



2009-2010

U CLARK UNIVERSITY
Undergraduate Student Council

MONEY MATTERS

A Guide to Financial Matters for Clubs and Organizations

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Introduction

This is a document to set forth a comprehensive and accurate account of everything you will need to maintain the budget for your organization.

If at any point in time, for any reason, you need help or clarification for anything concerning your organization and its budget, please contact the Student Council Treasurer David LeBoeuf, who is more than willing to help you. The Treasurer can often be found in the Student Council office and has at least five regularly scheduled office hours every week. If you need help outside of office hours, the best way to reach the Treasurer is through e-mail DLeBoeuf@clarku.edu. Your message should contain the following:

Your name

Your organization

Your contact information

A brief explanation of your problem or question

With this information, the Treasurer will answer your question or schedule an appointment with you.

Another good source of information is Mike McKenna, the Director of Student Leadership & Programming. He is the person who officially authorizes all expenditures from the Student Activities Fund, and is intimately aware of all of the rules and regulations of Student Council as it relates to budgetary manners. The Office of Student Leadership & Programming can be found on the third floor of the Higgins University Center.

Student Council's Role

The following is the preamble to the Constitution of the Clark Undergraduate Student Council and is provided to clarify the Council's role in relation to student activities fee monies:

"The Students of Clark University hereby establish a Clark Undergraduate Student Council (CUSC), an entity which empowers students to co-ordinate activities and effect change within their university. The CUSC shall ensure a vital and active forum for students to rally support for their causes, activities and organizations; to voice discontent; and to mediate satisfying and beneficial solutions to the concerns of all Clark undergraduates. The CUSC shall be entrusted with the power to charter, fund, and co-ordinate the activities of student organizations."

In addition, the Student Activities Fund shall be entrusted to the Trustees and shall be distributed by the CUSC in accordance with the constitution and subsequent binding legislations as stated on Article 6, Section 1 and 3 (see Appendix).

Student Council Treasurer:

The CUSC Treasurer is responsible for upholding the financial policies of Clark University as well as the CUSC spending regulations as they pertain to student groups. In the event that the CUSC Treasurer believes that a student group has violated the financial policies of Clark University or the spending regulations of the CUSC, the CUSC Treasurer has the right to place a hold on all of that group's paperwork and can recommend freezing the group's funds until the infraction has been resolved. If the treasurer for a student group violates the financial policies of Clark University, the CUSC Treasurer has the right to revoke said treasurer's signing rights for any or all student organizations. If the CUSC Treasurer believes that an expense is inappropriate, then the CUSC Treasurer can hold the transaction until the Student Council Budget and Finance Committee can make a ruling on the expense.

Student Council Treasurer Communication:

The CUSC Treasurer shall be required to issue a monthly newsletter answering commonly asked questions, providing information about funding resources and processes, giving advisories on types of expenditures and reputable vendors, alerting clubs of upcoming deadlines, and also informing organizations concerning opportunities to participate in the financial process.

The CUSC Treasurer or an Assistant CUSC Treasurer will be required to attend student organization meetings if requested to answer any questions students may have regarding their club's budget, funding opportunities available, and the SAF in general.

Club/Organization Treasurer Responsibilities

Signing Rights:

Once an organization has a budget, only one member of that organization can access said budget. Student Council Bylaw 193 states that "to control funds in a specific account, one must have received signing rights." To become eligible for signing rights, you must be in both good social and academic standing with the University. Any person requesting signing rights for a group must be the treasurer for that group, or must hold the position in that group's charter that is dictated to have signing rights.

In order to obtain signing rights you must attend a signing rights seminar and review the current Money Matters and financial policy. Signing rights seminars are usually held in the beginning of the fall semester, but the Student Council Treasurer may hold a private meeting at any point during the academic year with any person who cannot attend the normal seminars.

Once you have a significant understanding of all of the rules and regulations governing the expenditure of SAF monies, you will be given a Signing Rights Contract to sign. This document will also be signed by the CUSC Treasurer and the Director of Student Leadership & Programming. Once these signatures are collected, you officially have signing rights for your group's fund.

If you are the person with signing rights for more than one organization, you will need to sign a contract for each organization. If at any point you need to change the person who has signing rights for your group, signing rights will be revoked from one person before they will be given to another.

Specific Responsibilities:

As the member of your organization who has been given signing rights, and thus full control over your group's funds, you have many responsibilities. These responsibilities include, but may not be limited to:

- Follow all guidelines set forth by your group's charter, Money Matters, the CUSC Constitution and bylaws, and any other legislation and regulations set forth by the CUSC, its Treasurer, and the University.
- Keep accurate records of all of your group's transactions.
- Ensure that your group is spending its budget appropriately, and in accordance with the budget request that your group submitted.
- Provide the CUSC Treasurer with any and all relevant documentation requested.
- Provide properly completed paperwork in a timely manner.
- Communicate to your group the rules and regulations of SAF spending as well as any new information as it becomes available concerning the budgetary processes.
- Take part in the budget allocation process and assist in the preparation of a proposed budget for the next academic year.

Failure to uphold any of these responsibilities may result in revocation of your signing rights or other penalties for your group.

Additional Tips for Treasurers:

1. Plan Ahead - It takes a certain amount of time to verify the status of a fund, to obtain all of the proper signatures and to process the paperwork. The Student Council Treasurer and the Director of Student Leadership & Programming have the right to hold paperwork to ensure that it is in accordance with this document and other pertinent financial regulations, so extra time **must** be allowed for every piece of paperwork. If you expect a piece of paperwork to be processed the day before or the day of an event, you run a high risk of not being able to get it done. Check Requests must be submitted two (2) weeks before an event. Purchase Orders must be submitted two (2) weeks prior to the date of intended usage.

