



OHIO
UNIVERSITY

Student Organization Treasurer's Manual

Campus Involvement Center
Modified: July 2019

Table of Contents

Student Organization Contact Information.....	3
Section I: General Information.....	4
Section II: Student Organization Financial Accounts.....	5
Section III: Income.....	8
Income Producing Sources.....	9
Section IV: Expenditures.....	11
Section V: Travel.....	14

Dear Treasurer:

Congratulations for being selected to this position of trust and confidence by the members of your student organization.

As the Treasurer of your student organization, you have the responsibility of accurately maintaining your organization's financial records, properly managing income, and authorizing expenditures. Your signatory power and general responsibility as Treasurer requires time and effort to ensure that your organization remains in good financial standing.

This guide provides basic policy and procedure information pertinent to the Treasurer's position. Student organizations must operate in accordance with Ohio University policies and procedures, which can be reviewed at www.ohio.edu/policy. For questions not answered in this manual, please email involvement@ohio.edu or drop-in to the Campus Involvement Center at Baker 355.

The following are general responsibilities of the Treasurer:

1. Read and understand the Treasurer's Handbook
2. Maintain adequate and accurate records of organization accounts and spending.
3. Collect and receive money from student organization members and provide receipt of collection.
4. Maintain proper dues collection process, if applicable.
5. Deposit all funds into your organization's account within 24 hours of collection at the cashier window located on the ground floor of Chubb Hall.
6. Oversee organization expenditures, including disbursement requests.
7. Regularly review your organization's account on [Oracle Business Intelligence](#), Ohio University's financial tracking system, to ensure proper financial record of organizational funds.
8. Ensure all income and expenditures comply with Ohio University policies and procedures as well as federal, state, and local laws.
9. When applicable, expenditures must comply with Senate Appropriations Commission (SAC) guidelines.

For inquiry, please contact the Campus Involvement Center at involvement@ohio.edu or connect with a staff member in Baker 355.

Student Organization Contact Information

Mailing Address

355 Baker University Center
1 Park Place
Athens, Ohio 45701

Campus Involvement Center

Main Email

involvement@ohio.edu

Campus Involvement Center

Main Phone Number

(740) 593-4025

Campus Involvement Center

Website

ohio.edu/involvement

Campus Involvement Center

Fax Number

(740) 593-4068

Operating Hours

(Fall and Spring Semester)

8:00 AM - 5:00 PM

(Summer and Winter)

9:00 AM - 4:00 PM

Student Organization Contacts		
Name & Title	When to Contact	Contact Information
<p>Makenzie Olaker Int. Assistant Director of Student Organizations</p>	<ul style="list-style-type: none"> -General student organization questions -Training Requests -Financial audits -Establishment and re-registration process 	<p>olaker@ohio.edu (740) 593-4742</p>
<p>TBD Director of Sorority and Fraternity Life</p>	<ul style="list-style-type: none"> -Sorority and Fraternity life matters 	<p>(740) 593-4065</p>
<p>TBD Student Organization Finances</p>	<ul style="list-style-type: none"> -Financial information requests -Disbursement vouchers -Checks -Purchasing Card (PCard) use 	<p>(740) 593-4127</p>
<p>Josh Gruenke Associate Director of Student Activities</p>	<ul style="list-style-type: none"> -Contracts -Policy questions -Conduct concerns 	<p>gruenke@ohio.edu (740) 593-1761</p>
<p>Senate Appropriations Commission Graduate Assistants (contact rotates annually)</p>	<ul style="list-style-type: none"> -All SAC related matters 	<p>sac@ohio.edu</p>

