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INTRODUCTION

This manual is a resource written to assist student organizations in understanding the financial policies at Idaho State University, and should be used as a reference for spending and deposit procedures.

The manual contains:

- 1) An explanation of the student organization accounts
- 2) The procedures for opening a student organization account
- 3) A description of how to obtain ASISU funds
- 4) The guidelines for using your club funds, and making deposits

Individuals who need more specific information should contact Student Organization Funding in the Involvement Center at 282-4588.

TYPES OF ACCOUNTS

Club Accounts

Club accounts are opened to hold the money of any student organization and are similar to a bank checking account. According to Idaho State University policy, all financial transactions for clubs must be processed through a university account. This means that clubs may not keep their money at a commercial financial institution such as a bank or credit union. Having a university account allows the ISU Accounting Department to prepare accurate sales tax returns and process payroll withholdings. Monthly club financial reports (*see Appendix*) will be put in your mailbox, located in the Involvement Center (first floor of the Student Union Building). Clubs may request a copy of these reports for up-to-date account information at the Involvement Center during regular business hours.

To open an account, a club must first have an approved constitution and a completed, valid registration form. This must be done at the Student Organizations office, located in the Involvement Center. Once this is completed, an Authorized Signature sheet must be filled out. The Authorized Signature sheet designates the club officers who are eligible to sign the Request for Payment Form (*see page 9 for more details*).

Clubs with sufficient financial oversight from a parent organization that monitors the group's financial activities may be classified as an exempt club and may not have to hold their money in an ASISU account. To apply for exemption, you must obtain, complete, and return a *REQUEST FOR ACCOUNT EXEMPTION* form to the Involvement Center. The application is then sent to the Student Affairs University Business Officer (UBO) for review. If a club with exempt status is awarded ASISU funds, those will be kept in a university account and not at an off-campus institution.

ASISU Accounts

ASISU is funded by semester fees from each full-time and part-time student. These funds are used to provide programs and activities for ISU students. A portion of these fees are allocated to student clubs for use in their programs. Prior to allocation, the Senate Finance Committee hears all budget requests and monitors and recommends guidelines for ASISU expenditures.

A more detailed description of these fund types are as follows:

- **C.E.A.S.A.R. Funding** (Club Efforts are Supplemented and Rewarded) – ASISU allocates C.E.A.S.A.R. funds to individual clubs in order to augment their fund-raising programs and provide programs for the student population. All clubs are eligible to apply for C.E.A.S.A.R. funds.
- **New Club Funding** -A portion of the ASISU funds allocated annually to support clubs is held for newly organized clubs who have not had the opportunity to apply for an Initial Deposit under the C.E.A.S.A.R. Funding System.
- **Incentive Funding** – ASISU awards money to clubs based on their attendance at ISU events and for holding club events. Clubs may earn this money through filling out Incentive Funding Checklists and turning them in after the event.
- **Fundraising Loan** -ASISU maintains a fund-raising account that clubs can utilize. Clubs may borrow seed money from this account for fund-raising activities. *This money is a short-term loan and must be repaid.*

OBTAINING ASISU FUNDS

C.E.A.S.A.R. Funding (Club Efforts Are Supplemented and Rewarded)

C.E.A.S.A.R. Funding is divided into two parts:

1. Initial Deposits

Clubs may apply each spring semester for up to \$500 to be used for the next school year. They must turn in their application to the Involvement Center by the third Thursday in March at 5:00 pm. Requests will be approved by the Senate Finance Committee and then submitted for Senate approval.

To be eligible for the Initial Deposit, a club must complete three requirements:

1. Attend the Club Financial Workshop
2. Attend New Officer Training
3. Host a booth at one of the Student Involvement Fairs held during the year

All Initial Deposit Requests must be made on the Initial Deposit Request Form (available online at <http://isu.edu/asisu/funding>). The application form is an Excel file which must be filled out on the computer. Two copies must be printed and turned in to the Involvement Center, and the completed Excel worksheet must be emailed to asisuclubfunding@gmail.com. You must use the current online version of the form provided by ASISU.

