

EMERSON COLLEGE

A Guide to Using SGA Allocated Funds

2012-2013

WELCOME

Emerson organizations are known for their innovative ideas and amazing accomplishments, but often times it takes a considerable amount of funds to make that idea a reality. This handbook is here to assist you with all financial issues that go into creating that one-of-a-kind event or groundbreaking publication. The *Guide to Using SGA Allocated Funds* will provide both detailed explanations on filling out forms, making financial transactions properly, and much more.

Below is the contact information for the **Student Government Association Executive Treasurer**, whom you should direct any and all questions regarding your organization's funds and financial

paperwork throughout the year or if you need any additional information regarding your budgets and transactions.

SGA EXECUTIVE TREASURER
CONTACT INFORMATION:
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FALL 2012 Office Hours
Tuesdays: 10am-12pm
Thursdays: 2pm-4pm

Spring 2013 Office Hours
TBA

***SGA Joint Session meets every Tuesday at 2pm.
Check E-Common at <http://ecommon.emerson.edu> for meeting locations.

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INTRODUCTION

Purpose of SGA

Emerson College's Student Government Association acts as a representative of the student body to faculty, staff, administration, and the community at large. The Student Government Association works to address student interest to better accommodate the needs of the student body on both academic and social levels.

Responsibilities of SGA

- Representing student interests, rights, and concerns
- Stimulating student awareness of and involvement in the many organizations, activities, and opportunities available in the Emerson community
- Promoting student awareness and appreciation of the values and traditions of Emerson College and the SGA
- Enhancing communication and cooperation between all segments of the campus community
- Providing and overseeing funding for student activities and organizations through a fair and representative annual process

Note: With recognition also comes responsibility of managing your organization's programs realistically within the limitations of existing resources and opportunities. The College seeks to support and encourage all student organizations in their creative process and will offer advice and assistance at every turn. We ask that you recognize that physical and financial resources are limited for both academic and co-curricular programs and seek your assistance in setting priorities and adjusting your plans as these limitations necessitate. We encourage you to seek the advice of both your faculty/staff advisor and the Associate Dean of Students in setting your priorities and in managing your organization's plans.

Purpose of the SGA Treasurer

The Treasurer acts as the liaison between the SGA recognized student organizations and Emerson College's Business and Finance offices. The Treasurer communicates with the organizations regarding the allocation and management of the organization's funding. All transactions made by SGA recognized organizations must be approved by the Treasurer, including expenditures, deposits, and transfers of funds.

Responsibilities of the SGA Executive Treasurer

- Create an overall budget for SGA, based on enrollment information and student activities fees through the FAB process.
- Act as a liaison between student organizations and Emerson College Business & Finance.
- Audit the financial records of all SGA-funded organizations.
- Monitor all charges to all SGA-funded organizations.
- Present a Treasurer's report and make recommendations on financial matters to the SGA Joint Session and Emerson College officials when needed. Treasurer's reports will be recorded in the minutes, which are available online through the SGA official website.
- Explain the financial system to all organization Presidents, Co-Presidents, and Treasurers.
- Oversee & facilitate organization purchases of products and services from College vendors.
- Oversee and facilitate the annual Financial Advisory Board (FAB).
- Have final approval and signing authority over all SGA-related financial matters.
- Post and hold weekly office hours.

The SGA Treasurer is not responsible for keeping receipts from purchases made by an organization. This is the sole responsibility of the organization to keep copies of all of their submitted paperwork and receipts on file. Neither SGA nor Student Life will keep copies of submitted receipts, bids, contracts, etc. The SGA Executive Treasurer is willing to answer any questions you may have and will make every attempt to be available when needed.

Purpose of Organization Treasurers

The Treasurer organizes and keeps a record of all the organization's finances. The Treasurer must be aware of and understand their organization's fiscal needs, and balance the budget accordingly. It is also necessary that the Treasurer be aware of, understand and communicate all SGA Treasury policies and procedures outlined in this handbook. If these procedures are disregarded, important time can be wasted resulting in unnecessary delays, or holding up an organization's access to funds, services, and materials. **Please read this entire handbook carefully to avoid any future errors and subsequent delays.**

Responsibilities of Organization Treasurers

- Knows and follows the correct procedures for obtaining, spending, and depositing money for the organization.
- Helps maintain a balanced budget for the organization's operations.
- Keeps track of the organization's account number and copy code.
- Keeps detailed records of the organization's finances. This includes all paperwork such as: receipts, information regarding phone, copy, postage, and other expenses. It is highly advised that the treasurer makes photocopies of every form their organization submits for the entire year, AND notes the date in which the form(s) was submitted to the SGA Treasurer's inbox.
- Keeps track of any equipment or materials the organization purchases or owns and has an updated inventory on file with the SGA Treasurer (for insurance purposes). Be aware that only organizations with allocated office or storage space from the College are able to purchase equipment, office supplies, or large props. If the purchased item(s) cannot fit into an organization's College designated storage space, the purchase(s) will not be approved.
- Keeps the organization's advisor informed about financial matters.
- Consults with the SGA Treasurer and Associate Dean of Students about possible expenditures.

*****No commitment for products or services should be made without the expressed and advanced approval of the SGA Treasurer.**

GENERAL PROCEDURES

Introduction to Emerson College Financial Procedures

Emerson College is a tax-exempt institution. In order to legally maintain this status, the College and SGA organizations must follow rules and business procedures as set forth by the IRS. SGA is the administrator of the student activities fee, which each student pays every year, and therefore the following must be adhered to in order to maintain smooth financial operations:

- All organizations must be reactivated through the Student Life Office each semester before granted access to funds.

- All financial paperwork must be submitted to the Associate Dean of Student's mailbox in Office of Student Life located on the second floor of 150 Boylston Street. **Paperwork submitted elsewhere (i.e. in the SGA mailbox, left with the student staff in the Office of Student Life, etc.) will not be processed.**

- The SGA Executive Treasurer will only discuss budget information to an organization's President or Treasurer in person or via email.

- Forms must be filled out completely and accurately, including account numbers, mailing addresses, an Emerson identification number, and accurate local or permanent contact information. If incomplete paperwork is submitted, the SGA Executive Treasurer will contact the organization Treasurer and/or President via email to complete paperwork. Noting an incorrect address will cause significant delays. **Any incomplete paperwork will result in processing delays.**

- All forms must be signed by an Organization's President, Treasurer, and Advisor before submitted to the SGA Executive Treasurer. **Each** form submitted for processing must contain all the necessary approval signatures. No exceptions. Forgery of any names will result in College disciplinary action, including loss of signatory authority and loss of funding.

- **Organizations must keep copies of all paperwork sent/submitted to the SGA Executive Treasurer and/or Associate Dean of Students, including supporting documentation such as receipts, contracts, price quotes, bids and invoices.**

- As a non-profit organization, Emerson College is exempt from certain taxes; therefore, never pay taxes when purchasing products or services for your organizations. SGA-funded organizations are eligible to use the College's tax-exempt number, which can be requested by e-mailing the SGA Executive Treasurer at sga_treasurer@emerson.edu and the Associate Dean of Students at sharon_duffy@emerson.edu. In your e-mail, please include the name, address, phone, fax, and e-mail of the business and the reason for requesting these documents. The certificate will be sent directly to the requested vendor within two weeks.

- If a vendor requests a tax exempt certificate, contact the Office of Purchasing and Risk Management through the Associate Dean of Students and she/he will assist you in securing this documentation. *Please note: We are responsible for taxes of overnight hotel rooms.*

- For computer equipment, the Information Technology department must be contacted to obtain bids and approval of purchases before submitting a Purchase Order request. You may contact Helpdesk@emerson.edu for further information and instructions.

- The Vice President for Information Technology also must approve and sign for any computer equipment purchases over \$250.