Section I: General Information

- A. Student organizations must remain in good standing with Ohio University. Breach of Campus Involvement Center and/or Ohio University policies or federal, state, and local laws will result in loss of recognition as an Ohio University Student Organization. This loss in recognition includes the freezing of an organization's financial account. Failure of the President and/or Treasurer to attend mandatory student organization training in the fall and spring semesters will also result in the organization's loss of recognition.
- B. All registered student organizations **must** maintain their financial account with the Campus Involvement Center. **External bank accounts are strictly prohibited.**
 - a. If your organization does not have a University financial account set up, please email involvement@ohio.edu for establishment.
 - b. Organizations **may not** use external applications (Venmo, square card readers, etc.)
- C. It is the responsibility of the treasurer to provide documentation of receipts, invoices, deposit slips, or other financial documents if requested by Ohio University or affiliates. Treasurers should maintain a record of transactions throughout the year.
- D. Organization funds cannot be used for the personal benefit of any organization members or the Advisor.
- E. Petty cash funds are prohibited.
- F. Alcohol and other intoxicants are prohibited uses of organization funds.
- G. In most cases, The Campus Involvement Center can provide advance payment using a University Purchasing Card (Pcard) for large organization expenditures. This advance payment option is typically available for the following expenditures:
 - a. Conference registrations
 - b. Transportation reservations
 - c. Certain group travel arrangements (e.g. team travel, field trips, etc.)
 - d. Magazine subscriptions
 - e. Facility deposits
 - f. Large online purchasesContact the Associate for Student Organization Finances for Pcard use requests.
- H. Necessary forms (vouchers, deposit slips, W-9, Supplier Information Forms, etc.) can be picked up at the Campus Involvement Center in Baker 355 or found at online under "Finance Forms" on [OHIO Finance's website](#). The use of other forms is prohibited unless the Campus Involvement Center grants permission.

Section II: Student Organization Financial Accounts

All registered student organizations are eligible for a financial account with Ohio University. Review the “Account Information” section below to learn how to look up your account number. If your organization does not have a financial account, please email a request for setup to involvement@ohio.edu.

Student organization accounts are designated by the entity types “10” and “80.” You can think of these entities as “buckets” within your student organization account. These buckets are important for tax purposes. On many university forms requesting your account information, you will have to provide the entity and your four-digit account number. Here is how it is broken down:

- Entities:
 - 10 entity: Your student organization’s 10 bucket is designated for any funding that comes from the university. This may include funding provided to your organization from SAC or University departments and offices that operate as an entity of Ohio University.
 - 80 entity: Your organization’s 80 bucket is designated for any funding that does not originally stem from Ohio University or tax dollars. This includes membership dues, fundraisers, and other money sources external to the University.
- Four-digit account number: On the chart below, the four-digit account code is the “XXXX” under the organization segment of the account string. All student organization account numbers begin with a “79,” so University office’s often only ask for your unique 4-digit account number. As treasurer, it is important to note that this four-digit account code is commonly referred to as your “account number,” although there is a much longer account string (see below).

If your student organization’s full account number is requested, use the account string provided below after identifying which entity you are using. Replace the “XXXX” with your 4-digit account code.

Account String:	Entity	Source	Organization	Activity	Function
Use your 10 designated account if you are using money from your account that came from SAC or any University entity (i.e. University department or office).	10	110350	79XXXX	0000	00

Use your 80 designated account if you are using money from your account that came from dues, fundraising, or any monies deposited at Chubb.	80	800000	79XXXX	0000	00
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*If your organization receives or operates with grant funding, the entity is “50.” The Ohio University Foundation is responsible for grant accounting.

Audits: The Campus Involvement Center completes routine audits on all student organization accounts. The CIC reserves the right to suspend any organizations with negative account balances or with transactions that do not comply with Ohio University policies, federal, state, or local laws.

Identifying Your Account Number: Your organization’s account number is located on its BobcatConnect page. You can also identify your organization’s account number using Oracle Business Intelligence. Oracle is Ohio University’s finance platform.

1. Go to www.ohio.edu/finance.
2. Scroll to the bottom of the page and click Oracle Business Intelligence (OBI).
3. Sign in using your OHIO ID, click “Dashboard” → “Student Funds Available”
4. Click “Cost Center Lookup”
5. Insert your organization’s name in the “ORG desc contains any” box and click “Apply”
6. Your six-digit account number (79XXXX) is located under “Organization”

Account Balance: All student organization finance information is public record, so you have access to see your fund balance. Follow the directions below to access your student organization’s account balance or visit the [CIC website](#) for an instructional video.

1. Go to www.ohio.edu/finance.
2. Scroll to the bottom of the page and click Oracle Business Intelligence (OBI).
3. Sign in, click “Dashboard” → “Student Funds Available”
4. Insert your six digit account number (79XXXX) in both boxes beside “Organization Between” (see below)
5. Once you click “Apply” you will be able to view your student organization’s ending balance.

