____ |
| 7. _____ | 27. _____ |
| 8. _____ | 28. _____ |
| 9. _____ | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

Reported by: _____ Phone: _____

NOTE: The cost is calculated at the rate of \$0.40 per person per calendar day. The money must be collected and returned with this form prior to leaving campus. Checks should be made payable to Campus Life.

Exclusions:

1. Snow skiing, water skiing, water sports and activities, rock climbing and intercollegiate athletic competition of any kind, including competition between groups or organizations.
2. Trips outside the United States, Canada, or Mexico. (Trips within the Stillwater city limits is not available)
3. Individuals who are not enrolled students, faculty, or staff.
4. Trips taken in private airplanes.
5. Personal trips or vacation.
6. Partial coverage cannot be extended wherein the trip would be covered but the activity excluded.



STUDENT TRAVEL FORM

I, _____, a student at OSU Institute of Technology, hereby acknowledge and agree to the following conditions set forth by OSU Institute of Technology for student travel:

1. I will be voluntarily participating in travel and activities during the _____ academic year with _____ (name of student organization).
2. I accept full responsibility for my actions and conduct while traveling, and realize that I am expected to positively represent OSU Institute of Technology by my conduct.
3. I will conduct myself in accordance with the applicable laws and the OSU Institute of Technology Student Rights and Responsibilities.
4. I agree I will not transport illegal drugs, weapons, or alcohol during this activity, nor will I use illegal drugs or alcohol throughout the duration of this activity.
5. I will comply with all rules established by the trip leader, and will treat the trip leader with respect.
6. Should I believe the trip leader is behaving in an inappropriate manner, I will report such behavior to the Director of Student Life immediately (not to exceed 48 hours) upon my return to campus.
7. I certify that I am in stable health and have no physical, mental, or emotional impairments, or concerns that might jeopardize my safety or the safety of others for the purpose of student travel.
8. I understand that there are certain risks inherent in participating in off-campus activities including (but not limited to) illness, accidents and injuries. I voluntarily accept this risk associated with participating in this activity.
9. I understand that if I am found in violation of any of the above conditions, I will be removed from the trip. I understand that I will be responsible for reimbursement of all costs incurred for such a removal.

10. Violation of this policy can also result in judicial action in accordance with the policies stated in the OSU Institute of Technology Students Rights and Responsibilities, including sanctions, suspension, or expulsion from OSU Institute of Technology.

11. In the event of an emergency, the trip leader has my permission to contact the following individual(s):

a. Name: _____

b. Relationship: _____

c. Phone: _____

12. For your safety and the safety of other students traveling, please indicate any physical disabilities or conditions that would affect your participation in off campus activities (For example: heart conditions, diabetes, seizures, recent operations, illnesses, and broken bones.)

13. Do you have any allergies that you would like the college to be aware of during student travel (for example: bee stings, food or medication/drug allergies)?

14. List any medications being taken that you would like the college to be aware of that would affect your student travel. _____

15. I certify that I am at least eighteen (18) years of age and am competent to sign this policy. If I am under age 18, a parent or legal guardian must also sign.

I have read and fully understand this policy and accept all conditions of student travel, and knowingly accept all risks associated with my participation in this activity. If the need arises to respond to accidents and potential emergency situations, I hereby give my consent for any medical treatment that may be required, with the understanding that the cost of any such treatment will be my responsibility.

Student Signature

Date

The student is under eighteen years of age, and I accept this policy on behalf of the student and myself. In the event of an emergency, every effort will be made to contact a parent or emergency contact. If no contact can be made, I give authorization to OSU Institute of Technology to seek treatment for the student.

Parent/Legal Guardian Signature

Date