- For all purchases over \$1,000, the Office of Purchasing and Risk Management must be contacted directly via email at purchasing@emerson.edu (while cc-ing the SGA Executive Treasurer and Associate Dean of Students) in order to request assistance in securing at least three written bids or price quotes from three separate companies.

- The Dean of Students must approve and sign for any transaction over \$1000.

- Both the Dean of Students and the President of the College must approve and sign any transaction over \$5000. It is not necessary for the organization Treasurer to obtain signatures from the Dean of Students, or the Vice President for Information Technology unless requested by the SGA Treasurer in the case of a time-sensitive issue.

- There is an estimated five (5)-business day turnaround for all submitted paperwork. Please note that both the SGA Treasurer and the Purchasing Office do get backed up on paperwork, which will **increase the turnaround time by up to three weeks. Always submit paperwork far in advance of any deadline you may have.** Furthermore, allow additional time if signatures other than the SGA Treasurer's are required.

Restrictions on use of funds:

Certain expenditures of SGA funds are not permissible. Funds **cannot** be used for:

- Alcohol, Cigarettes or Tobacco Products (even those used as props)
- Anything Illegal (i.e. Parking Tickets, Speeding Tickets, Fines, etc.)
- Gifts for organization members or advisors
- Late fees
- Taxes; bottle deposits; and/or tips
- Any donation to any organization (Emerson-related or not) where the money donated is not fund-raised
- Cash awards (including VISA, AMEX, Mastercard, Paypal, or other prepaid cash card)
- Expenditures for meals exceeding the per diem rates
- Tickets for school events, such as ERA Awards, the EVVY Awards (submissions or tickets), etc.
- Live animals (used as props or otherwise)
- Academic department or classroom related activities
- Spending that is inconsistent with an organization's purpose as stated in its constitution or the SGA constitution

Certain expenditures of SGA funds are not permissible without the prior approval of the SGA Executive Treasurer. *Without explicit permission from the SGA Executive Treasurer*, funds cannot be used for:

- Food for closed or general meetings
- Bottled Water
- Clothing
- Door prizes or other awards
- Rush charges.

In order to request prior approval for these and other purchases, send an e-mail to the SGA Treasurer and the Associate Dean of Students. The e-mail must include the formal request, indicating the reason for the request and the details around the purchase, and an itemized list and pricing of the purchases in question.

All paperwork must be submitted by the last day of class in both semesters. Late paperwork will be considered on a case by case basis. Paperwork submitted late is NOT guaranteed to be processed.

Inquiries regarding financial paperwork must be made within three months in which the paperwork was submitted. No exceptions.

Questions regarding these procedures, should be directed to the SGA Executive Treasurer at SGA_Treasurer@emerson.edu or Sharon Duffy, Associate Dean of Students at Sharon_Duffy@emerson.edu.

USING CONTRACTS AND VENDORS

Contracts

Contracts are used to bind vendors and non-Emerson individuals to services offered in exchange for payment. These are necessary to protect student organization's funds.

Contracts must include the following:

- Date, time, and location of the event/service
- Type of event/service
- Amount being charged
- Contact information including mailing address
- Valid Social Security Number or Tax Identification Number
- Proof of Commercial/Business Liability Insurance or signed Liability Waiver
- Completed and Original Signed W-9 form (see Appendix)

Processing guidelines for contracts:

All contracts must be pre-approved by the Office of Student Life and the Dean of Students before services are rendered and before the SGA Executive Treasurer will process any paperwork. **You may use the sample contract located in the Appendix of this Guide.**

NO CONTRACTS MAY BE SIGNED BY STUDENTS OR ADVISORS!

A student/advisor is not an agent of Emerson College or the Student Government Association. A student/advisor signed contract is NOT binding to Emerson College or SGA.

Contracts must be signed by the Associate Dean of Students and Dean of Students. The original contract must be signed by the consultant/company.

A minimum four-week turnaround time is required for review of all contracts submitted. Please plan ahead when using contracts.

See the Off-Campus Events policy in the *Student Organization and Advisor Resource Guide* for contracts involving the use of off-campus venues. Please note: All contracted speakers/performers/guests of the College must provide proof of insurance liability (this does NOT mean we ask for proof of Health Insurance) or sign an insurance waiver with the Office of Purchasing and Risk Management BEFORE services may be rendered. A guest may **not** perform or speak on campus without compliance of this policy. Contact the Associate Dean of Students with any questions.

Vendors

Using an Emerson approved vendor is the quickest, easiest, and most reliable and cost effective way to purchase the products or services your organization needs. Paperwork is also processed more efficiently when working with vendors since their information is already on file with the Business and Finance Office.

All Emerson approved vendors accept Purchase Orders and will supply the products or services prior to receiving payment, and many offer discounts. It is very rare that an organization should need to work with a non-Emerson vendor, and in these instances the pre-approval of the SGA Treasurer is required.

Emerson College maintains a list of approved vendors, or companies approved by the College that have proven to be competitive and reliable. The approved vendor list is extensive. Contact the SGA Executive Treasurer or Associate Dean of Students to inquire about recommendations for Emerson Approved Vendors.

Please note that while a business may indicate that they accept Purchase Orders as a means of payment, that does not guarantee that Emerson College will issue one to them for services. An Emerson College Purchase order will only be issued to those vendors that have entered into a contractual agreement with the College. Businesses wishing to be considered as a pre-approved vendor of the College may inquire with the Office of Purchasing and Risk Management through the SGA Treasurer and the Associate Dean of Students.

While any of the approved vendors are acceptable to use for services, **all office supplies must be purchased from Staples Business Advantage on a Staples Order Form submitted via e-mail to the SGA Treasurer and the Associate Dean of Students.**

HOW TO ACCESS FUNDS

There are eight different forms you should be familiar with in order to draw upon an organization's SGA funds. These forms are serial numbered and are all available in the Office of Student Life. It is recommended that you keep a small supply of forms for your organization's convenience. All forms are used for SGA recognized organizations, and the forms your organization will be using are different than similar ones used by College departments. Examples of these forms are provided in the appendix of this handbook. **You must submit original forms, copies will not be accepted.**

Purchase Requisition Form

- To be used as a contract with an Emerson vendor.
- Once the Purchase Requisition has been completed and approved by both the SGA Treasurer and the Associate Dean of Students, it is forwarded to the Office of Purchasing and Risk Management. Staff members in this office create a Purchase Order and contact the vendor to verify price and coordinate delivery. Appropriate end users are notified via email if email address is supplied.

Check Request Form

- To be used for payment to a non-Emerson vendor/business.
- To be used by advisors when requesting a cash advance.

Consultant Payroll Form

- To be used for payment to a non-Emerson individual (including alumni).

Expense Report & Reimbursement Form

- To be used for reimbursement to Emerson students, faculty, and staff only for organization business.
- To be used to submit return of advances (for advisors only).
- All Expense Reports & Reimbursement Forms require the inclusion of an Emerson Banner ID number. This is the student or faculty ID number for the individual being reimbursed, not the individual completing the form.

Print & Copy Requisition Forms

- To be used for payment on printing and copying to the Emerson Print and Copy Center.
- These forms may be found in the Print and Copy Center located on the first floor of 80 Boylston (the Little Building), and the Office of Student Life located on the second floor of 150 Boylston.

Deposit Form

- To be used to deposit funds into your organization's account.

Co-Sponsorship Form

- To be used for transferring funds from one SGA recognized organization to another. To be initiated and completed by the sponsoring organization. **You may NOT use this form to transfer funds to an Academic Department account.**

Staples Order Form

- To be used when purchasing office supplies. This form is to be submitted electronically to the Associate Dean of Students.
- E-mail the SGA Treasurer to obtain this electronic form.