ORACLE Business Intelligence Sign Out

Student Funds Available Home Dashboards Signed In As **Rufus**

[Student Funds Available](#) [Cost Center Lookup](#) [Object Lookup](#)

Filters

* Period	OCT 2018-19	* ENT Parent Level	R	* ENT Parent #/Desc	R0 ALL ENTITIES	Entity Between	
		SRC Parent Level	--Select Value--	SRC Parent #/Desc	--Select Value--	Source Between	
		ACTV Parent Level	--Select Value--	ACTV Parent #/Desc	--Select Value--	Organization Between	790765 - 790765
		OBJ Parent Level	--Select Value--	OBJ Parent #/Desc	--Select Value--	Activity Between	
						Object Between	

[Apply](#) [Reset](#)

Dormant Accounts: If a student organization has been inactive as a registered student organization for three years with no account activity, the Campus Involvement Center will transfer any remaining funds in the organization’s account to a student organization contingency fund. This fund is used only for programs that benefit student organizations and activities. After extracting the funds, the student organization account is closed. Any funds removed from a dormant account **will not** go back to the organization if it re-registers after three years of dormancy.

Income Producing Sources

Fundraisers: Student organizations are permitted to host fundraising activities. Only registered student organizations may host a fundraiser on campus and/or use university resources. The organization assumes all responsibility and liability for the event. Fundraising must comply with the policies of Ohio University and all local, state, and federal laws and ordinances. Ohio University's definition of an income-producing project (fundraiser) is as follows: "any project which produces income, including that which involves the sale of tickets; any article of voluntary contribution." Income-producing projects may include, but are not limited to, bake sales, movies, dances, raffles, contributions, and sale of foods, beverages, or snacks.

- **Collecting monies:** Your organization may collect cash for deposit, but you **may not** use credit card readers or other applications, such as Venmo, for collection.
 - **Tax ID:** Student organizations cannot use the Ohio University Tax ID number for fundraising (this is a common request for fundraisers through Chipotle, Buffalo Wild Wings, etc.).
- A. **Promotion/Contests:** Purchase of promotional items (mugs, shirts, etc.) is a permitted use of your organization's student organization funds. The event or promotion must be related to promoting a specific and authorized University event, organization, or program.
- B. **Cash or Gift Certificates:** Cash and gift certificates that are easily converted to cash are both considered "cash." Cash is an allowable gift for students and members of the public only as a contest award (it cannot be used as a payment for service). The contest must be approved by the advisor and organization and must provide a benefit to the organization or University. Recipients of cash prizes must recognize the prize as taxable income. Contact the CIC with questions.
- C. **Monies:** All monies generated from fundraising events must be deposited in the organization's bank account at Chubb Hall within **24 hours of collection**.

Senate Appropriations Commission: Student organizations are eligible to apply for funding through the Senate Appropriations Commission (SAC). SAC is "the subdivision of senate responsible for accepting funding requests, evaluating funding requests, and allocating funds for programs & events to registered student organizations at Ohio University" (7.02). Student organizations can apply for the following:

- A. **New Organization Grant:** Newly registered student organizations can apply for a \$150 grant. In order to be eligible for this grant, the student organization cannot be more than 15 weeks old. Requirements and instructions are as follows:
1. Attend the mandatory student organization training that takes place at the beginning of each semester.

2. To apply, log onto BobcatConnect → On the Senate Appropriations Commission page, go to “Forms” → “New Organization Grant” → Complete the application.
 3. For further SAC assistance, email sac@ohio.edu.
- B. **Bi-weekly & Semesterly Funding:** Student organizations can apply for both bi-weekly and semesterly funding through SAC. To apply for bi-weekly or semesterly funding, the student organization will have to complete the following:
1. Attend the mandatory student organization training that takes place at the beginning of each semester.
 2. To apply, log into BobcatConnect → On the dashboard, click “Manage” → Click your organization and go into the edit toolbar → “Finance” → “Create New Request” → “Create Budget Request” → Select “SAC Bi-Weekly Funding” or “SAC Semesterly Funding” request process → Complete the application.
 3. For official and up to date guidelines on SAC funding, please refer to the Student Senate Handbook located under “Files” on Ohio University Student Senate’s BobcatConnect page.
 4. For further SAC assistance, email sac@ohio.edu.
- C. **SAC Audits:** SAC performs routine audits throughout the year. Misspent or unused funds will be audited back to SAC. For more information regarding SAC audits, email sac@ohio.edu.

