WELCOME STUDENT LEADERS!

Congratulations on making one of the best decisions of your collegiate experience and participating in a Registered Student Organization (RSO)! Your experience in college is not just about what happens in the classroom, it’s also about what you do with your time outside of the classroom. You will discover very quickly over your four years how valuable it is for you to be involved. Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years. Florida Gulf Coast University strongly supports a diverse student organization community that contributes to the mission of the University.

The Treasurer of a Student Organization is a great responsibility and a tremendous opportunity to take on a leadership role within your organization. Since the Treasurer position is like no other and many students who step into this role have limited to almost no experience as a Treasurer, the Office of Student Involvement and Student Government developed this manual to assist you. Our goal is to provide you with a reference guide on the University purchasing policies and procedures along with clear definitions of the treasurer’s role and responsibilities.

The Office of Student Involvement assists over 200 Registered Student Organizations. I look forward to working with you. Stop by, say hi & make this experience yours!

Sendi

Sendi Colquitt
Coordinator for Student Organization Development
Office of Student Involvement
Florida Gulf Coast University
Cohen Center 258A
239-590-7729
My email: scolquitt@fgcu.edu
OSI website: http://studentservices.fgcu.edu/StudentInvolvement/rso.html.
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# CAMPUS RESOURCES

## Campus Recreation

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquatics Center</td>
<td>239-590-7700</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>239-590-7935</td>
</tr>
<tr>
<td>Intramurals</td>
<td>239-590-7938</td>
</tr>
<tr>
<td>Outdoors/Waterfront</td>
<td>239-590-3963</td>
</tr>
<tr>
<td>Sports Clubs</td>
<td>239-590-7332</td>
</tr>
<tr>
<td>Waterfront</td>
<td>239-590-3964</td>
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## Campus Reservations

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Conference rooms, Classrooms, Student Union</td>
<td>239-590-1090</td>
</tr>
<tr>
<td>Alico Arena</td>
<td>239-590-7013</td>
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## Dean of Students Office

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students</td>
<td>239-590-7900</td>
</tr>
<tr>
<td>Eagle News</td>
<td>239-590-7945</td>
</tr>
<tr>
<td>Judicial Affairs and Community Standards</td>
<td>239-590-7904</td>
</tr>
<tr>
<td>Multicultural and Leadership Development</td>
<td>239-590-7990</td>
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</tbody>
</table>

## The Office of Student Involvement

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraternity &amp; Sorority Life</td>
<td>239-590-1299</td>
</tr>
<tr>
<td>Student Programming</td>
<td>239-590-7727</td>
</tr>
<tr>
<td>Student Organization Development</td>
<td>239-590-7729</td>
</tr>
</tbody>
</table>

## Student Government

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;S Accountant</td>
<td>239-590-7730</td>
</tr>
<tr>
<td>Student Body Treasurer</td>
<td>239-590-7877</td>
</tr>
<tr>
<td>SG Senate President</td>
<td>239-590-7725</td>
</tr>
<tr>
<td>SG Executive Secretary</td>
<td>239-590-7948</td>
</tr>
</tbody>
</table>

## Other Important Numbers

<table>
<thead>
<tr>
<th>Service</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Adaptive Services</td>
<td>239-590-7956</td>
</tr>
<tr>
<td>Career Development Services</td>
<td>239-590-7946</td>
</tr>
<tr>
<td>Housing &amp; Residence Life</td>
<td>239-590-1700</td>
</tr>
<tr>
<td>Outreach Programs</td>
<td>239-590-7834</td>
</tr>
<tr>
<td>Prevention &amp; Wellness</td>
<td>239-590-7685</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>239-590-773</td>
</tr>
</tbody>
</table>
PEOPLE TO KNOW

Felicia Nachef – Budget Assistant
 Ensures sufficient funds are available
 General budget information & account numbers
 fnachef@fgcu.edu; 590-7730

Michael Danis – Student Government Treasurer
 Ensures purchases align with finance code
 sgtreas@fgcu.edu; 590-7877

Sue Hertle – Executive Secretary
 Makes purchases for student organizations
 shertle@fgcu.edu; 590-7740

Sendi Colquitt – Coordinator for Student Organization Development
 Ensures organization is active and in good standing
 scolquitt@fgcu.edu; 590-7729
BASIC FUNCTIONS OF TREASURER POSITION

- Act as Chief Financial Officer of the Organization.
- Maintain an accurate account of all monies, receipts, and payments for the Organization.
- Work with the appropriate officers to provide a working budget.
- Provide the Organization with an account balance report regularly.
- Be responsible for the prompt payment of all bills.
- Prepare an annual report at the end of position term.
- Coordinate all Fundraising efforts.
- Work with other organization officers to prepare annual budget requests.
- Perform other duties usually pertaining to this Office or the Organization Executive Board.