Using the correct form for each transaction is extremely important. The majority of delays experienced with the Treasury result from incorrect paperwork. This section will explain the proper use of each form to access your organization's money. The contact person specified on the form will be notified via e-mail regarding any paperwork submitted on incorrect forms, along with directions on how to fill out the correct form.

PURCHASE ORDER REQUISITION FORM (PO)

The majority of purchases by your organization should be made via the Purchase Order system. There are many advantages to this system, the greatest being that students do not have to provide their own payment at any time during the transaction. Another advantage to using Purchase Orders is having the negotiating power and legal prowess of the Office of Purchasing and Risk Management behind you, since the school, not the student, is purchasing the product/service.

Completed and approved Purchase Orders serve as contracts. If an Emerson approved vendor does not meet the requirements set forth on the order, then the College and your organization are not liable for payment. This serves as a safeguard for student organizations, since payment follows delivery and there is a hard copy of the agreement. **An example of a Purchase Requisition Form can be found in the Appendix. Remember to keep copies of all documentation you submit.**

How the Purchase Order Process Works:

A Purchase Order takes approximately five (5) business days to be processed **after** the Office of Purchasing and Risk Management receives it. After the Purchase Order is completed, the transaction is identified with a Purchase Order number, which is sent directly to the vendor via mail, phone, or fax. If the vendor specifically requests it hand-delivered, the SGA Treasurer can provide you with the written PO number. Under no circumstances will the Office of Purchasing and Risk Management or the SGA Treasurer give students PO numbers over the phone. Vendors are aware that students are not authorized to give out PO numbers and will disregard any given out by such persons unless accompanied by hard copy proof.

Because payment follows delivery with Purchase Orders, it is vital that you inform the SGA Treasurer and the Office of Purchasing and Risk Management that you have received the product or service. Upon receipt of the product or service, e-mail both the SGA Treasurer at SGA_Treasurer@emerson.edu and the Office of Purchasing and Risk Management at purchasing@emerson.edu stating that the Purchase Order is clear to release for payment. Releasing the Purchase Order must be done as soon as possible to ensure timely payment to the vendor.

When submitting requests for purchase orders:

- Purchase Orders are to be used for college approved vendors, Information Technology (IT), and Travizon Travel Services (Air only).

- Purchase order forms must be filled out **completely** with all supplemental information. You must attach a price quote, bid and/or contract stating services and/or products and prices. The price quote must be obtained from the company itself, and must contain all associated charges (including screen charges, shipping, delivery, ect). **A print out of your online shopping cart does not count as a price quote.**

- The Office of Purchasing and Risk Management requires that for all purchases \$1000 or more, at least three written price quotes from three different companies be secured and attached to the PO Requisition Form. The Purchasing Office must be involved in obtaining these price quotes.

- Allow at least five (5) business days for Purchase Orders to be processed upon receipt in the Office of Purchasing and Risk Management; this is in addition to the turnaround time for the SGA Treasurer (and if necessary, the Dean of Students and/or President) to approve the purchase.

- Emerson College and all student organizations must use pre-approved Emerson vendors for purchases unless a non-vendor is the only means of obtaining a product or service; in these cases, the transaction must be pre-approved by the SGA Treasurer, Associate Dean of Students and the Purchasing Office.

- A Purchase Requisition number is NOT a Purchase Order number. A PO number will be generated by Office of Purchasing and Risk Management and sent to the vendor after all approvals are secured.

- Inquiries regarding vendors and vendor lists may be directed to the Office of Student Life and the Office of Purchasing and Risk Management.

**LAST-MINUTE POs WILL NOT BE ACCOMMODATED.
Please plan ahead.**

CHECK REQUEST FORM

Check requests are used to pay non-vendor companies for their services. A cash advance of up to \$500 may also be requested by your group's advisor using this form. Only advisors may receive a cash advance contingent on the pre-approval of the SGA Treasurer and the Associate Dean of Students. Cash advances must be reconciled within five (5) business days after use. A completed Expense Report & Reimbursement Form must be submitted to the Office of Student Life within this time period. The requestor of the advance will be held accountable for any missing funds. **An example of a Check Request Form can be found in the Appendix.**

When submitting check requests:

- The check request form may only be used when the services provided are **not** available through a vendor and have been pre-approved by the SGA Treasurer and the Office of Purchasing and Risk Management and/or Associate Dean of Students.

- Cash advances will only be made out to an Emerson faculty/staff advisor and must be reconciled within five (5) business days of their use.
- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account may not include taxes.
- All paperwork must be submitted at least three weeks before payment is due in order to allow adequate time for the SGA Treasurer's approval.
- If a contract is involved, it must be pre-approved by the Associate Dean of Students before any paperwork is brought to the SGA Treasurer. (See section on Contracts for more information).
- **Keep a copy of all paperwork submitted for your records.**

Processing check requests:

In order for this form to be processed, you must submit the following:

- Completed check request
- An invoice or contract (see page 10 for Contract specifications)
- A completed and original W9 form. **No faxes, scans, or copies will be accepted.**
- A Employer Identification Number (also known as a Federal Tax ID Number)

Check requests are processed through the Accounts Payable Office, and are cut every Friday once the request has been processed. The check will be made payable to the person (Emerson individuals only) or company for the amount specified, and may be either picked up at the Student Service Center or mailed. Advance checks for advisors must be picked up by the advisor who requested the advance.

CONSULTANT PAYROLL FORM

Consultant payroll forms are used to pay non-Emerson individuals for their services. **An example of a Consultant Payroll Form can be found in the Appendix.**

When submitting consultant payroll forms:

- The consultant payroll form may only be used when the services provided are **not** available through an Emerson approved vendor and have been pre approved by the SGA Treasurer and the Office of Purchasing and Risk Management and/or Associate Dean of Students.
- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account must not include taxes.
- All paperwork must be submitted at least three weeks before payment is due in order to allow adequate time for the SGA Treasurer's approval.
- If a contract is applicable, it must be pre-approved by the Associate Dean of Students before any paperwork is brought to the SGA Treasurer.
- **Keep a copy of all paperwork submitted for your records.**

Processing consultant payroll forms:

In order for this form to be processed, you must submit the following:

- Completed consultant payroll form
- An invoice or contract (see page 10 for Contract specifications)
- A completed and original W9 form. **No faxes, scans, or copies will be accepted.**
- A Social Security Number

Consultant payroll checks are cut according to a set schedule established by the Payroll Office, usually every other Friday. There is a minimum processing time of five (5) business days for consultant payroll forms in addition to the time required for pre-approving contracts and obtaining the appropriate signatures. Payment via Consultant payroll may take up to five weeks. Consultant checks are typically mailed directly to the payee.

EXPENSE REPORT & REIMBURSEMENT FORM

The Expense Report & Reimbursement Form is used to reimburse students and/or advisors for money spent on organization-related purchases and to reconcile cash advances obtained by advisors. It is preferable, however, that an organization utilizes the Purchase Order system rather than reimbursements for its own financial security. If a reimbursement is necessary, you may wish to obtain the SGA Treasurer's pre-approval to ensure the reimbursement can be honored. **An example of an Expense Report & Reimbursement Form can be found in the Appendix.**

When submitting expense report & reimbursement forms:

- Reimburse at your own risk. **Do not pay for items out of pocket if it will put you in an uncomfortable financial situation.** There is almost always another way to make a purchase for your organization without creating a financial burden, as long as the organization plans far in advance.
- **You must include the Emerson ID number of the individual being reimbursed in order to process the reimbursement.**
- Be sure to include the reason/project/name/date/location of the project to which the reimbursement is related; forms will NOT be processed without this information. For example, if a student is being reimbursed for props for a production, the event title must be included.
- Expense Report & Reimbursement Forms cannot be used to pay individuals other than currently enrolled Emerson College students and employees; to pay non-Emerson individuals (including Alumni) please submit the Consultant Payroll Form. We will also NOT reimburse a student if they have paid a vendor or person for a service provided out of their own pocket.
- Original receipts covering the amount requested **must** accompany a completed Expense Report & Reimbursement Form. Please staple or paperclip the original receipt to the form. If submitting multiple receipts, please staple them to an 8.5 x 11" piece of paper and number the receipts to match the entry on the Expense Report and Reimbursement Form. Please list all reimbursement entries and receipts in date order. DO NOT submit receipts in any other fashion, including but not limited to: tape, envelopes, or ziplock bags.
- Please note, submitting a copy of a check you wrote does not suffice as proof of payment; in those instances, you must contact your bank and ask them to send you a copy of the **front and back** of the **cancelled check**. This is not a unique request – banks do it ALL the time!