- Each club may receive up to \$500 (subject to funding availability)
- C.E.A.S.A.R. Initial Deposits will go directly into club accounts

2. Matched Deposits

When a club deposits money into their club account, they may apply for those deposits to be matched. Requests can be turned in to the Involvement Center at any time throughout the year. Matched Deposits will be based on a predetermined ratio, are awarded on a first come basis, and subject to funds available. The requests must be made on the Matched Deposit Request Form (available online at <http://isu.edu/asisu/funding>). The application form is an Excel file which must be filled out on the computer. Two copies must be printed and turned in to the Involvement Center, and the completed Excel worksheet must be emailed to asisuclubfunding@gmail.com.

- Matched funds will be deposited directly into the club account

New Club Funding

Student Organizations may apply for New Club Funding if they were organized after the Initial Deposit deadline of the previous academic year and have never had the opportunity to apply for an Initial Deposit. They may also apply if they were inactive the previous year and did not apply for the Initial Deposit. New Club Funding request forms (available online at <http://isu.edu/asisu/funding>) may be turned in anytime after the club is organized until the Initial Deposit deadline of the current academic year. Clubs may apply for a maximum of \$500.

Incentive Funding

Clubs may earn money based on attendance at ISU events and for holding club events (other than meetings). They must fill out the Incentive Points Checklist for each event and turn it in at the Involvement Center. Requests will be accepted at any time during the year as long as the activity falls within the current deadlines. The number of points a club earns will be multiplied by the dollar amount per point, and the resulting amount will be placed in their club account.

Deadlines, checklists, and attendance requirement information for Incentive Points are located online at <http://isu.edu/asisu/funding>.

Fund-Raising Loan

ASISU maintains funds that clubs may borrow for fund-raising activities. Organizations that are registered, in good standing, and have shown financial stability for at least one year may apply for a maximum of \$1,000. Newly formed organizations and organizations that have been inactive for at least two years and are in the process of reactivation may apply for up to \$500. Requests will be accepted no earlier than six weeks before the fund-raising event. Request forms can be found online at <http://isu.edu/asisu/funding>.

- An organization **MUST** repay all the money borrowed within 5 business days of the fund-raising activity
- Failure to repay the borrowed amount will result in the organization's account being frozen until a repayment plan is approved by the Senate Finance Committee

USING YOUR FUNDS

General Information

- All financial transactions are processed through Student Organization Funding located in the Involvement Center on the first floor of the Student Union Building.
- **A Request for Payment (RFP) with two authorized signatures must be turned in before you can use club funds.**
- Each year, at least one club officer AND the faculty advisor are *required* to attend one of the financial training workshops held in September. If a club does not attend, expenses will not be processed through the account until the financial workshop has been scheduled and completed with the ASISU Financial Technician. Additionally, attending the financial workshop is one of the requirements which must be completed to be eligible for the C.E.A.S.A.R. Initial Deposit.
- Before you commit your club to pay for events, activities, refreshments, etc. you must come to the Involvement Center to determine the best way to pay the vendor(s) for their services. If you pay out of pocket or do not follow the proper procedures, members of the club may be held personally responsible for any resulting bills.
- The staff will verify a club's account balance before processing any expenditure. Expenditures will not be processed without sufficient funds.
- Conflict of Interest – The Idaho State Board of Education gives the following in its policies and procedures: conflict of interest occurs when a person's private interests compete with his or her professional obligations to the Board-governed entity to a degree that an independent observer might reasonably question whether the person's professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial or otherwise.
 - ISU is considered a Board-governed entity.
 - To avoid a conflict of interest, please do not purchase items for your club from immediate family or close friends.
- The State of Idaho has ruled that all monies which flow through the University are subject to Idaho State spending guidelines. *All funds deposited with the University, regardless of source, are University funds and must be handled in accordance with University policy.*

EXPENSES

Request for Payment

Organizations must complete a Request for Payment form for all expenditures that they have. Once this form has been submitted we will process the required University paperwork. Your organization may wish to keep a few RFP forms on hand for quicker and easier completion. However, the *Involvement Center is the ONLY office that can process the RFP forms; DO NOT attempt to process them elsewhere.* Organizations may obtain RFP forms at the Involvement Center, or download them from the web at <http://isu.edu/asisu/funding>.