It is not uncommon for paperwork to be put on hold because it is lacking some essential piece of information. If you are prompt with your paperwork, many mistakes can be avoided. *Lack of planning on your part, does not constitute an emergency for the Student Council Treasurer, the Director of Student Leadership & Programming, or Accounting, so **PLAN AHEAD!***

2. Know Where to Get Paperwork - All paperwork can be obtained in the Office of Student Leadership & Programming any time during regular office hours. Check Requests, Journal Transfer Entries, Curry Printing Forms, and Remittance to Cashier forms are all kept in the office.

3. Know Where to Submit Paperwork - After you have accurately completed paperwork, it should be submitted to the CUSC Financial Inbox (located in the Office of Student Leadership &

Programming). The CUSC Treasurer will process the paperwork and deliver it to the Director of Student Leadership & Programming who will sign the paperwork and send it to where it needs to be processed next.

4. Keep Your Own Records - It is important that you keep records of any paperwork you process. It is advisable to make a copy of all paperwork that you submit, as well as to keep a detailed ledger of every transaction. You should maintain all of your paperwork in a folder and keep a tally of your fund balance. Being well organized makes everything much simpler for all parties involved.

5. Save Receipts - Save any and all receipts for transactions dealing with your student group. Without documentation, which frequently means a receipt, none of the paperwork can be processed.

6. Check Your Club Mailbox - Check your group's mailbox on the third floor of the Higgins University Center regularly. Not only is much of your financial paperwork delivered to that box once it has been signed by the CUSC Treasurer and the Director of Student Leadership & Programming, but Student Council will distribute important information to these boxes on a regular basis.

7. Prepare for Next Year - It is important for you to remember that the Budget and Finance Committee will review your group's spending when the Committee is reviewing budgets for the following year. It is crucial to spend your money wisely. Careless spending reflects negatively on the budget proposal and this will be reflected in the recommended budget for your group for the following year.

Student Activities Fund (SAF)

Each semester, every full-time Clark student pays a Student Activities Fee of \$160.00 that is pooled together into the Student Activities Fund (SAF). Clark's Trustees are the wards of the SAF who grant the Clark Undergraduate Student Council (CUSC) the right and responsibility to disperse monies from the SAF only in accordance with the CUSC constitution and all subsequent binding legislation properly passed by the CUSC. Article VI of the Student Council constitution governs general use of SAF monies and can be found in the appendix of this document.

Annual Budget Information

Eligibility:

Any organization that is officially recognized by the CUSC and has not been classified as being inactive (no activity for three semesters) is eligible for funding through the annual budget allocation process.

To become CUSC Recognized, a student organization has to go through a two-step process. The first step is to receive official University Recognition. This is done by submitting a proposal to and meeting with the Director of Student Leadership & Programming.

Once an organization obtains University Recognition, it must get its charter approved by the CUSC. After a charter is approved, the organization is considered acknowledged by the CUSC and must go through a two-semester trial period before being considered fully CUSC Recognized. Once completing this trial period, the organization can be allocated an annual budget.

Please note that during the trial period, an organization must follow its charter, the CUSC constitution and bylaws, Money Matters, and any other legislation and regulations that are set forth by the CUSC.

During the trial period the group can still apply for special budgets. In addition, although the group cannot receive funding, the group can submit a budget proposal during the annual budget process, if the group's trial period will be over the following semester.

Annual Budget Process:

The timeline for the annual budget process is as follows:

1. Budgets are due in the Student Council Office – 5:00PM the Friday before Spring Break
2. Budget and Finance Committee reviews the budget requests – Two weeks following Spring Break
3. Budget and Finance Chair releases budget recommendations by placing a letter in group boxes and emailing group treasurers – Second Friday after Spring Break
4. Appeals take place – Beginning the Monday after recommendations are released
5. Workshop for Student Council members to discuss proposed allocations – During the week following the appeals.
6. Budgets to be voted on by Student Council – Student Council meeting following the workshop (One member of each group needs to be in attendance)

To be effective, a group's Annual Budget Allocation should include the following:

- Current list of members
- Accomplishments of the past year
- Goals for the coming year
- Line-by-Line breakdown of expected expenditures

Special Budgets Information

Eligibility:

If a group or person is not recognized by the CUSC or if a CUSC recognized organization is in need of supplemental monies for an event or is in its two-semester trial period, a special budget request can be submitted.

Special Budget Process:

The timeline for submitting a Special Budget Request are as follows:

1. Submit a Special Budget Request (Friday by 5:00pm). Special Budget Requests can be submitted on-line by visiting the CUSC website (www.cuscweb.com)
2. Request must be received by the Grants Committee Chair at least 72 hours prior to the Grants Committee Meeting and at least 4 weeks prior to the date of the event (counting from the Monday deadline for special budget submission).
3. Grants Committee meets with group/makes recommendations (Monday)
4. Group meets with the Director of Student Leadership & Programming to fill out Event Registration Form (Tuesday or Wednesday)
5. Recommendations brought to Student Council (Wednesday).
6. Event occurs – At least four weeks after the Thursday meeting with the Grants Committee.

PLEASE NOTE:

1. The dispersion of special budget allocations shall be split into four time periods and be limited to:
 - \$12,000 between the start of the fall semester and fall break
 - \$18,000 between the fall break and winter break
 - \$12,000 between the start of the spring semester and spring break
 - \$18,000 between spring break and the end of the spring semester
2. Regardless of when a funding request is made, the money shall be allocated from the time period during which the event will take place.
3. Not more than 25% of a special budget allocation can be spent on food, unless the Budget Committee specifically grants an exemption to this rule.
4. Any monies from a Special Budget not allocated to a group recognized by the CUSC will be moved to Special Projects and accessed by the Assistant Treasurer.
5. Monies from the special projects fund cannot be used for speaker lodging or travel fees, hotel rooms, honoraria, student personal expenses (gas and travel- unless money is from Activism Fund, please see below), compensation for services provided by members affiliated with the applying group/event and funding for other students not affiliated with Clark University

Equipment Fund

As per order of the CUSC Bylaw 304, an equipment fund has been established for capital expenditures, exclusively for recognized groups, and will receive funding through the annual budget process. The student(s) must meet with the Grants Committee and submit the request

to the Grants Committee Chair at least 72 hours prior to this meeting. The Grants Committee will vote and bring the recommendation to the next scheduled Student Council meeting.