- If receipts are submitted noting a group meal, you must list the names of **all** those present.
- You must submit the detailed receipt when submitting credit card receipts; **summary receipts (including summary receipts for credit/debit cards) will not be accepted. Bank statements will not be accepted to show proof of payment. No exceptions.**
- It is your responsibility to obtain proof of payment. Please do not supply the business's number or e-mail and expect the Purchasing Office to contact the business to confirm the payment.
- Taxes, tips, and/or bottle deposits will not be reimbursed. Be aware that most beverage purchases will include bottle deposits. Please make sure your form does not include these amounts before you submit it.
- Reimbursements will not be made for compensation paid to non-Emerson individuals (meaning, you cannot pay an individual for a service and then submit a receipt to be reimbursed). Such payments for compensation are processed through Check Request or Consultant Payroll Forms.
- Students/Advisors will NOT be reimbursed for travel that has yet to occur and are encouraged to use the College's travel agency. *See Trip Section.*
- Alcohol, tobacco, or other items prohibited to be purchased using SGA allocated funds will not be reimbursed.
- **Reimbursements will NOT be processed for Print/Copy charges**, nor for the use of individual student print credits. Always fill out a print/copy form and use your organization account number for charges. You may also use your organization's copy code in one of the designated photocopiers in the Campus Center. *See Print*Copy section.*
- **Reimbursements will NOT be processed for Aramark charges.** Always use the Catertrax system Departmental Approval system when making orders. *See Aramark section.*
- **Reimbursements will NOT be processed for EC Cash or Board Bucks charges.**
- Reimbursements will only be made when the use of a Purchase Order is not available. The SGA Treasurer and the Associate Dean of Students reserve the right to withhold or cancel any reimbursements they deem adverse to college policy; such decisions will be made at their discretion when there is lacking evidence to justify the purchase.
- **As per Emerson College policy, reimbursements accompanied by original receipts older than ninety (90) days will not be honored.** Reimbursement will not be made for expenses which have not been submitted within 90 days of the expense or events/trips that have not yet occurred.
- **Keep a copy of all paperwork submitted for your records.**

How the Expense Report and Reimbursement Process Works:

Once approved by the SGA Treasurer, the form will be submitted to the Accounts Payable Office for processing. Once the form is processed, a check will be made out to the Emerson individual for the amount specified. Checks are cut every Friday, with a minimum processing time of five (5) business days, once it has been received by the Accounts Payable office.

All reimbursements may be picked up at the **Student Service Center or mailed**, which is to be specified on the Expense Report and Reimbursement Form. Please note that students living in the residence halls **must** pick up their checks at the Student Service Center; they will not be placed in their mailbox.

EMERSON PRINT/COPY FORMS

These forms are used to commission work done at Emerson's Print/Copy Center, including letterhead, envelopes, printer paper, bulk copying, and custom printing jobs. There are three separate forms, each for a specific set of services. **Copies of these forms may be picked up in the Print Copy Center and in the Office of Student Life.**

When to use each form:

- The **Copying Services** form is used for bulk copying jobs or smaller custom orders.
- The **Custom Printing** form is used for larger, specialized printing projects.
- The **Stock Printing** form will allow you to order customized letterhead, envelopes, note cards, and business cards. **Please note stock printing may only be ordered for an entire organization, not specific members.**

When submitting Emerson Print * Copy requisition forms:

- The specific form must be filled out completely, including the organization's account number and an exact description of the job requested.
- The "Authorized Signature" space is for the SGA Treasurer and the Associate Dean of Students **only**; it is important to obtain the correct signature; otherwise, the Print/Copy Center will not process your job.
- **Reimbursements will NOT be processed for Print/Copy charges.** Always fill out a print/copy form and use your organization account number for charges.
- **Keep a copy of all paperwork submitted for your records.**

DEPOSIT FORM

The Deposit Form is used to deposit money into an organization's SGA account, usually after a fundraiser or after ticket sales. All money raised by an organization **must** be deposited into the organization's SGA account. **An example of a Deposit Form can be found in the Appendix.**

When submitting a deposit form:

- **Do not** keep money collected from sales or shows in your residence hall room or apartment.
- As per College policy, a fundraising form must be on file in the Office of Student Life **prior** to any collection of money.
- All checks being deposited should be made payable to **Emerson College**.
- All checks being deposited should include the individual's telephone number and address, as well as the organization name and account number.
- Organizations are responsible for bounced checks and will take the monetary loss and any associated check bounce fees. It is the responsibility of the organization to secure payment from individuals/companies whose checks had bounced.
- **Organizations must make copies of the checks you deposit to keep on file.**
- When depositing cash, band like bills together and roll coins if possible.

- It can take up to **three weeks or longer** for a deposit to be posted and appear in your organization's budget; please be patient.
- Until your account is credited with the deposit, these funds may not be used.
- **Keep a copy of all paperwork submitted for your records.**

Processing a deposit form:

Money must be brought to the SGA Treasurer within 24 hours of its receipt for counting. Please DO NOT leave funds in the SGA Treasurer's mailbox. Be sure to clearly mark the envelope with the organization's name and address it to the SGA Treasurer. The money will then be secured in the Student Life safe until the deposit can be made. Make a copy of any checks and the deposit form for your records.

CO-SPONSORSHIP FORM

Although it is possible to transfer funds from one SGA recognized organization to another, it is highly encouraged that student organizations use this form only as a last resort. If multiple organizations wish to hold an event or work on a project together, it is much faster for the organizations to divide the costs and pay for one or more aspects with their own funding. For example, one organization could pay for the Aramark expense, the other for the speaker cost, another for travel, ect. If there is no possible way of dividing the costs in this manner, please see below for the co-sponsorship guidelines.

Co-Sponsorship Forms are used to transfer money from one SGA organization to another. Please note that transfers cannot be made to or from any Academic Departments. Some examples of use include co-sponsorships for events or purchasing an advertisement from a student publication. This form is different from the Interdepartmental Transfer Form used by the rest of the College. **An example of a Co-Sponsorship and Transfer Form can be found in the Appendix.**

When submitting a co-sponsorship and transfer form:

- Make sure the account numbers on the Transfer Form are accurate and **legible**. Incorrect or illegible account numbers could lead to funds being withdrawn or deposited into an incorrect account.
- SGA allocated funds may only be transferred between recognized and funded student organizations. SGA allocated funds may **not** be transferred to an academic department's account for any reason.
- You must submit documentation outlining the actual purpose of the transfer. This form will **not** be processed without additional documentation outlining a specific expense.

- Until your account is credited with the transfer, these funds may not be used.
- **Keep a copy of all paperwork submitted for your records.**

Processing Co-Sponsorship and Transfer Forms:

- Submit completed form to the Office of Student Life. Please allow five (5) business days for paperwork to be processed by the SGA Treasurer. It may take up to three weeks or longer for a transfer to appear in an organization or department budget. Please plan accordingly.