Responsibilities of Funded Organization

1. Obtain a copy of the Finance Code from Student Government.
2. Sign and Submit a Statement of Understanding to the Student Body Treasurer.
3. Be registered and in good standing with the Office of Student Involvement.
4. Organization Treasurer attends the mandatory Treasurer Training.
5. Maintain a treasurer binder to track all expenses/revenue for the organizations.
6. Turn in an annual statement at their organizations budget hearing.
7. Cannot charge membership fees/dues nor have requirements for membership.
**ANNUAL BUDGET APPLICATION**

Annual Budget Applications, or ABAs, are the primary means of allocating A&S fees. The application process is advertised and announced at the beginning of the Fall term. Completed ABAs need to be turned in to the Student Government Executive Secretary by the advertised date. Late applications will not be accepted.

After turning in the application, you will receive notice of the mandatory hearing with the SG Senate Appropriations Committee. This hearing is your organization’s opportunity to explain and justify your organization’s request. The SG Senate Appropriations committee will then adjust your request based upon the results of the hearing. If your organization members fail to attend the scheduled hearing, your organization’s application will be voided.

A finalized budget will be presented to the SG Senate to review, amended if necessary, and voted on to approve. In addition to the SG Senate, the budget must be approved by the Student Body President and the University President or his designee. All funds are deposited into the organization’s accounts on July 1 of the next fiscal year.

1. Receive ABA Form from Student Government
2. Create a budget with your advisor and fellow officers. Turn into MLD Office. LATE ABA WILL NOT BE ACCEPTED!
3. ABAs are reviewed by the SG Senate Appropriations Committee
4. SG Senate approves Budget
5. SG Appropriations committee approves Budget
6. Each group will get a hearing to meet with SG Senate Appropriations Committee
7. Student Body President approves Budget
8. University President approves Budget
9. Funds are uploaded into accounts on July 1st
ACTIVITIES AND SERVICE (A&S) ACCOUNT

Activities and Service Fee Funding is the money all RSOs may apply for their primary budget each fiscal year or additional money through a Senate Bill that the Student Government allocates from student fee money. The Student Government fiscal year runs from July 1st to June 30th and money awarded each fiscal year does not roll over from year to year. RSOs must be registered and in good standing before mid-fall semester to submit funding requests. RSOs are not required to have an A&S account. The general budget process is as follows:

1. Budget packets will become available during the fall semester
2. RSO Presidents and/or Officers (on file with the Office of Student Involvement) will be notified by email when packets are available and notified of all submission deadlines
3. Packets should be completed as thoroughly and as accurately as possible and submitted to the Student Government Executive Secretary by the assigned deadline
4. The SG Appropriations Committee submits a bill to SG Senate with total budget for all Registered Student Organizations and Departments
5. Once the bill is approved by Senate, Eagle News publishes the funding received by every RSO.

* If a representative from the student organization fails to attend their scheduled meeting; the student organization will automatically be disqualified from receiving funding during the Annual Budget Application process for that fiscal year.

What you can purchase:
- Food, catering services, and other general items/services
- Contractual services (performers, lecturers, speakers)
- Travel related items/services

What you cannot purchase:
- Alcohol
- Direct or indirect contribution to a political candidate, party or committee
- Rental of or expenditures towards functions hosted in a private residence
- Use of A&S fees to benefit activities for which admission fee is charged to students
- Transfer A&S funds to outside revenue accounts
- Scholarships
- Graduation related items
- Placement tests, preparation courses, or certification courses
- Plaques, awards and other non-monetary tokens of recognition exceeding $100
- Cash awards
- Fines, late fees, penalties (including parking tickets)
- Any purchase of chemicals unless approved by the Office of Environmental Health and Safety
PURCHASING

Purchase Orders
Purchase orders should be used when requesting to spend funds from on campus bank accounts. There are two methods to remit payment to a vendor:

• Check request for a Vendor
• University Purchase Card

Your purchase order should always have some form of documentation for the item you’re trying to purchase, including:

- Quote/Estimate - A detailed document from the vendor or website stating the price and quantity of the items being purchased.
- Invoice - Final statement of items received after services have been rendered. This should list actual amount to be paid to the vendor.
- Vendor Information Sheet – This form can be filled out in place of a W-9. It contains the vendors mailing address, contact information, and tax identification information.
- Independent Contractor – This form is to be filled out whenever payment is to an individual not a business. This provides the University with important income tax information.
- Performance Agreement – If you are contracting services with a vendor and they do not have a standard contract the performance agreement can be used in its place. It defines who the vendor is and what you are purchasing, and establishes the contract price in addition to other details.
- W-9 - Request for Taxpayer Identification Number and Certification.

*This document must be on file for every vendor the University purchases from.

These forms should be submitted 2 weeks or 14 days in advance.
Turn in completed Purchase Order Request Form to the OSI Executive Secretary with supporting documents. Forms are sent to A&S Accountant for approval.

(example: Quotes/Estimate)

A&S Accountant approves the Purchase Order Request form, based on funds available.

Student Body Treasurer approves the Purchase Order Request form, based on supporting documents and compliance with the Finance Code.

(A&S Purchases Only)

Office of Student Involvement approves the Purchase Order Request form, based on organization’s standing and proper documentation (examples: Event Planning Forms, Travel Liability Waivers)

Once the proper signatures are obtained, the organization leadership will make an appointment with the OSI Executive Secretary to process the Purchase order Request Form. Please allow 10 business days for all Purchase Order Request Forms to be processed.
REIMBURSEMENTS

The Payee Invoice should be used when goods or services have been purchased by the student on behalf of the RSO out of pocket. Recently we’ve encountered both officers and advisors who have attempted to utilize the payee invoice only to discover that they cannot be reimbursed for several different reasons including:

- The RSO does not have any money in their account;
  
  Or

- The purchase violates the Student Government Finance Code.

As a result the Office of Student Involvement has created a Pre-Authorization Reimbursement Form to be submitted in addition to the Payee Invoice. This will authorize the reimbursement of your purchase. The pre-authorization must be filled out for separate purchases totaling in excess of $100 per event.

Here’s how the approval process for this form will work:

- The A&S Budget Assistant will ensure that the student or advisor has the available funds in their account.
- The Student Government Treasurer will ensure that the purchase does not violate the finance code.
- The Coordinator for Student Organization Development ensures that the organization is a Registered Student Organization under the Office of Student Involvement; and that the necessary paperwork has been completed.

Below is a summary of this policy:

- Pre-Authorization form is required for purchases of $100 or more and suggested for purchases of less than $100;
- Pre-Authorization form is required for any purchases related to student organization travel, regardless of the amount. The only travel expenses that are reimbursable are gas, mileage, and food. Any other travel-related expenses (hotel, airfare, conference registration, car rental, etc.) must be made by purchase order;
- Reimbursements requested without the Pre-Authorization form are NOT guaranteed. If you would like for your reimbursement to be guaranteed prior to purchase, we suggest that you complete a pre-authorization form regardless of the amount;
- Pre-Authorization forms must be turned into the Office of Student Involvement at least 10 days prior to purchase.

Submit this form along with a Payee Invoice and all original receipts or invoices to the Office of Student Involvement, Cohen Center Room 258.
TIP: Overestimate the reimbursement cost, that way it can be verified that the funds are available and the purchase is an allowable expense. The pre-approval and reimbursements do not need to be exact matches in price.

Turn in completed Payee Invoice to the OSI Executive Secretary with original line item receipts. Forms will be forwarded to A&S Accountant.

A&S Accountant approves the Payee Invoice based on funds available.

SB Treasurer approves the Payee Invoice based on receipts and compliance with the Finance Code.

(A&S Purchases Only)

Office of Student Involvement approves the Payee Invoice based on organization’s standing and proper documentation (examples: Event Planning Forms, Travel Liability Waivers)

The completed form can either be picked up by the Student and taken to Procurement Services or OSI can send the form through inter-office mail. Sending forms through mail will delay payment.
OFF CAMPUS FUNDRAISING ACCOUNTS

As of March 2014, the University has discontinued on campus cash accounts and began a transition to off campus fundraising accounts. The purpose of this process was to provide student leaders an opportunity to practice fiscally responsible habits to support the programmatic efforts of their organization (i.e. balancing a checkbook, establishing open and honest communication about financial transactions) & further emphasize the independent relationship that RSOs have to FGCU.