Following are two requirements common to ALL types of payments:

- 1) Receipts and invoices must be original. Statements in lieu of invoices or copies of invoices ARE NOT acceptable.
- 2) If reimbursing an individual, all receipts and invoices must indicate the name of the business, and be marked "paid" or have a zero balance.

Travel

If your club is traveling, you may wish to obtain money from your account in the form of a Travel Advance. A representative from the organization, who will be traveling, must complete an RFP at least ten days before the trip and turn it in to the Involvement Center. One check will be issued to the student who completes the travel form. This student will be responsible for picking up the check in the Accounting Office, distributing the funds to the other travelers, and bringing back receipts with any unused cash. A Travel Record must be filled out and signed once the trip has been completed.

TRAVEL DOCUMENTATION NEEDED:

- A list of all students who are traveling is required prior to departure.
- Airline Travel—you must return a receipt from a travel agency showing the *price of the travel* and *proof of purchase*. *Travel confirmations or itineraries are not acceptable receipts.* If the tickets were purchased online, the printed receipt must clearly show the amount that was paid and indicated that it was done via credit card.
- Mileage—if using a personal car, gasoline receipts are not needed; if using a rental car, the rental car receipt and gasoline receipts are required.

- License plate numbers—required if using personal vehicles.
- Lodging and Registration Fees—original receipts are needed. If no receipt is given when paying registration fees, you **MUST** request one. *These receipts must be marked paid or have a zero balance. Lodging receipts must also clearly indicate the room and tax rate.*
- Meals—receipts are not required. Meal reimbursements are based on a per diem amount as set by the University. However, a club may request that the traveler save them for exact reimbursement purposes (rather than paying the entire per diem amount).
- Ground Transportation (cabs, buses)—receipts are needed.

Within ten days after the trip, the student who received the check must bring back all receipts and unused cash to the Involvement Center and sign a Travel Record. If a Travel Advance was not taken and a student wishes to be reimbursed for traveling, they must bring a Request for Payment form with all receipts to the Involvement Center and sign a Travel Record.

The person to whom the check was issued will be held personally responsible for documenting all travel expenditures. If proper receipts are not provided within the ten days following travel, that person's future registration and transcripts will be put on hold until all receipts are returned.

On-Campus Vendors

(Including the Bookstore, Total Copy Center, Craft Shop, Game Center, etc.)

DO NOT PAY CASH FOR ANYTHING ON CAMPUS! On-campus purchases **MUST** be charged directly to your club. *Receipts from anywhere on campus will not be reimbursed.* Come to the Involvement Center before making the charge to ensure that you have sufficient funds and the correct index code. We will give you an On-Campus Vendor Verification Form which will allow you to make the charge. You must return all receipts from campus vendors to the Involvement Center within five days.

Occasionally clubs wish to transfer funds from their account to another club or department on campus. If you wish to do this, you must turn in a Request for Payment form indicating the name of the club/department receiving the funds and their Index Code.

Speaker/Artist Fees

We are required to pay for all speakers and artists with a University check. Speakers and Artists may be paid on the date of service after the performance, or a check may be sent in the mail afterwards. **PLEASE TURN IN ALL COMPLETED FORMS AT LEAST FIFTEEN BUSINESS DAYS IN ADVANCE if you would like to have a check ready on the date of service.** ISU WILL NOT reimburse you if you pay the speaker or artist with your own money. The W-9 form and Independent Contractor Payment Request must be completed and signed by the speaker/artist before a check can be processed. These forms may be faxed or mailed to the Involvement Center. When these forms are received, we will process and send them to Accounts Payable where the check will be printed. A representative from your organization must pick up the check at the front desk in the Accounts Payable Office located in the Administration Building.

NOTE: Contracts are required for honorarium payments over \$1,000

- When paying speaker/artist fees, please include travel and lodging costs in the honorarium fee; meaning, the speaker will arrange and pay for transportation, and ISU will reimburse with one all-inclusive payment on the scheduled performance date. The honorarium payment is taxable to the speaker, so they need to be informed of this when agreeing upon a fee.