STAPLES ORDER REQUISITION FORM

Emerson College, including SGA, uses Staples exclusively for ordering office supplies through their Staples Business Advantage program, which offers a discount of about 45% on supplies. Catalogues are available in the SGA Office and the Office of Student Life. All Staples Order Forms must be submitted electronically. All Organization Presidents, Treasurers, and Advisors will be sent an electronic Staples order form that can be filled out and emailed to place an order. **An example of a Staples Order Form can be found in the Appendix.**

Staples is to be used for the purchase of office supplies only. Computer equipment, paper, and anything that requires electricity should be purchased through the appropriate vendor. If you are unsure as to whether or not you may purchase an item from Staples, please contact the SGA Treasurer or the Office of Purchasing and Risk Management directly.

Processing Staples order requisition forms All Staples order forms are to be submitted electronically to SGA_Treasurer@emerson.edu **and** Sharon_Duffy@emerson.edu. Supplies are delivered within 3-5 business days of ordering. You will receive an email notifying you that your order has arrived and you can pick up your order in the Office of Student Life.

OTHER SERVICES AND POLICIES

ARAMARK Catering

One of the most convenient means of providing food at an event is to utilize the College's on-campus vendor, ARAMARK. When placing an order with ARAMARK, visit the Catertrax website at <http://emerson.catertrax.com/> **at least two weeks in advance** to select your menu, obtain prices and check availability of certain menu items. You must also provide the date, time, and location of the event that is being catered, along with your organization account number. Consult with Property Management as to whether food service is permissible in your venue. For menu assistance, contact ARAMARK at 617-824-8060 or consult the catering/student catering menu, which is available in the Office of Student Life, the SGA Office, and online at http://www.emerson.edu/business_services/food_services/catering.cfm.

Please note the following process to be used when ordering Aramark:

- Go to the Catertrax website – either by visiting <http://emerson.catertrax.com/> or by clicking on “Catering” from the Business Services website (http://www.emerson.edu/business_services/food_services/catering.cfm). *Please note: Only Organization Presidents and Treasurers may manage and place orders on the Catertrax website.*
- Register yourself as a new user.
- You can then “Create New Catering” by clicking on the green box to select your items.
- Select and confirm your items; enter your customer and event details; review your order and then check out.
- When you checkout, you will be asked to supply the email of your budgetary authority to approve the order. **For all SGA recognized student organizations, you MUST send your catering order approval request to the following: The President/Treasurer and Advisor of your organization, the SGA Treasurer (SGA_Treasurer@emerson.edu) and to the Associate Dean of Students, Sharon_Duffy@emerson.edu. If this procedure it not followed, your order will NOT be processed or approved.**
- When you submit your order, you will receive an email confirmation, as does the approval manager you named as the budgetary approval sources.
- An order will be denied if the organization's budget cannot handle the charges as outlined in the order, or if the event you are hosting is not an approved event.
- All SGA recognized Student Organizations are expected to follow the protocols expressed in the Treasurer's Manual.
- SGA organizations may **not** purchase bottled water or alcohol.
- If you experience any problems in your service/order, it is your responsibility to alert the Associate Dean of Students within 24 hours of your event, otherwise, we must assume your order was fulfilled and we will authorize immediate payment.
- **Keep a copy of your email order for your records.**

Please consider when placing Aramark Orders:

- If you are looking for a custom order, or want to order items off the posted menus, you will need to contact the Catering Manager directly to place an order. The same would go for discussing price adjustments for “out of the ordinary” orders.
- You can cancel orders within 48 hours of the event without being charged for the event.

- **You must place your event at least 5 days in advance of the event.** When you select your date, you may find the date to be highlighted red, yellow or green. Red meaning they cannot accept your order; Yellow meaning you must call the Catering office to see if they can accommodate your date given the late notice; or Green meaning your order can be processed as usual.
- There is a tutorial at <http://emerson.catertrax.com/shoptutorial.asp> if you need additional help with making Aramark orders.
- **Reimbursements will NOT be processed for Aramark charges.**

Copy Machines:

There are copy machines located on the lower [9] level of the Campus Center at 150 Boylston Street for the convenience of SGA funded organizations. All recognized organizations are assigned a copy code by the Office of Student Life that allows access to these machines. The organization's SGA account is charged directly for any copies made under this copy code. Copy codes must be signed out in the Office of Student Life after your organization reactivates. *Personal use of copy machines using an organizations' copy code is not permitted.* SGA reserves the right to freeze an account for abuse of copy machine privileges. Any individual found responsible for misusing copy privileges will be subject to disciplinary action. **SGA will not reimburse you for using your personal print credits for an organizational expense, no exceptions.**

Equipment/Furniture/Office Supplies:

All equipment, furniture, and supplies purchased or received by an SGA organization remain the property of SGA and Emerson College. Contact the Office of Purchasing and Risk Management directly for assistance with obtaining furniture or contact the Information Technology Department for computer and/or equipment purchases. Only organizations with approved office and/or storage space will be allowed to purchase furniture and/or computers/computer equipment or supplies. **No organization may trade or dispose of equipment without permission from SGA.** Organizations must keep an up-to-date inventory of all equipment and furniture in their possession and submit it during Financial Advisory Board process, including all computer and telephone equipment. Furniture and technical equipment is for organization use only, becomes property of Emerson College, and may not be used for personal reasons. **In the event that an organization becomes inactive, all property reverts to SGA ownership.** No organization equipment may be stored in a student's residence hall room or apartment during College breaks.

Telephone:

Organizations that have on-campus office space that allows for setup of a telephone line may do so by contacting Telecommunications at x8585. Telecom will require pre-approval from the Associate Dean of Students, who will require acknowledgement from the organization Advisor that such service is necessary and that the Advisor is willing to monitor monthly telephone bills. [10] Please be aware that there is a monthly charge for phone service as well as an equipment charge for the telephone handset of \$22.50 (subject to change) per line, per month, not including calls. The monthly phone charge is applied even if the telephone is not used and during summer and winter breaks. For long distance calls, a long distance code must be assigned. Contact the Associate Dean of Students to inquire about obtaining a long distance access code. Telephone charges are billed directly to the organization's account and are supervised by the SGA Treasurer and the Associate Dean of Students. **Organization telephones are for business use only.** Misuse of phone privileges by any individual is grounds for disciplinary action.

Sending Mail & Packages:

All mail and packages must include the organization's account number in the upper left hand corner. It can then be placed in an Emerson mailbox or brought directly to the main mailroom on the Lower Level of 100 Boylston Street. The organization's account is charged directly by the mailroom. For postage totaling over \$50, the SGA Treasurer's approval is required on a Transfer Form. It is recommended that you keep track of any mailings you make to avoid being over or under charged. For large mailings, it is advised that you bring a sample of the mailing to the mailroom to be weighed.

Computer Equipment:

All computer equipment purchases by student organizations must be made through the College's Technology Analyst, who can be reached at the Computer Help Desk (x8080). The Technology Analyst will be able to assist with determining your organization's computer needs and securing the appropriate equipment at the most competitive rates. Only organizations with College allocated office space will be able to purchase computer equipment.