Activism Fund

The Activism Fund is a special fund, created by referenda, available for use by students to be utilized for events and activities that non-violent and intended to raise awareness or promote systematic change around a specific issue. And will receive student activity fee funding. Grants from this fund may be used towards, but not limited to, capacity building events such as conferences, workshops, leadership-training, networking, and coalition building, and transportation, lodging, and food costs for off-campus activist events such as rallies, lobbying, boycotts, protests, direct action, and media activism. Grants from this fund may also be used for on-campus events that benefit specific charities or local community organizations.

The fund is not intended to meet all costs of the activist event, but to alleviate costs for individuals and student organizations. Funds from the activism fund will not be used as a direct donation to a specific organization or political campaign.

Programming Co-Sponsorship Fund

The Programming Co-Sponsorship Fund is available to only sponsor on-campus programs with any student group or non-student group affiliated with Clark University. To receive co-sponsorship each group must present their club budget report as well as their event budget report to the Organizational committee. The Organizational committee will allocate no more than \$300 to each student group seeking co-sponsorship, and \$250 to each non-student group seeking co-sponsorship. PCF co-sponsorship should be used to fund necessities of the program/event (i.e. officer detail, food, room fees, etc.)

To be eligible for co-sponsorship the student group must go before the Organizational Committee at least three days in advance.

Co-Sponsorship Facilitation

The Co-Sponsorship Facilitation survey enables individuals and organizations to pursue co-sponsorship by submitting a single form. The request will be forwarded by the Grants Committee to the presidents of all related recognized and acknowledged groups. From there any organization interested in co-sponsoring an event or activity will contact the person submitting the initial request to discuss how to get involved.

To request co-sponsorship from student organizations in the form of volunteers or funding please visit www.cuscweb.com/cosponsorship

General Policies of the Student Activities Funds

Any monies spent from the SAF must be in accordance with the Student Council constitution, bylaws, and any subsequent legislation and regulations passed by the Student Council, both in letter and in spirit.

As such, the following policies apply to all financial transactions relating to the expenditure of SAF monies:

- No purchase of alcohol, tobacco products, or associated paraphernalia
- Any activities must be open to all members of the Clark University Undergraduate student body.
- A group **cannot** donate money from its budget to profit or non-profit organizations.
- A group **can** use monies from its budget to hold events in which the proceeds will be donated to charitable organizations.
- Paperwork cannot be altered after the CUSC Treasurer or the Director of Student Leadership & Programming has signed it.
- Any revenue generated by an organization must be deposited into that organization's fund.
- All SAF funding must remain in the University, prohibiting deposits into any off-campus accounts.
- Money generated from one academic year cannot be spent on purchases for another academic year.
- No paperwork will be signed after the last day of classes of the spring semester.
- Every group must submit its charter to the Student Council Judiciary Committee annually and it must be approved by the Committee. The CUSC has the right to freeze the funds of any group who has not handed in an approved charter until such time as an approved charter is submitted.
- Any money left in a group's account at the end of the fiscal year (May 31st) will be transferred into Cumulative Surplus. Money in Cumulative Surplus is the property of the CUSC.
- If a group overspends on its SAF account, any monies spent in excess of the allocated budget will be taken out of the group's budget for the next academic year.
- Groups are limited to spending no more than 25% of their allocated budget on food. Special exceptions may be made with advance permission of the Budget and Finance Committee.
- Groups are limited to spending no more than 40% of their allocated budget on travel expenses (travel expenses being defined as any expenses made for the purposes of a trip – should not be construed to include registration fees for conferences). Special exceptions may be made with advance permission of the Budget and Finance Committee
- If a group has not accessed its account (either by spending funds or by receiving signing rights) by Thanksgiving, then that group will forfeit 25% of its allocated budget. If the account has not been accessed by Spring Break, then that group forfeits its entire budget, subject to an appeal to the Budget Committee.

- As stated in Section 1a of Student Council Bylaw 193, “To control funds in a specific account, one must have received signing rights.” The Student Council Treasurer grants these signing rights. At the beginning of each academic year the Treasurer will announce a date by which all groups must have received signing rights. If a group does not receive signing rights by that date, then no expenses will be processed until they have received signing rights.
- The CUSC Treasurer shall have the authority to refuse to sign any financial document that explicitly violates the CUSC Constitution, Bylaws, Money Matters, or a decision by the CUSC Finance Committee.
- Any of the preceding spending rules may be appealed to the Student Council Judiciary Committee.

Financial Ethics Bylaw

The Clark undergraduate Student Council passed Bylaw 007 the CUSC Treasurer shall have the discretion to deny any request deemed an abuse of Student Activities Fee. The criteria to determine an abuse of Student Activities are exclusive, excessive, and extraneous expenditures (see attached).

The CUSC Treasurer shall be required to submit in writing to both the individual filing the financial document and the Chair of the Finance Committee an explanation as to why the request was deemed an abuse of student activity fee.

All students and student organizations have the right to appeal the Treasurer’s determination to a Joint Committee of the CUSC Finance and Grants Committees and a representative from Organizational Committee responsible for administering PCF. A $\frac{3}{4}$ vote of the Joint Committee is required to override the Treasurer’s decision.

Fundraising Policies & Procedures

All fundraising activities by student organizations require the prior written approval of the Director of Student Leadership & Programming.

On-campus Fundraising:

Student organizations can fundraise on campus through such means as donations, raffle tickets, selling merchandise (i.e. Krispy Kreme), and/or ticket sales to a specific event. Consideration will be given to student groups on a first-come, first-serve basis and every effort will be made to ensure that groups are not fundraising simultaneously. Groups must keep a record of all monies raised and donations must be deposited into the respective student organization’s account by the end of each business day at the Cashier’s Office.