Student Organizations were given the option to retrieve all remaining funds from their current cash account to deposit into an off campus bank account of their choosing. Below are some Frequently Asked Questions regarding the transition and information for student organizations and advisors on how to establish financial controls:

- **What paperwork do I need to complete in order to make a purchase from my off campus account?** The Office of Student Involvement does not require you to complete or submit any paperwork. You can make a purchase using a debit card, ATM card or checks assigned to your bank account.

- **Can an RSO have both an A&S account and an off campus fundraising account?** Yes. However you can no longer make a purchase using funds from both accounts.

- **What liability do advisors have in this process?** That is up to the individual organization. Some organizations have the advisor sign off on all purchases, some do not. This should be clearly stated in the organizations bylaws.

- **What limitations can you apply to RSO bank accounts?** This will vary for each specific organization. It is suggested that:
  - Only order debit cards for authorized purchasers. This can include but is not limited to the advisor, the treasurer, and/or the president of each organization.
  - Limit Debit Cards to debit/deposit only, not giving the ability to withdraw money from an ATM.
  - Each organization can create internal paperwork for any purchasing if interested, to establish a signature process and assist with record keeping. The Office of Student Involvement has created a sample purchase order for you to consider implementing into your off campus purchasing procedures.
  - Require double endorsement of expenses (2 signatures per check)
  - Establish separate financial duties (i.e. which officers have purchasing power and which do not)
  - Keep records public to prevent purposeful mismanagement of funds. Each RSO can upload their annual and semester budgets and/or account information on their Eagle Link page under “Documents”. Students can also choose which officers/ members have access to these documents as well as what kind of access (limited, all access, no access).
Define consequences for Mismanagement of Funds (Definitions, methods for policing, consequences for breaking the rules).

- Sample language:
  
  - “All funds collected, raised and deposited into the off campus bank account must be spent in accordance with the organization’s procedures, mission and vision.
  - Prohibited transactions include but are not limited to: firearms, explosives, weapons, illicit substances or items.
  - If the Treasurer or other member of the RSO believes that a request for payment, requisition for purchase, or any other spending form represents an inappropriate use of funds they may stop that form from being processed.
  - In any questionable cases, the decision of the Treasurer is final. If the Treasurer determines that an officer has misused funds, the Treasurer reserves the right to determine if that officer can remain in their position or relinquish their position.

  OR

  - If an officer is found responsible for participating in prohibited transactions the remaining officers will vote to determine if that officer can remain in their position or relinquish their position. “

- Remove your information from accounts when you leave the organization
STUDENT GOVERNMENT SENATE BILL

During the academic year RSOs can request funding through a Student Government bill. The process for the funding is as follows:

- Complete the online Senate Bill Request Form. Attach summary of request (REQUIRED!).
- Document is forwarded to the Senate President to assign a sponsor.
- The sponsor will contact the requestor and write a bill. Quotes may be required at this time.
- Sponsor is to complete the online Bill Submission Form.
- Legislation is forwarded to Senate Executive for review.
- Legislation is forwarded to Senate Committees.
- Legislation is assigned a bill number and placed on the agenda for first reading.
- Legislation is placed under second reading and voted on by Senate during the second Senate meeting.
- If passed, the bill will routed for the necessary signatures and processed.
- If applicable, funds will be deposited into the account within 7-10 business days.

SUMMARY:

- Senate Executive review the bill – one (1) week
- Senate Committees review the bill – one (1) week
- Senate Floor: First reading – one (1) week
- Senate Floor: Second reading – one (1) week
- Obtaining necessary signatures - one (1) week
- Processing – one (1) week

