

## Club Special Events

### *Requesting a Cashbox*

To obtain a cash box for a fundraising event, your club will need to complete a Check Request/Transfer form one (1) week before the event. The Check Request/Transfer form can be obtained in the ASOCC Office or on the [Bursar's Office website](#).

Submit the completed form with the appropriate signatures (the club's advisor and club president/treasurer) to the ASOCC Office for approval. The form will be forwarded to the Director of Student Life and the Bursar's Office where your cashbox will be ready for pickup. You may call the Bursar's Office about three (3) business days after you submit the form to see if the cashbox is ready for pickup, but it may take up to five to seven (5-7) business days before it will be ready. Unless otherwise listed on the Check Request/Transfer form, only the advisor(s) or a club president/treasurer is authorized to retrieve the cashbox.

### *Club Reimbursement*

A Request for Purchase Order does not need to be submitted for expenses under \$100.00. Club members may buy materials/supplies (up to \$100.00) and be reimbursed by completing a Check Request/Transfer form and Club Minutes for Expenditure Approvals form. Food stamps and/or gift cards may never be used to purchase items, supplies, or food for club events.

The Check Request/Transfer form must be filled out and signed by the club advisor and club president/treasurer. This form must be submitted along with the Club Minutes for Expenditure Approvals form to the ASOCC Office. The Check Request/Transfer form will then be forwarded to the Director of Student Life and the Bursar's Office for processing. Original receipts and/or invoices must be included with the Check Request/Transfer form. These receipts/invoice should only have items for the club or be for club use (no personal items should be included on the same receipt). Remember to list account numbers on the form. Reimbursements may take up to 10 business days to process and will be mailed to the club member. Check Request/Transfer forms may be obtained from the Bursar's or the ASOCC Offices.

## Bursar's Office Manual

### *Points to Remember for all Accounting Procedures*

- Clubs must be active, registered clubs in good standing to utilize their funds.
- Purchase orders are required for payment on all purchases/invoices over \$100.00.
- Club members can be reimbursed up to \$100.00 for club purchases. Club members must submit both the Check Request/Transfer form and Club Minutes for Expenditure Approvals. Both forms must be signed by the club advisor and club president/treasurer.
- All invoices/receipts must indicate the purpose, price, date, and the place of the purchase. These invoices/receipts should only have items for the club/club use (no personal items should be included on the same receipt).
- An incomplete form (any of them) will delay the process so be sure to provide all necessary information when it is submitted.
- Students or advisors will not be reimbursed for payments made for services to independent contractors.
- Expenses should be submitted in a timely manner in accordance with appropriate accounting recording periods.
- Receipts for personal expense reimbursement older than 30 days are subject to review and/or non-payment. Receipts older than 30 days must be accompanied with a memo of explanation which is also signed by the club advisor and club officer.
- Receipts for personal expense reimbursement of more than \$100.00 are subject to review and/or non-payment. They must be accompanied with a memo of explanation.
- The club advisor and a club president/treasurer must sign all deposits, Purchase Order Requests, Check Request/Transfer, and Club Minutes for Expenditure Approvals forms before any club funds will be moved.
- All expenditures require the Director of Student Life's signature.
- If merchandise or services are ordered without proper authorization (Club Minutes for Expenditure Approvals), the club account may be frozen, and the club will not be permitted to use funds until the problems are resolved.
- Similarly, if invoices/bills are not submitted in a timely manner, the club account may be frozen, and the club will not be permitted to use funds until the problems are resolved.



## Bursar's Office Manual

### Depositing Funds

- All deposits, cash/check/credit card should be turned in with a deposit form. The safe attendant will not accept any deposit that does not have a completed deposit slip. The deposit slip should have the amount of money that is being deposited, the account name and number that the deposit is for and who is turning in the deposit.
- Deposits should be logged in when they are dropped off at the Bursar's Office.
- Deposit should be made daily to the Bursar's Office.
- If there is not a safe to store the cash from an event, then the advisor should call campus safety. Campus safety can let the advisor into the Bursar's office so they can drop the deposit off in the after hour drop safe.
- There will be a receipt that is created once the deposit is completed, one that goes with the back-up of the deposit, another which goes back to the advisor.

Find [Deposit form on Bursar's office website](#)