Off-campus Fundraising:

Student groups can approach off-campus entities for the donation of gift certificates, merchandise, or similar in-kind donations. No requests for financial donations can be made to any off-campus organization or individual. Exceptions will be made only for identified funding

opportunities that are directly related to a student organization’s purpose and activities. Such exceptions require the prior written approval of the Director of Student Leadership & Programming in consultation with the Vice President for University Advancement. Fundraising for non-University programs and activities cannot be undertaken under the auspices of the University.

All donations must be used by the student organization for a specific event/goal. No donations of any sort may be used for personal gain by member(s) of an organization. A list of all monies raised and donations accepted (description and cash value) must be submitted to the Director of Student Leadership & Programming at the conclusion of the fundraising activity in order for such funds to become available for the organization’s use.

Account Numbers

For ease of keeping records, Accounting sorts all transactions by account numbers. Account numbers are codes for the general reasons why transactions take place. As treasurer, it is important for you to keep track of what account number you use for every transaction you make. Listed below are the account numbers that you will use the most often (you can find a complete listing in the Student Leadership & Programming Office).

| <u>Account Number</u> | <u>Description</u> |
|-----------------------|---|
| 7320 | Printing on Campus at Curry Printing |
| 7330 | Printing off Campus |
| 7340 | Maintenance Contracts |
| 7341 | Equipment rental |
| 7380 | Office Supplies |
| 7383 | Film Supplies |
| 7384 | Decorations |
| 7390 | Postage |
| 7310 | Travel Expenses |
| 7316 | Tournament Fees |
| 7150 | Visiting Lectures |
| 7170 | Officiating |
| 7190 | Professional Services |
| 7210 | Special Programs, Projects or Events <i>(to be used as a last resort)*</i> |
| 7220 | Instructional materials |
| 7250 | Tuition Fees off campus/ Instructional Fees |
| 7370 | Dues and Membership |
| 7420 | Miscellaneous expense <i>(to be used as a last resort) *</i> |
| 7460 | Food and refreshments |
| 7461 | Clark Dining Services |
| 7470 | Physical Plant charges |
| 7480 | Campus Police charges |
| 7700 | Athletic Equipment |
| 7701 | Athletic Uniforms |
| 7941 | Computer costs |
| 7900 | Equipment purchases |

5401 Deposit from Co-sponsorship (see Journal entry transfer form)
 Deposit from cash or checks (see Cashier Remittance)

*Account Numbers **7210** and **7420** should only be used when there is absolutely no other account numbers that are relevant to the expense that has been made.

Check Requests

A Check Request is a form that authorizes Accounting to cut a check to a person, business, or organization from your organization's fund. A Check Request can only be used when the vendor does not accept a PO. Once Accounting has received the Check Request, the average time for a check to be cut is two weeks. For a Check Request, it is your responsibility to the vendor to ensure that the vendor is paid. In order for a Check Request to be processed, proper documentation must be attached to it. Proper documentation refers to contracts signed by the person providing the services and the Director of Student Leadership and Programming prior to the event; or receipts, in the case of reimbursements.

A contract, signed by the person providing the services and the Director of Student Leadership & Programming, **MUST** be attached to the Check Request for it to be honored. The CUSC Treasurer will not sign any Check Request without a proper contract. It is important to understand that the Director of Student Leadership and Programming is the legal signing agent of the University on behalf of student organizations. Students are **NOT** legal agents of the University and if you do sign contracts, you can be held personally and legally responsible for services and payment. Bring all written contracts to the Director of Student Leadership and Programming's office for signatures **before** you submit the Check Request to the CUSC Treasurer.

The Check Request must also include a complete address; regardless of whether the check is to be mailed. The mailing address is needed by Accounting to cut the check. In order to process a check request, Accounting must have an up-to-date W9 for the person or vendor for which the check is to be cut. Blank W9 forms are available in the Student Leadership and Programming Office.

Reimbursements:

It is possible to be reimbursed for purchases made by a member of your organization. In such a case, a Check Request, with the **original receipts** of the purchase included (instead of a contract) can be submitted. It is important to note that since Clark University is tax exempt, Clark University does not reimburse for tax.

Process for Submitting a Check Request

1. Follow the steps listed below in "How to Fill Out a Check Request"
2. Wait to receive a confirmation email (via L*IN*K) from the CUSC Treasurer providing initial authorization for your expenditure.
3. Bring the **original** receipt/invoice the Office of Student Leadership & Programming . Inform the staff that you have received initial authorization for an expenditure and provide your receipts.

4. Student Leadership & Programming staff will print your request, attach the original documentation you provide, and submit the paperwork for final authorization from both the CUSC Treasurer and Director of Student Leadership & Programming .
5. Fully authorized requests will be sent to Accounting for processing. Average processing time is about two weeks. Accounting will contact students who submit for reimbursements less than \$50 to pick up their reimbursements directly from the Cashier's Office. All others will receive reimbursement in the form of a check.
6. All fully authorized expenditures will post to your on-line ledger in L*IN*K.
7. Copies of your request will remain on-file in the Office of Student Leadership & Programming for the duration of the academic year.

How to Fill Out a Check Request:

Check Requests are now located on L*IN*K. All club officers and event planners have the ability to complete the on-line template in preparation for submitting a Check Request. Please follow the following procedure and be prepared to include the following information when filling out a Check Request:

1. Begin by logging into L*IN*K and visiting your club's profile.
2. Scroll down the right side of the page to the "**Create a Purchase Request**" link underneath the "Finance" Header (hover over the check marked "More" to make the link appear).
3. Complete the fields on the Purchase Request
 - **SUBJECT:** The person or vendor being paid.
 - **AMOUNT:** How much you are paying a vendor or reimbursing someone
 - **ACCOUNT:** Select your group from the drop down menu.
 - **CATEGORY:** Select the type of expenditure.
 - **DETAILS:** A brief description of why you are paying whoever you are paying. Include any pertinent information like the date of activity and the type of performance or service rendered.
 - **PAYEE:** The person or vendor being paid (same as SUBJECT).
 - **STREET:** Street address of person/vendor receiving payment.
 - **CITY:** Home town or city of person/vendor receiving payment.
 - **STATE:** Home town or state of person/vendor receiving payment.
 - **POSTAL CODE:** Home postal code of person/vendor receiving payment.