NOTE: Total process may take up to six (6) after the legislation is filled

TIP: New organizations who may start off with zero funds can submit one senate bill for the entire academic year such as their budget.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contact Senate President: sg <a href="mailto:senate@fgcu.edu">senate@fgcu.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>Submit Senate Bill request form with proper documentation to MLD</td>
</tr>
<tr>
<td>3</td>
<td>Meet with bill sponsor and work with them to author bill</td>
</tr>
<tr>
<td>4</td>
<td>Sponsor will submit bill to Senate Executive</td>
</tr>
<tr>
<td>5</td>
<td>Bill reviewed by Senate Committees</td>
</tr>
<tr>
<td>6</td>
<td>Bill placed under first reading</td>
</tr>
<tr>
<td>7</td>
<td>One week later, bill placed under second reading and voted on by Senate</td>
</tr>
<tr>
<td>8</td>
<td>If passed, bill receives necessary signatures and is processed</td>
</tr>
<tr>
<td>9</td>
<td>If applicable, funds deposited into account within 7-10 business days</td>
</tr>
</tbody>
</table>
A&S BUDGET TRANSFER FORM

A&S Budget Transfer
Use this form to move money between the budget pools.
- Maximum of 4 transfers per fiscal year
- Maximum transfer of $1,500
- Above $1,500/ submit Senate Bill
- Travel pool cannot exceed $7,500.
- Submit to Felicia Nache in CC 275
- Transfer will not be made unless approved by SG treasurer

This form is to be completed by any Registered Student Organization who wishes to alter their current allocation as previously approved by Student Government. The complete form should be turned into the Student Body Treasurer for approval. If the allocation request is over $1000, you must submit your request in the form of a Senate Bill to the Senate Executive Committee.

Date: __________________________

Registered Student Organization: __________________________ Account Number: __________________________

Officers Name (Print): __________________________ Phone #: __________________________

Current Allocation

<table>
<thead>
<tr>
<th>Amount: $____</th>
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<tbody>
<tr>
<td>Circle One (if known, otherwise leave blank):</td>
</tr>
<tr>
<td>6200 pool – OPS Salary</td>
</tr>
<tr>
<td>7300 pool – General Expense</td>
</tr>
<tr>
<td>7300T pool – Travel</td>
</tr>
<tr>
<td>7500 pool – Capital Expenses</td>
</tr>
</tbody>
</table>

New Allocation

<table>
<thead>
<tr>
<th>Amount: $____</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle One (if known, otherwise leave blank):</td>
</tr>
<tr>
<td>6200 pool – OPS Salary</td>
</tr>
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<td>7300 pool – General Expense</td>
</tr>
<tr>
<td>7300T pool – Travel</td>
</tr>
<tr>
<td>7500 pool – Capital Expenses</td>
</tr>
</tbody>
</table>

Total Amount to be transferred: $____

Justification for Budget Transfer:
____________________________________
____________________________________
____________________________________
____________________________________

Student Organization President or Treasurer: __________________________ Date: __________________________

Approved

Denied - Reason: __________________________ SG Treasurer: __________________________ Date: __________________________

September 8, 2010
TRAVEL: PURCHASING & REIMBURSEMENTS

Rental Cars
- Submit Payee Invoice with gas receipts and MapQuest or Google Maps printout at all times. Starting location is always FGCU.
- Rental of vehicle can be done prior to departure with a Purchase Order Form or upon return with a Payee Invoice (gas and rental vehicle can be reimbursed on the same Payee Invoice with all receipts). Remember that a pre-authorization form will be needed if rental vehicle is not secured through a purchase order.

Personal vehicle
- Reimbursed for mileage/gas at $0.445/mile
- Complete Payee Invoice and attach MapQuest or Google Maps at all times with starting location always FGCU
  - Remember to include roundtrip!
DEFINITION OF TERMS

Activity & Service Fee (A&S)  Each student pays $11.24 per credit hour in A&S fees. These fees are allocated by Student Government to various departments and RSOs.

A&S Account  Student organizations that receive funds from Student Government must open an A & S account. This on-campus account is where the funds are housed. The compliance check for these accounts is performed by the Student Body Treasurer.

Off Campus Account  Student organizations that create revenue via fundraising, sponsorships, dues, or donations can house there funds in this off campus account.

Payee Invoice  Form used to process a reimbursement.

Pre-Authorization Form  Form used to authorize a reimbursement.

P.O. Request Form  An internal document of the Student Involvement Office. Used to gather authorization before a Purchase is made.

P.O. Requisition  University document used by offices to request payment for goods or services. (OSI submits Requisitions on behalf of all RSOs)

P-Card  This is a University Credit Card issued to staff members to make purchases on behalf of student organizations and offices. It can only be used to purchase items online, over the phone, or via fax for purchases over $100.00. Students cannot be issued P-Cards.