ISU Vehicle Rental

Student Organizations may use university owned vehicles for club trips during which they will be *representing the University* (i.e. conferences). Motor Pool has several different vehicles available. Depending on your needs, you may use a sedan, a minivan, or the 47 passenger bus. An organization must turn in an RFP at least one week before the date needed in order to obtain a Motor Pool vehicle request form at the Involvement Center. A *Driver's License Record Check Authorization* and a *Vehicle Use Agreement* must be completed by any student that will be driving. Record checks may take longer than two weeks to process but are good for one year.

- *DO NOT go to Motor Pool before obtaining the correct form from Student Organization Funding. If you go to Motor Pool without a signed form you WILL NOT be able to take or reserve a vehicle.* Because of heavy demand, organizations should reserve vehicles well in advance to ensure that they will be available.
- Motor Pool will bill your account directly for vehicle usage.

- Every time you rent a vehicle, Motor Pool charges you a certain rate per mile and a daily rate. The “per mile” rate includes all gas charges and is subject to change based on the price of fuel. Motor pool will issue a gas card to pay for gas on your trip. For example, if your club will be taking a Minivan for a two-day trip to Salt Lake City, this is how you would *estimate* the rental charge:

PER MILE: 322 miles (round trip) x \$0.555 = \$178.71
 DAILY: 2 days x \$20.00 = \$40.00
 ESTIMATE: \$135.24 + \$40.00 = \$175.24

The following chart outlines ESTIMATES for vehicle rentals:

Vehicle Type	Daily Rate	Mileage Rate
Sedan	\$15.00	Call for rate
Minivan - 7 passenger	\$20.00	Call for rate
		Call for rate
Van - 12 passenger	\$40.00	Call for rate
Trailer (enclosed 5'x5'x10' long)	\$20.00	

*You may call Transportation Services at 282-4460 for the most up-to-date mileage rates

- If claiming mileage on your person vehicle, the state mileage rate is 55.5 cents per mile driven, **effective July 1, 2012**.

METHODS OF PAYMENT

Cash Reimbursements

Occasionally, club members may make purchases using their own money. We can repay these individuals up to \$200 from our petty cash fund, provided they have the proper documentation. Some expenditures must be paid with a check rather than with cash (such as travel, honorariums, or any services from individuals) but examples of appropriate cash reimbursement are minor supplies or food. **Reimbursement restrictions include any type of travel (including gas), alcohol, and firearms or ammunition.**

- **Cash Advances**-With two authorized signatures, your club may withdraw up to a maximum of \$200 on one advance or a total of \$400 on two advances. A club may not have more than two outstanding cash advances at any given time. Using a cash advance allows you to make purchases, but you are required to return receipts and any unused cash within five business days. You will also have to pay sales tax on cash purchases. Receipts must indicate the name of the business and be marked paid or have a zero balance. *The receipts and/or returned cash must total the amount of the advance.* Again, the person making the withdrawal is held personally responsible. Any unreturned cash advances will result in a hold being placed on the personal account of the responsible student.
- **Change Funds**-If you need cash for making change, we can issue a club member up to \$200 and a cash box for storing the funds (two signatures are required on the Request for Payment, personal liability applies). Your club may keep the cash and box for two days from the date of issue. *Returned funds must equal the amount issued and be held separate from any revenue your organization may be depositing.*

Purchasing Card

The Student Organization Funding staff has purchasing cards which they may use at their discretion to make purchases for your club or organization. These cards work like a MasterCard and are sales tax exempt. If you have a purchase to make and would like to have it made with the card, please indicate that on the RFP and turn it in with an invoice for the purchase to be made. It is up to the club members to ensure that the vendor will accept a credit card over the phone for payment (purchases can also be made via internet).

- Purchases over \$2,500 cannot be made on the Purchasing Card.
- According to university policy, the card CANNOT be used for certain expenditures, such as making travel arrangements or buying computers. Please visit the Involvement Center for more information.