Under "Additional Information", the following fields will also need to be completed:

- **TYPE:** Select "Check Request" from the drop down menu.

- **REQUEST DETAILS:** It is important for the Accounting Office to know certain details about your expenditure and what it was for. Please provide the following information in this field:
 - ❖ Date of Event/Function
 - ❖ Event Title
 - ❖ Location of Event
 - ❖ Attendees (Clark students, public, etc.)
 - ❖ Number of Attendees
- **SELECT ONE: EMPLOYEE, VENDOR, OR STUDENT:** Place a check next to the appropriate category. Check “Employee” if the person being paid is an employee of Clark University, or check “Student” if the person being paid is a student of Clark University, or check “Person vendor” if you are paying any person not in the two preceding categories, or check “Non-person Vendor” if you are paying any company that is outside the University.
- **PICK UP OR MAIL:** Place a check next to the appropriate category. Check “Mail check” if you would like the check mailed to the address listed in 1, or check “Pick Up” if you would like to be called when the check is ready to be picked up at accounting (make sure to provide your phone number in the following field)
- **PICK UP:** Telephone number you want accounting to call once the check is ready if you checked “Hold for pickup” in 3.

Purchase Orders

Purchase Orders are used for services rendered from off-campus businesses. The Purchase Order (PO) is the most reliable and expedient to process; payment is always guaranteed with a receipt or invoice. It is important for you to record the PO number, which is the number located in the upper right-hand corner of the PO. It is crucial for you to remember to submit all receipts and invoices for any purchase made with a PO to the Student Leadership & Programming Office. Businesses only get paid once you have submitted a receipt or invoice. Therefore it is critical that you submit receipts and invoices in order for Clark to maintain good business relationships with local businesses.

Process for Requesting a Purchase Order

1. Follow the steps listed below in “How to Fill Out a Purchase Order Request”
2. If the PO is properly filled out on L*IN*K, the CUSC Treasurer and the Director of Student Leadership & Programming will sign and place the white copy in to your group’s mailbox on the third floor of the Higgins University Center (allow 24-48 hours to receive a fully authorized Purchase Order).
3. Bring the white copy of the Purchase Order to the vendor when making your purchase. The vendor will keep this copy.
4. Ask the vendor for a receipt and/or invoice for the expenditure.

5. **Submit the receipt or invoice with the group name and PO# written on it to Office of Student Leadership & Programming within 48 hours,** . The CUSC Treasurer and the Director of Student Leadership & Programming will take care of the rest of the paperwork and the vendor will be mailed a check once Accounting has received a bill, and any appropriate documentation that the services have been provided: a receipt or invoice. Accounting will not pay unless they have received a receipt or invoice.
6. All fully authorized and completed Purchase Order transactions will post to your on-line ledger in L*IN*K.
7. Copies of Purchase Order will remain on-file in the Office of Student Leadership & Programming for the duration of the academic year.

How to Fill Out a Purchase Order Request:

Purchase Order requests are now located on L*IN*K. All club officers and event planners have the ability to complete the on-line request for a Purchase Order. Please follow the following procedure and be prepared to include the following information when requesting Purchase Order:

1. Begin by logging into L*IN*K and visiting your club's profile.
2. Scroll down the right side of the page to the **"Create a Purchase Request"** link underneath the "Finance" Header (hover over the check marked "More" to make the link appear).
3. Complete the fields on the Purchase Request.
 - **SUBJECT:** Vendor being paid (see Appendix for vendors that accept POs)
 - **AMOUNT:** How much you are paying the vendor.
 - ❖ *It is important to note that with expenditures that are Not to Exceed (NTE) an amount, the total amount will be frozen in your account until documentation is submitted to reconcile the expense. This policy applies to all forms of paperwork where NTE can be used.*
 - **ACCOUNT:** Select your group from the drop down menu.
 - **CATEGORY:** Select the type of expenditure.
 - **DETAILS:** A brief description of why you are paying whoever you are paying. Include any pertinent information like the date of activity and the type of performance or service rendered.
 - **PAYEE:** The vendor being paid (same as SUBJECT).
 - **STREET:** Street address of the vendor receiving payment.
 - **CITY:** Home town or city of the vendor receiving payment.
 - **STATE:** Home town or state of the vendor receiving payment.
 - **POSTAL CODE:** Home postal code of the vendor receiving payment.

Under "Additional Information", the following fields will also need to be completed:

- **TYPE:** Select "Purchase Order" from the drop down menu.

- **REQUEST DETAILS:** It is important for the Accounting Office to know certain details about your expenditure and what it was for. Please provide the following information in this field:
 - ❖ Date of Event/Function
 - ❖ Event Title
 - ❖ Location of Event
 - ❖ Attendees (Clark students, public, etc.)
 - ❖ Number of Attendees
- **SELECT ONE: EMPLOYEE, VENDOR, OR STUDENT:** Always select “Non-person Vendor”.
- **PICK UP OR MAIL:** Always select “Mail check”.
- **PICK UP:** Telephone number you want accounting to call once the check is ready if you checked “Hold for pickup” in 3.

Curry Printing Forms

You use a Curry Printing Form to pay Curry Printing for services rendered. You need to include the following information when filling out a Curry Printing Form:

1. **JOB TITLE:** Descriptive title of what you are having printed
2. **DEPARTMENTAL APPROVAL:** You sign here
3. **SHIP TO:** Your organization’s name
4. **ATTENTION:** Your name and a telephone number you can be reached at in case there are problems with the form.
5. **FUND:** Your organization’s fund number. It will take the form 15XXX
6. **ACCT:** For all Curry Printing, use ACCT number 7320
7. **AMOUNT:** The total cost of printing. You may include NTE (Not To Exceed if you are unsure of the exact total cost.)
8. **ORDER DATE:** Date you submit the form

Please note that Curry Printing is no longer on-campus. Orders can be submitted by contacting Iris Arsenault at 508-751-6600 or emailing iarsenault@curryprinting.com.