Securing Print Publication Bids:

The following is the process all SGA Print Publication groups should follow to secure publication bids:

- Meet with your group and with your advisor to develop the specs as requested the Print Publication worksheet (see Appendix). The more detailed and complete you are in expressing the vision of your project, the better the vendors will be in providing you with options and costs associated!
- Email the completed worksheet to Kathleen Duggan in Purchasing (Kathleen_duggan@emerson.edu) and Sharon Duffy (Sharon_duffy@emerson.edu), the SGA Treasurer (SGA_Treasurer@emerson.edu) and your advisor, and Kath will distribute to the print production vendors of the College. If you want to request a bid from a specific vendor, feel free to include that in the "Other Special Instructions" section.
- Kath will provide us with the prices as quoted by the various vendors when they are received. Please plan in advance and build in time for this to occur!
- Evaluate your budget, priorities and vision for your publication. You will then need to select a vendor within 30 days of receipt of the bid summary as the bids are only valid for 30 days. Once you select a vendor, you can make minor edits to the specs as quoted, but they may be costly.
- Work with your President/Editor, Treasurer/Business Manager and advisor to complete a PO request form and the SGA Treasurer and we will take it from there! After the PO is assigned, you can give your selected vendor your disks and files and begin production!
- When you receive the final product, please send a copy to the Associate Dean of Students in the Office of Student Life for historical purposes. This will also serve as a confirmation of the completed order so the PO can be released for payment to the vendor.
- Be advised that the last day of class each semester is the deadline to submit any and all paperwork and ALL services must be received by the last day of finals in order to be paid out of the current fiscal year. Please plan in advance and accordingly.

Room Reservations:

Student organizations may book rooms on campus at no cost to them. To reserve a room dial x8880 from any on-campus phone (or 1-866-585-4520 from off-campus) at least 48 business hours in advance to book Property Management function rooms. You will be asked to supply a 15-digit code; which is your account number (ex. 0002-10-XXX-88600-99). This account number can be released to an organization President and Treasurer by contacting the SGA Treasurer or the Associate Dean of Students. You will not be charged for the room reservation unless damage to the room occurs, as determined by Property Management. If you have any questions about space booking, contact the Property Management Office.

For information on booking rooms other than the Beard Room, the Bill Bordy Theater and Auditorium, and the Dining Hall, please consult the *Student Organization and Advisor Resource Guide*. **All rooms in 150 Boylston Street (Piano Row) and the Cabaret can be booked at the Campus Center Help Desk in 150 Boylston Street. These reservations must be made in person.**

Media Services:

If your organization should require A/V equipment for an event, you must indicate this when placing your reservation order with One Stop. Once your reservation has been confirmed, a member of the Media Services Staff will contact you regarding your specific needs. Please note that equipment needs for non-course related events will be charged to your organization's account. A complete listing of services and special student rates is available online at http://www.emerson.edu/library/media_services/.

Office of the Arts Managed Spaces:

The Office of the Arts operates several of Emerson College's performance facilities on campus including the Paramount Black Box, Bright Family Screening Room, Paramount Studios and Semel and Greene Theatres. These spaces are available for student use and the application procedure will be posted online in the fall and spring. Availability is limited and priority is given to the academic needs and Office of the Arts programming. Student use requires the presence of a Technical Supervisor at the project's expense, and based on the nature of the project, the Office of the Arts may require additional staffing as well. Student organizations may request the use of an Office of the Arts Managed space by submitting an application to the Associate Dean of Student. Contact the Associate Dean of Students for more information or assistance.

Film Shoots

Introduction

All Emerson College students must adhere to the policies and procedures associated with shooting film/video and/or recording audio and for securing permission to do so on Emerson College Property, Public Property, Non-Emerson College Private Property (Request for Certificate of Insurance) and in the Tufts PPC Studios or Journalism TV Studio. Any revisions to the Shooting Policies and Procedures and forms may be found at the TRF web site: www.emerson.edu/trf - select "Policies/Forms" or you may pick up a copy at the Equipment Distribution Center (EDC) 1st floor, Little Building; TRF Studios Support Office, 8th floor, Tufts Performance & Production Center, Rm. 814; Journalism Television Facilities (JTF) Support Office 6th floor, Walker Building, Rm. 631. At least two weeks prior to a location shoot students should submit the appropriate permit request to Timothy McKenna, Equipment Distribution Center Manager, for processing. These policies and procedures apply to student organizations, The Emerson Channel, Emerson Productions, faculty, students and staff.

Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that

shoot.

NOTE:

- The College does **not** provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does **not** provide insurance on equipment rented outside the College.
- The College does **not** provide workman's compensation insurance for talent including members of SAG and AFTRA.

This is your financial responsibility.

Penalties

Violations by students of the following policies and procedures may result in one or all of the following actions:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

Shoots that Require Special Permission

- Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission.
- Shoots that require access to buildings or locations after hours may require special additional permission.
- Timothy McKenna, Equipment Distribution Center Manager, TRF, (617-824-8349), can provide procedures that outline requirements for these special requests.

See the TRF website for Policies/Forms and Services. Please contact the TRF Office and the Office of Purchasing and Risk Management with questions regarding insurance.

TRIP PROTOCOL

Before embarking on any organization-sponsored off campus trip (such as a conference, retreat, or film shoot), the following must be completed.

At least one month prior to departure:

- Inform the Associate Dean of Students, Sharon Duffy, about your travel plans (sharon_duffy@emerson.edu). There may be specific steps you need to take in addition to the tasks below, especially if you are traveling out of the country.

At least two weeks prior to departure:

- A Trip Registration Form and participant list (ID #, last and first name of all interested in participating, including advisors) must be turned in to the Office of Student Life

- All financial paperwork (Purchase Orders for travel, Cash Advances, etc) must be submitted. This is with the exception of reimbursements, even if you pay for the travel in advance and out of pocket, which are to be submitted after you return from the trip.

At least 72 business hours prior to departure:

- A signed Assumption of Risk and Release Form for **each** trip participant (see Appendix), including advisors, and a complete list of participants with ID numbers must be turned into the Office of Student Life.

Both Trip Registration Forms and Assumption of Risk and Release Forms are available in the Office of Student Life. For more information regarding field trips, please consult the Student Organization and Advisor Resource Guide or the Office of Student Life.

Trip Financial Policies

As per the College established per diem rate, each individual may spend up to the following amounts on food per day:

- Breakfast ~ \$13.00
- Lunch ~ \$20.00
- Dinner ~ \$38.00

This is the **MAXIMUM** amount (including tips) that may be reimbursed. It **DOES NOT** permit the purchase of alcoholic beverages or any other items that may not be purchased with student organization funds. Reimbursement receipts for meals must be numbered and accompanied by a list of people who dined together, and stapled to an 8x11 piece of paper that is paperclipped or stapled to the back of the Expense Report and Reimbursement Form. Cash advances taken by advisors must be reconciled within five (5) business days after use. If you are unsure of what SGA funds will cover on a trip, please contact the SGA Treasurer prior to submitting any financial paperwork.

- Transportation and lodging expenses should be itemized showing itinerary, mode of transport and/or place. These expenses should relate only to expenses which cannot be processed by the Purchasing Department. Employees should refer to the College's travel policies to ascertain whether or not these expenses must be arranged with the Purchasing Department.

- Other business expenses which cannot be previously classified are also to be itemized, with a brief description of the nature of the expense.

- The College follows the IRS standard mileage rates when reimbursing for business related expenses. See <http://www.irs.gov/taxpros/article/o.,id=156624,00.html>. PLEASE NOTE: While the rates of per diem are distributed to allow for maximum expenditure, the Student Government Association HIGHLY encourages fiscal responsibility, and urges students to not be excessive with the spending of their per diem allowance.

- Additionally, College funds spent on behalf of a trip participant are typically non-refundable and non-transferable. Trip participants are financially responsible for all funds expended on their behalf in the event of their cancellation or subsequent ineligibility per College policy.

- Emerson College has an account with National and Enterprise to rent cars using an Emerson Purchase order. In order to process a PO for a rental car, please visit the website below to price out your intended rental. Use the “Direct Bill” option. Fill in the information as if you were booking the car and fill in TBA for the PO#. You will get a price quote for the rental. Take a screenshot or print out this price quote and attach it to a PO request form, get the necessary approval signatures and submit to Student Life. Once a PO# is assigned by the College, a copy of the PO will be emailed to you and then you will need to go back to the URL where you got the price quote, re-enter all the information for the rental and enter in the PO# you received where you had noted TBA when securing the quote. At this point, the booking is confirmed and you will be all set to pick up the rental car. The rental company used by Emerson College requires **students to be at least 21** years of age to rent a vehicle.