Requisitions

A requisition is used when the merchandise total is greater than \$2,500, the vendor will not accept a credit card, or the items being purchased cannot be charged to the card (according to university policy). In this case, the club will need to supply the Involvement Center staff with the following information:

- Vendor
- Complete description of the goods or services to be ordered, including the part or catalog number, if relevant
- Preferred delivery date
- Quantity
- Price of each item

The staff will use this information to create and submit a requisition. Once the requisition has been submitted, the Purchasing Department will supply a purchase order number. The purchase order number must then be given to the vendor so they can include it on the invoice. This process is very important and must be followed in order for the purchase to be made. **You MUST NOT bypass this process and commit funds for these purchases without prior approval.**

If any purchase you are making is over \$10,000, it will have to go out for bid. ISU will obtain a minimum of three bids on the purchase; this process will take 2-3 weeks.

University Checks (All Checks take 15 business days to process)

In certain instances it is not possible to use cash reimbursements, the purchasing card, or a requisition to pay for expenses that your club may have. In these cases, a university check will be issued. The following list provides some examples of when a check will be used:

- Travel Expenses (see pages 9-10)
- Honorariums (see page 11)
- Donations to an organization or individual
- Reimbursement for club items purchased over \$200.00
- Reimbursing an individual who has overpaid the club
- Paying an invoice that does not need to be processed with a requisition

To facilitate these payments, the club must turn in a completed Request for Payment form with any supporting documentation. Contact the Student Organization Funding Staff if there are any questions about payment methods or necessary documentation.

DEPOSITS

Any time your club earns revenue (i.e., holds a raffle or fund-raiser, receives a donation, award, refund/reimbursement or collects dues) the monies must be deposited into your club account. All deposits must be taken to the Involvement Center where they will be processed. You will be given a copy of the deposit slip, which you should check for proper posting against your monthly account summary.

- Do not pay expenses in cash from the revenue being deposited. First deposit the funds, and then make separate transactions for any expenses.
- Although ISU is tax exempt, any sale of goods your organization makes will be subject to a 6% sales tax which should be collected at the time of sale. The Involvement Center staff will deduct the correct tax amount from your revenue when you make your deposit. The university will complete the proper Idaho State Sales Tax returns for all club accounts and charge your club with the amount paid to the State of Idaho.
- Donations over \$50 will be processed through the ISU Foundation Office. *You will still bring all donations to the Involvement Center.* The office staff will send it to the Foundation Office, who will in turn send the donor a receipt. If the donation is made in cash, please provide a name and address so that the donor can be reached by the Foundation Office.
- Product sales on campus are subject to review by either Purchasing or Reservations and Catering. Please come to the Involvement Center first to identify which office to contact. The University holds contracts with vendors to supply the campus with products and services. These contracts often give the vendor exclusive rights for sales on campus; therefore, you may be prohibited from selling some items or services.

APENDIX—Club Transaction Report

###-Club Name				
Club Transaction Report				
July 2008 through June 2009				
Date	Num	Name	Memo	Amount
Sales Tax Payable				
11/14/2008	789123		tax	8.49
12/31/2008		Idaho State Sales Tax Com...	nov 2008	-8.49
Total Sales Tax Payable				0.00
Donations				
09/03/2008	12345		donation	20.00
Total Donations				20.00
Dues				
07/21/2008	45623		club dues	225.00
Total Dues				225.00
Merchandise Sales				
11/14/2008	789123		t-shirt sales	141.51
Total Merchandise Sales				141.51
Raffles				
02/23/2009			raffle tickets sold	400.00
Total Raffles				400.00
Copies				
02/15/2009		Total Copy Center	copies	-5.48
Total Copies				-5.48
Merchandise for Resale				
10/01/2008	jett00056	Purchasing Card	new day products, t-shirts for resale	-300.00
Total Merchandise for Resale				-300.00
Postage				
01/25/2009		Mail Center	postage	-12.46
Total Postage				-12.46
Refreshments				
10/21/2008		Cash Reimbursement	albertsons, food for club social	-29.53
Total Refreshments				-29.53
Travel				
11/10/2008		Travel	travel to salt lake city, ut for regional conference	-275.00
Total Travel				-275.00
TOTAL				164.04

This report shows a breakdown of each transaction, whether deposit or expense, by category. It shows deposits as positive numbers and expenses as negative numbers. The number at the bottom shows how much money your club has in the account. Each month a copy of your club's transaction report will be placed in your mailbox in the Involvement Center.