Remittance to Cashiers Form

When you deposit cash or checks into your fund, you first need to obtain a Remittance to Cashier Form from the CUSC office. Once you have properly filled out the remittance form, you bring the form and the money to the Cashier’s office at 20 Downing. The money will then be deposited into your fund. After making a deposit, the cashier will stamp and give you the yellow and pink copies. Keep the yellow copy for your records, and submit the pink copy to the CUSC Financial Inbox. The white copy will be kept by Accounting. The CUSC Treasurer will only know of additional funds in your fund if given a stamped copy of a remittance form. The Remittance to Cashier Form is the only form that does not need the CUSC Treasurer’s signature to be valid.

How to Fill Out a Remittance to Cashier Form: You need to include the following information when filling out a Remittance to Cashier Form:

1. STUDENT GROUP: The name of your student group
2. PERSON SUBMITTING: Your name
3. DATE: Date of deposit
4. PHONE: Telephone number at which you can be reached in case there is a question involving the remittance form
5. DESCRIPTION: A brief description of where the money you are depositing came from
6. FUND: Your organization's fund number. It will take the form 15XXX
7. ACCOUNT: For all Remittance Forms use account number 5432.
8. AMOUNT: The deposit for all cash or checks
9. TOTAL DEPOSIT: The sum of the AMOUNTS, the total amount of money being deposited. (Appears twice on the form)
10. CASH: The total amount in cash being deposited
11. CHECKS: The total amount in checks being deposited

Journal Transfer Requests

The Journal Entry Transfer is used to transfer money from one account to another. Most frequently money is transferred to co-sponsor events.

How to Fill Out a Journal Transfer:

Journal Transfers are now located on L*IN*K. Only the club treasurer has the ability to complete the on-line journal transfer template requesting funds to be transferred from their group to another. **Please note a journal transfer can not be initiated by a group receiving funds. Only the treasurer from the group transferring the funds out of their account can submit a Journal Transfer Request.**

Please follow the following procedure and be prepared to include the following information when filling out a Journal Transfer Request:

4. Begin by logging into L*IN*K and visiting your club's profile.
5. Scroll down the right side of the page to the **"Create a Funding Request"** link underneath the "Finance" Header (hover over the check marked "More" to make the link appear).
6. Complete the fields on the Funding Request
 - **SUBJECT:** Enter which group is transferring funds to another (i.e "DCU to SASA"
 - **AMOUNT:** How much you transferring.
 - **ACCOUNT:** Select your group from the drop down menu.
 - **CATEGORY:** Please select 7422 as this is the code for all club to club transfers.
 - **DETAILS:** A brief description of why you are transferring funds from one group to another.
 - **SUBMIT:** Click submit and the CUSC Treasurer and Director of Student Leadership & Programming will approve your request and take care of transferring the funds from one group to the next.

Interdepartmental Requisitions

In the event that your group requires on campus expenditures not covered by an Event Registration Form (i.e. ITS, Bookstore, Mailroom, Craft Studio), please stop by the Office of Student Leadership & Programming for assistance completing an Interdepartmental Requisition.

Appendix:

Student Council Constitution Article:

Article I. Membership

Section (2): Equal Opportunity

The CUSC advocates a policy of equal opportunity in that each qualified individual, regardless of race, color, gender, sexual orientation, religion, national origin, age, or handicap shall have equal opportunity to fully participate as members.

The CUSC shall exhibit the spirit of this policy in all its decisions and actions.

Article VI. Student Activities Fund

Section (1): Purpose

The CUSC shall maintain a fund to help meet the educational, recreational, and social demands of the current Clark undergraduate student body.

Section (2): Student Activities Fee

Each full-time member of the Clark undergraduate student body shall contribute a set amount to the Student Activities Fund each semester.

(a) Changes

The amount of the Student Activities Fee shall not be changed without the majority approval of the Clark undergraduate student body in a referendum.

(b) Clark University Trustees

The Trustees of Clark University shall be informed in writing in the event that the amount of the Student Activities Fee is changed.

Section (3): The Fund

The entire Student Activities Fund shall be entrusted to the Trustees of Clark University for safekeeping. Monies originating from said fund shall be allocated and disbursed only by the CUSC and only in accordance with this constitution and all subsequent binding legislation properly passed by the CUSC. Monies originating from the Student Activities Fund shall neither be otherwise consigned or kept nor shall any profits or revenues gained from said monies be consigned except in accordance with this constitution and subsequent legislation properly passed by the CUSC.

Section (4): Records

The CUSC shall maintain public records detailing the allocations and disbursements from the Student Activities Fund. Any organizational entity receiving monies from the Student Activities Fund must provide the CUSC with adequate proof that these monies are being spent for the purpose intended. The trustees of Clark University shall cooperate in this effort.

Section (5): Referenda

The Clark undergraduate student body shall have the power to commit through referenda particular allocations and disbursements from the Student Activities Fund. Said referenda shall be presented to the undergraduate student body during the regular spring election or during a special election for that purpose