Here is the URL: http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=EMERCOLL

FINANCIAL ADVISORY BOARD (FAB)

The Financial Advisory Board (FAB) is a body of students charged with reviewing all requests for yearly funding by SGA organizations. Each Spring, FAB reviews budget proposals from each SGA-funded organization and recommends allocations for the upcoming academic year to SGA. This is the **only** time during which SGA-funded organizations can be considered for annual funding.

Full electronic FAB packets will be made available to organization Presidents and Treasurers during the first week of the Spring 2013 semester, though the actual process does not begin until the latter half of the second semester. **IT IS VERY IMPORTANT THAT YOUR ORGANIZATION PARTICIPATES IN THE FINANCIAL ADVISORY BOARD PROCESS!** If you choose to not participate or turn in paperwork late, your organization will **NOT** receive funds for the 2012-2013 school year.

The Board is comprised of the SGA Executive Treasurer and Vice Treasurer, a class council representative from each class, and the SGA Advisor. Every effort is made to select members of FAB who do not have a conflict of interest in Treasury proceedings when budgets of student organizations are concerned. An invitation to participate as a member of FAB is at the discretion of The SGA Treasurer and is approved by the Associate Dean of Students.

Duties of the Financial Advisory Board:

- Meet with and review all student organizations requesting funds during the organization hearing process.
- Investigate any SGA-funded organization whose budget is suspended and make a formal recommendation to SGA.
- Make long-term financial policy recommendations to the SGA on such issues as criteria for funding, fee increases, and vendor dealings.

What the Financial Advisory Board takes into account when determining funding amounts:

- Whether the numbers provided in the packet are concrete and well-researched.
- Number of active members and outreach to multiple majors.
- Benefit of organization’s proposed budget spending to the student population.

- Ability to spend funds wisely and responsibly.
- Spending (actual and anticipated) that support the mission and purpose of the organization and of the College.
- The quality and preparedness of the organization's hearing (if the organization chose to have a hearing).
- Attention to detail and specifics in the packet.

Procedures

Each organization is responsible for completing their FAB packet on time. The packets will be sent out in March via Google Doc. Only submit your FAB packet using this format. In addition to the electronic packet, each organization must submit a hardcopy of their Authorized Signature Sheet by the given deadline.

The following must be included in your Financial Advisory Board packet:

- Your Organization's Constitution.
- A brief cover letter describing your organizational infrastructure, how your organization benefits the Emerson community, and any other key information you feel FAB should be aware of when making their recommendation.
- A detailed budget outline of expenditures for the previous fiscal year.
- A detailed budget outline of expenditures for the upcoming fiscal year.
- An all-inclusive inventory, including a technical equipment record, listing equipment type, brand, model, and approximate date of purchase.
- A list of authorized signatures for the next fiscal year (hard copy).
- A list of summer contact information.
- A list of your organization's officers with addresses, telephone numbers, and email addresses.
- A list of your organization's active members, including the number of undergraduate and graduate students.

Please note, the packet requires the signatures and contact information of the officers for the next school year. **Please plan your elections before the FAB packet is due** so you will be able to submit this information.

Supplemental Materials

In addition to the submission of the completed packet, an organization does have the ability to add optional material for the financial advisory board to take into account. This information should include, but is not limited to:

- A letter of recommendations from students, staff, and college officials.
- Samples of work your organizations has completed.

All FAB paperwork, with the exception of your organization's constitution and cover letter, is provided in the FAB packet, which will be e-mailed to your President and Treasurer in March. Your completed packets do not need to be e-mailed, for they will be "shared" with the FAB Board via the Google Doc. Once the deadline is reached, organizations will not be able to access their packet. In addition to the Google Doc, the Authorized Signature Sheet must be submitted to the folder outside of Sharon Duffy's Office by the specific deadline designated by the SGA Treasurer. If your packet has not been submitted, you will not be offered a hearing with FAB. These hearings are highly encouraged; they give student organizations a prime opportunity to professionally present themselves to ensure that the Board makes an educated decision regarding the organization's annual funding. It is recommended that one incoming and one outgoing officer attend the hearing. The organizations that prepare for their hearing greatly increase their chances of receiving their requested budget. Please note, **failure to keep your scheduled meeting time may result in financial penalization.**

Additional Information

- It is the sole responsibility of the organization to follow the allocation process correctly. **FAB reserves the right to reject or penalize any SGA funded organization for failure to provide a complete and thorough accounting of its request.**
- The SGA Treasurer is available to answer any questions about the allocation process. FAB Packet Workshops will be held in late February/early March by the SGA Treasurer to aid organization Presidents and Treasurer's in the FAB process and how to fill out the paperwork necessary to participate in the FAB process.
- All forms and required material must be submitted to FAB by the SGA Treasurer's drop-off date.
- Upon review, FAB will create a budget proposal and submit it to the Student Government Association Joint Session, which will review and vote on the proposal before the end of the spring semester. Notification letters will follow this decision.

FAB Financial Responsibilities

FAB has no set time limit to conduct investigations of any concerns relative to fiscal matters and reserves the right to notify the Dean of Students regarding any suspected improprieties.

Past reasons for suspension of funds include: misuse of funds, personal use of funds, misuse of phone, storing organizational equipment at off campus residences or in the residence halls, falsifying documents (e.g. forgery of signatures) and knowingly providing false information to the FAB. Spending that is inconsistent with an organization's purpose as stated in its constitution is prohibited. If you have any questions regarding the use of your funds you should contact the SGA Treasurer.

Appeal Process for FAB

It is not guaranteed that your organization will receive the full amount it has requested. The Board will often penalize an organization's budget allocation by a certain percentage if the packet is incomplete, if the numbers do not add up, and/or if there is a lack of detail. There are not enough funds collected by the Student Activities Fee to meet all the requests of the 90+ SGA approved organizations on campus, which is the primary reason why most organizations are not

allocated their full requested budget. Furthermore, the Board does not compare organizations when allocating funds; a larger budget allocated to one organization does not reflect on a like organization that may have received a smaller budget.

If an organization feels that their budget was not given full consideration or that the amount it was allocated is not sufficient, the organization may appeal for more funds the following academic year. To appeal for additional funding, a representative of the organization must speak with the SGA Treasurer and Associate Dean of Students who will provide the information for appealing for more funds. The appeal must then be presented to SGA Joint Session in the fall semester. This body votes on any action.

APPEALING FOR ADDITIONAL FUNDS

While organizations are encouraged to use their allocated funds and seek out additional co-sponsorships from other organizations and departments, a need for greater funding arises from time to time. SGA recognized organizations may appeal for funds if the organizations meet the given criteria.

If you have any questions, please do not hesitate to contact the SGA Treasurer at SGA_Treasurer@emerson.edu who will assist you in preparing your appeal, if necessary.

Who may appeal:

Only SGA recognized organizations, recognized campus chapter Greek organizations, Alternative Spring Break, ERA Awards, and the EVVY awards may receive funding from appeals. If individuals or groups who are not officially recognized SGA organizations wish to appeal, they must have an official SGA recognized organization be their sponsor and assume responsibility for the project.

In order to appeal for additional funds from SGA, the organization appealing must fundraise at least 10% of the amount appealing for. The fundraised amount is then subtracted from the total appeal amount. For example, if an organization is appealing for \$1,000 then \$100 must be raised. The organization would then be appealing for \$900.

- Co-sponsorships and transfers *specifically for the expense for which the organization is appealing* may be considered as fundraising.
- Funds raised specifically for the expense for which the organization is appealing that are not from the original funding allocation of the organization may be considered fundraising.
- In-kind donations (donations that are not money but can be given a monetary amount) used specifically for the expense for which the organization is appealing may **NOT** be considered fundraising.
- Fundraising does **NOT** mean funds contributed from an organization from its original FAB budget allocation that were not specifically fundraised.