Vendors that accept Purchase Orders*

**This list is not comprehensive. If there are other vendors that you would like to make purchases from using Purchase Orders, then please contact them.*

| | | |
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| <p>AA Transportation PO Box 639 Shrewsbury, MA 01545 508-791-9100</p> | <p>AC Moore Craft Store 2 Elm St Woburn, MA 01801</p> | <p>Achieve LAX PO Box 501 North Scituate, MA 02060 (781) 344-4465</p> |
| <p>Adshead Graphics 68 Rochdale St Auburn, MA 01501 (508) 829-7748</p> | <p>Alpha Graphics 1275 Main St Waltham, MA 02451 (781) 209-1118</p> | <p>American College Health Assoc. PO Box 28937 Baltimore, MD 21240 (410) 859-1500</p> |
| <p>American Red Cross 290 Park Ave Worcester, MA 01609 (508) 791-7444</p> | <p>Amnesty International USA 5 Penn Plaza New York, NY 10001 (212) 807-8400</p> | <p>ATC Audio 89 Myron St. West Springfield, MA 01089 (413) 781-2327</p> |
| <p>Balloons Over New England 81 Maywood St Worcester, MA 01603 508) 791-2019</p> | <p><u>Bay State Bakery</u> 96 Water St Worcester, MA (508) 798-0070</p> | <p><u>Best Buy</u> 7 Neponset St Worcester, MA 01606 (508) 852-1800</p> |
| <p>Best Western Executive Inn 50 Oriol Drive Worcester, MA 01605 (508) 852-2800</p> | <p><u>Bicycle Alley</u> 1067 Main St Worcester, MA 01603 (508) 752-2230</p> | <p><u>Big Y Foods</u> 100 Mayfield St Worcester, MA 01602 (508) 793-9011</p> |
| <p><u>Blue Jeans Pizza</u> 270 Park Ave Worcester, MA 01609 (508) 753-3777</p> | <p>Boathouse Sports 425 E. Hunting Park Avenue Philadelphia, PA 19124 (800) 875-1883</p> | <p>Bollywood Grill 97 Boston Tpke Shrewsbury, MA 01545 (508) 793-9888</p> |
| <p><u>Boomer's Sub & Deli</u> 93 Highland St Worcester, MA 01609 (508) 791-5551</p> | <p>Bridge Street Artist Agency 5543 Edmonson Pike Suite #98 Nashville, TN 37211 (615) 834-0086</p> | <p><u>Camelot Events & Tent Rental Center Inc</u> 23 North Ave Wakefield, MA 01880 (781) 246-0101</p> |

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| <p>Campus T-Shirts www.campustshirt.com (800) 387-4150</p> | <p><u>China Lantern</u> 930 Main St Worcester, MA 01610 (508) 767-9995</p> | <p><u>Ciao Bella</u> 402 Grove St Worcester, MA 01605 (508) 756-2426</p> |
| <p><u>Colonial Bowling Center</u> 248 Mill St Worcester, MA 01602 (508) 754-7645</p> | <p>Common Cents EMS Supply PO Box 535 Old Saybrook, CT 06475 (866) 388-4599</p> | <p><u>Crab Apple Whitewater Incorporated</u> Mohawk Trl Shelburne Falls, MA 01370 (413) 625-2288</p> |
| <p><u>Crowne Plaza Hotel Worcester- Downtown</u> 10 Lincoln Square Worcester, MA 01608 (888) 259-8696</p> | <p>Custom Ink www.customink.com (800) 293-4232</p> | <p><u>Dalat Restaurant</u> 425 Park Ave Worcester, MA 01610 (508) 753-6036</p> |
| <p>Dell Computers 1 Dill Way Round Rock, TX 78682 (800) 761-3355</p> | <p><u>Dippin Donuts</u> 1001 Main St Worcester, MA 01603 (508) 755-9700</p> | <p>Discount Dance Supply Discountdance.com (800) 328-7107</p> |
| <p>DPV Transportation 148 Hutchison St. Revere, MA 02151 (877) 378-4445</p> | <p>Dramatists Play Service, Inc. 440 Park Avenue South New York, NY 10016 (212) 683-8960</p> | <p><u>Dunkin' Donuts</u> 845 Main St Worcester, MA 01610 (508) 753-9555</p> |
| <p><u>el Basha</u> 256 Park Ave Worcester, MA 01609 (508) 795-0222</p> | <p><u>Enterprise</u> 57 Southwest Cutoll Worcester, MA 01601 (508) 363-3535</p> | <p><u>Everything Track and Field</u> 11 Amflex Drive Cranston, RI 02920 (888) 556-7464</p> |
| <p>Facility Management Corp. 100 Schoosett St, Building #3 Pembroke, MA 02359 (781) 826-3085</p> | <p><u>Fantastic Pizza & Cafe</u> 910 Main St Worcester, MA 01610 (508) 798-5577</p> | <p><u>Flying Rhino Cafe</u> 278 Shrewsbury St Worcester, MA 01604 (508) 757-1450</p> |
| <p><u>Georges Flower Shop</u> 891 Main St Worcester, MA 01610 (508) 756-4329</p> | <p><u>Gibney Sporting Goods</u> 808 Main St Worcester, MA 01610 (508) 756-0324</p> | <p>Global Protection Corp. 12 Channel Street Boston, MA 02210 (617) 946-2800</p> |

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| <p>GovConnection, Inc. 706 Milford Road Merrimack, NH 03054 (800) 800-0019</p> | <p><u>Guertin Trophy & Award Plus</u> 32 Auburn St Auburn, MA 01501 (508) 832-4001</p> | <p><u>Guitar Center</u> 70 Worcester Providence Tpke Ste 410 Millbury, MA 01527 (508) 865-3573</p> |
| <p><u>Hard Rock Cafe</u> 131 Claremont St Waltham, MA 02451 (617) 424-7625</p> | <p>Hewlett-Packard 20555 SH249 Houston, TX 77070 (800) 888-3224</p> | <p>Hope Media Ministry PO Box 752 Ada, MI 49301 (616) 676-3705</p> |
| <p><u>India Cafe</u> 84 Boston Tpke Shrewsbury, MA 01545</p> | <p><u>Kangaroo Crossing Athletic Footwear & Apparel</u> 180 Main St Worcester, MA 01608 (508) 791-9206</p> | <p><u>King Chef</u> 205 Chandler St Worcester, MA 01609 (508) 767-0209</p> |
| <p><u>Kurlan Music Center</u> 17 E Mountain St Worcester, MA 01606 (508) 853-6417</p> | <p>Line One Laboratories 21230 Lassen St. Chatsworth, CA 91311 (800) 222-9848</p> | <p>Lizzie Borden Bed & Breakfast 230 Second St. Fall River, MA 02721 (508) 675-7333</p> |
| <p>Lulu.com (Self Publishing) www.lulu.com</p> | <p>MassBay Film Project 4 Ash St, Worcester, MA (508) 363-2424</p> | <p><u>Masterpiece Graphix</u> 384 W Boylston St Worcester, MA 01606 (508) 852-5644</p> |
| <p>Metropolitan Shuttle 11141 Georgia Ave., Ste. 218 Wheaton, MD 20902 (866) 556-3545</p> | <p><u>Moes Southwest Grill</u> 3 Stafford St Worcester, MA 01603 (508) 459-6060</p> | <p>Moore Medical LLC 1690 New Britain Avenue PO Box 4066 Farmington, CT 06032-4066 (800) 234-1464</p> |
| <p>Museum of Science 1 Science Park, Boston, MA (617) 589-0300</p> | <p>Music Theatre International 421 West 54th Street New York, NY 10019 (212) 541-4684</p> | <p>National Association for Campus Activities 13 Harbison Way Columbia, SC 29212 (803) 732-6222</p> |
| <p>National Collegiate EMS PO Box 93 West Sand Lake, NY 12196 (208) 728-7342</p> | <p>New England Promotional Marketing 15 Main Street PO Box 1046 Wilbraham, MA 01095 (800) 334-1260</p> | |