Treating appeals as a last resort:

Keep in mind that even if your organization decides to appeal, you are never guaranteed the amount you are appealing for. SGA reserves the right to deny any appeal if they find it does not coincide with the below criteria. Therefore, it is beneficial and expected for your organization to treat the appeals process as a last resort.

First Resort: Reasonable cost cutting and renegotiation where possible.

Second Resort: Co-sponsorships from departments and organizations.

Third Resort: Prioritizing and if applicable, re-prioritizing your Organization's budgeted funding allocation.

Fourth Resort: In-kind donations.

Fifth Resort: Independent Fundraising.

Sixth, Last, and Final Resort: SGA appeal.

Appeals Process:

1. You must contact the SGA Executive Treasurer at SGA_Treasurer@emerson.edu **at least four weeks prior to the date in which you need the funds in order to receive an appeals packet.** The appeals packet will include all pages which need to be returned, instructions for filling out the appeals packet including additional information that is needed to be attached, an appeals checklist to make sure you have everything before you appeal, and several pages relating to co-sponsorships, fundraising, and budgeting which will need to be filled out completely and returned to the SGA Executive Treasurer.

2. The organization must complete and return the appeals packet to the SGA Executive Treasurer at least **three weeks before the funds are needed.** This timeline does not include processing time for SGA paperwork such as Purchase Orders and Check Requests, so if applicable please take that processing time into consideration. If this guideline is not followed, funds are not guaranteed due to limited appeal hearings.

3. Once you submit the appeals packet to the SGA Treasurer, the Treasurer will review the packet and pass it on to the SGA Executive Board if the appeal meets the above criteria. After the Executive Board reviews the appeal, the SGA Treasurer will give you an appeals hearing date. This hearing will be during an SGA Joint Session meeting (*Tuesdays 2-3:45pm*). **Please note that the last day appeals will be heard is the second to last SGA meeting of the semester.** Keep in mind that appeals are subject to time constraints of Joint Session meetings. Every effort will be made for your organization to present their appeal on their scheduled date, but may be postponed based on time. **All appeals will be heard in the order in which they were received.**

4. Once your appeal has been received by the Executive Board, it will be forwarded to the Joint Session. If there are any inquiries regarding your appeal, you will be contacted by the SGA Treasurer.

Appeal Judging Criteria:

Your appeal will be heard during an SGA Joint Session meeting on Tuesday between 2pm-3:45pm. You will be given a period to make your presentation for an appeal and then the Joint Session officials will ask you questions (called inquiries) and sometimes speak in favor or speak against your appeal. When judging appeals, SGA Joint Session officials operate under these guidelines, expectations and principles:

- The appeal is financially responsible.
- The event/trip shows proof of planning ahead.
- Organization board and members have exhausted all other possible ways of getting additional funds.
- The event/trip benefits the college community outside of the organization as well as the people directly involved.
- A similar appeal has been made by the organization in the past, and has consistently lead to a successful event/trip.

After an Appeal is granted, you will work with the SGA Treasurer and Associate Dean of Students to develop a plan for expending the appeal funds. Please note, funds from the appeal will NOT be transferred into your organization account. Rather, you will submit paperwork noting “SGA APPEAL” in order to access these funds.

FREQUENTLY ASKED QUESTIONS

Q: When will our organization have access to its SGA funds?

A: The organization's Treasurer **and** President (or both Co-Presidents) must attend one of the Treasurer's Workshops in the Fall and your organization must Reactivate with the Office of Student Life before anyone can access the organization's account. The only exception allowed is for paying the table fee for the Orientation Organizational Fair. If leadership changes throughout the semester or at the beginning of the Spring Semester, additional Treasurer's workshops will be held at the discretion of the SGA Treasurer.

Q: Will we have money left over from last year's budget allocation?

A: No. At the beginning of each fiscal year on July 1, all remaining funds in organization accounts (including any funds raised) roll into the SGA Pool Account.

Q: Can someone donate or give money to our organization?

A: Yes. Anyone can specify where he/she would like a donation to the College to go. All donations must go through the College's Office of Institutional Advancement. However, in most

instances, if donated funds are not spent in a given fiscal year, the funds will roll forward into the SGA pool account.

Q: Why haven't I received my reimbursement?

A: On average, it takes a minimum of one (1) full week for a reimbursement to be reviewed and obtain the necessary signatures. If the SGA Treasurer is able to submit the Expense Report and Reimbursement Form to the Accounts Payable Office by 5pm on a Wednesday, the check should be available the following Friday. Factors that may delay this process include, but are not limited to, the availability of the Dean of Students and/or President for signatory purposes, incomplete or incorrect paperwork, lack of sufficient supporting documentation, or questionable justification for the reimbursement.

Q: How can my organization obtain additional funds from SGA?

A: Recognized SGA organizations may appeal to the Joint Session for additional funding. Please see the Appeals section or contact the SGA Treasurer for more information.

Q: What if I am able to obtain a better price for a product or service from a non-vendor?

A: Vendors are by definition businesses that have proven to be reliable and competitive in pricing, and will provide products and services upon receipt of a Purchase Order number as guarantee of payment. However, if you obtain a quote from a non-Emerson vendor that is lower in price, contact the Office of Purchasing and Risk Management for assistance. They may be able to negotiate a comparable price from a vendor.

Q: How do I contact the SGA Treasurer?

A: The SGA Treasurer announces office hours each semester via e-mail to each organization President and Treasurer. He/she will make every attempt to be present during these times. In rare instances, due to illness, business, or academic obligations, a session may be missed. In these cases, a note will be posted in Student Life, where the SGA Treasurer holds her office hours. In addition to office hours, the SGA Treasurer may be contacted by phone (x8686) or e-mail (SGA_Treasurer@emerson.edu). Additional contact information, if available, will be provided at the beginning of each semester. While the SGA Treasurer will make every effort to accommodate organization's needs, please keep in mind that he/she is also a student and needs to maintain an academic and personal life outside of SGA. Please utilize office hours, email, and voicemail as often as possible.

Q: What if I am unable to meet with the SGA Treasurer during office hours?

A: Contact the SGA Treasurer via telephone or e-mail. Explain your schedule conflict and make sure you mention your availability. The SGA Treasurer will make every effort to accommodate you.

Q: Can the SGA Treasurer sign paperwork before an organization President or Advisor?

A: No. Signatures must be obtained in the following order:

Organization President

Organization Treasurer

Organization Advisor*

Associate Dean of Students

SGA Treasurer

Dean of Students (if over \$1000)

President (if over \$5000)

* The Associate Dean of Students may sign for an organization Advisor on a limited basis with expressed written permission from the organization President and Advisor (email is acceptable).

Q: When does SGA meet?

A: SGA meets regularly on Tuesday afternoons at 2pm. Meeting locations will be posted weekly on the ECommon calendar.

WHAT DO I USE WHEN?

SGA paperwork can be confusing. The chart below aims to clarify when to use each form. If you have any questions, please contact the SGA Treasurer at SGA_Treasurer@emerson.edu .

Purchase Order Requisition	Expense Report & Reimbursement	Consultant Payroll	Deposit	Check Request	Transfer Co-Sponsorship
<i>Services from an Emerson Vendor</i>	X				
<i>Cash Advance</i>				X	
<i>Reconciling Cash Advance</i>		X			
<i>Co-sponsorship</i>					X
<i>Deposit of Funds</i>			X		
<i>Reimbursements</i>		X			
<i>Payment for a non-Emerson vendor</i>				X	
<i>Payment to a non-</i>			X		

<i>Emerson</i> <i>Individual</i>					
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