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| New York Film Annex 1618 W 4th Street Brooklyn, NY 11223 (718) 382-8868 | One Love 800 Main St, Worcester, MA (508) 753-8663 | Online Dancewear www.onlinedancewear.com (800) 410-1556 |
| Osprey Sea Kayak Adventures 489 Old County Rd. Westport, MA 02790 (508) 636-0300 | Palomar Printing 774 W Boylston St, Worcester, MA (508) 856-7237 | Pampas Churrascaria 14 E Central St Worcester, MA 01605 (508) 757-1070 |
| Peppercorn's 455 Park Ave, Worcester, MA (508) 752-7711 | Price Chopper 50 Cambridge St, Worcester, MA (508) 363-4870 | Pure Hockey 1 Whitney Road Berlin, MA 01503 (978) 838-9890 |
| Sakura Toyko Rest 640 Park Ave, Worcester, MA (508) 792-1078 | Saltus Press 24 Jolma Rd, Worcester, MA (508) 752-1969 | |
| Shaw's 68 Stafford St. Worcester, MA 01603 (508) 754-0876 | Shiraz Armenian Cuisine 259 Park Ave Worcester, MA 01609 (508) 767-1639 | Swank Motion Pictures 10795 Watson Road St. Louis, Missouri 63127 (800) 876-5577 |
| Thai-Cha-DA Rest. 266 Park Ave, Worcester, MA (508) 752-2211 | The Imaging Bureau 4545 Cambridge Rd. Fort Worth, Texas 76155 (866) 335-3893 x121 | Thu-Duc 875 Main St, Worcester, MA (508) 792-0381 |
| Toomeys 35 Park Ave, Worcester, MA (508) 791-2383 | Town & Country Bowl 405 Boston Tpke Shrewsbury, MA 01545 (508) 842-8931 | Toy's R Us 416 Southbridge St., Auburn, MA (508) 832-9598 |
| True Value 548 Park Avenue Worcester, MA 01610 (508) 754-1731 | Udupi Indian Vegetarian Restaurant 378 Maple Ave, Shrewsbury, MA (508) 459-5099 | Uncle Sam's 974 Main St, Worcester, MA (508) 890-7888 |

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| <p>Vaskevich Studios 1415 Main Street Worcester, MA 01603 (508) 798-0723</p> | <p>Video Transfer Inc. 580 Harrison Avenue Boston, Massachusetts 02118 (617) 247-0100</p> | <p>Walsworth Publishing Company www.walsworth.com (816) 941-0777</p> |
| <p>Webster House 1 Webster St, Worcester, MA (508) 757-7208</p> | <p>WoRAD Inc. 299 Brooks St. Worcester, MA 01606 (508) 852-2693</p> | <p>Worcester Airport Limo 310 Park Ave, Worcester, MA (508) 793-2071</p> |
| <p>Worcester Sharks 50 Foster St, Worcester, MA (508) 929-0500</p> | <p>Workout Warehouse www.workoutwarehouse.com (888) 308-9627</p> | <p>YMCA 766 Main St, Worcester, MA (508) 755-6101</p> |
| <p>Zoar Outdoor PO Box 245 Charlemont, MA 01339 (800) 532-7483</p> | | |

Bylaw007 Be it enacted by the Clark Undergraduate Student Council that:

Section 1: The CUSC Treasurer shall have the authority to refuse to sign any financial document that explicitly violates the CUSC Constitution, Bylaws, Money Matters, or a decision by the CUSC Finance Committees, Grants Committee, or administrators of PCF

Section 2: The CUSC Treasurer shall have the discretion to refuse to sign any request deemed an abuse of Student Activities Fee.

Section 2.1: An abuse of Student Activities Fee shall be defined as any financial transaction that does not help meet the educational, recreational, and social demands of the current Clark undergraduate student body.

Section 2.2: The following three criteria will be used to determine an abuse

- Exclusivity- If the nature of the event does not provide an opportunity for all Clark Students to participate. Space limitations shall not be taken into account when determining exclusivity. Simply because an event is open to members of one club does not qualify it as exclusive because all Clark students have the opportunity to join the club if they so choose.
- Excess- If the expenditures of the event far exceed the normal cost of similar events that occur on a similar scale.
- Extraneous- If the purpose of the expenditure is not related to the activity of the organization, its programs, events, or activities to raise awareness.

Section 3: The CUSC Treasurer shall be required to submit in writing to both the individual filing the financial document and the Chair of the Finance Committee an explanation as to why the request was deemed an abuse of student activity fee.

Section 4: All students and student organizations have the right to appeal the Treasurer's determination to a Joint Committee of the CUSC Finance and Grants Committees and a representative from the Organizational Committee that administers PCF. A 2/3 vote of the Joint Committee is required to override the Treasurer's decision.