Research: Ohio University provides opportunities to faculty, staff, and students who are interested in receiving individual grants for research. Please refer to www.ohio.edu/research/Funding.cfm if your student organization wants to learn more about research, scholarship, and creative activity funding options.

Section IV: Expenditures

Disbursement Vouchers: All payment requests must be made by submitting a completed Disbursement Voucher. Do not under any circumstance pay bills directly with cash collected for dues, social assessments, fundraisers, etc. Before submitting a disbursement voucher, consider the following:

- The voucher needs to be legible in order to be processed.
- Completely fill in the date, organization name (no abbreviations), and account number.
- It is required to indicate the name and address of the payee (person or vendor for which payment is being made).
- Indicate the expense distribution. If you have more than one receipt for the same person/vendor, you can list each receipt total on a separate line.
- List the combined total of all receipts.
- A detailed description of the expense(s) must be listed.
- Attach itemized receipts. Non-itemized receipts or credit card slips are not acceptable. In special cases where a voucher represents a bill for printing of promotional fliers, a copy of the same is required.
- Payment for National Membership dues requires a copy of the registration form or a copy from the organization's National Handbook showing how much dues are per member.

Once the disbursement voucher is completely filled out with both the advisor and the treasurer signatures and proper attachments, return the form to the Campus Involvement Center (Baker 355). See the next pages for an example and required attachments.



**STUDENTS' GENERAL FUND
DISBURSEMENT VOUCHER**

DATE xx/xx/xx
 ORGANIZATION Rufus Fan Club NAME
 PAYEE Bobcat Bill
 ADDRESS 123 Bobcat Blvd.
Athens, OH

For Bursar's Use Only

ENTERED _____
 CHECK NO. _____
 DATE _____

STUDENT ENTER SUPPLIER # IF KNOWN

SUPPLIER # _____

		X	0765
036	010	080	ACCOUNT #
			Pxxxxxxx
			PID #
			OR TAX ID #

Is the Payee a U.S. Citizen or Permanent resident alien? YES NO
 If no, please consult with the Ohio University Tax Compliance manager (www.ohio.edu/finance/tax/NRA.cfm)

ITEMIZED RECEIPTS: (MUST BE ATTACHED)

<u>Pizza</u>	\$ <u>\$50.00</u>	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
TOTAL AMOUNT			\$ <u>\$50.00</u>

DETAILED DESCRIPTION (Required): INCOMPLETE VOUCHERS WILL NOT BE PROCESSED

Provided pizza to members of Rufus Fan Club for weekly meeting.

* Please see Disbursement Requirement Chart for additional documents needed for proof of meeting.

 ADVISOR SIGNATURE

 TREASURER SIGNATURE

Pxxxxxxx
 TREASURER PID #

Student Organization Disbursement Attachment Requirements: Depending on your disbursement request, different forms must be attached to your disbursement voucher. Forms may be obtained at the Campus Involvement Center or under “Finance Forms” at ohio.edu/finance. Disbursement vouchers may take up to 30 days to be processed.

	W9	Supplier Info. Form	Invoice/ Proof of Amount	Short Form Services Agreement	Honorarium Agreement Form	Itemized Receipt	Meeting Agenda
Paying an external person an honorarium	YES	YES	YES (may be an email screenshot)	-	YES	-	-
Paying an external supplier for a service	YES	YES	YES	YES	-	-	-
Supplies, food, fees, etc.	-	-	-	-	-	YES	YES

*If your student organization wants to pay a student for a service (DJ, photographer, etc.), please contact the Campus Involvement Center for specific instructions.

Checks: It is the responsibility of the treasurer and/or their designees to pick up the checks requested and distribute them to the proper people. Checks must be picked up in the Campus Involvement Center (Baker 355). If a student has direct deposit previously set up, reimbursements will be deposited directly into their personal account. You can also attach a self-addressed envelope with a stamp if you would like the check mailed directly to the student or supplier being reimbursed/paid

- A. **Voiding Checks:** If an organization requests a check and later determines that the check was issued in error, lost, or stolen, the organization must return that check to the Campus Involvement Center and complete a "Void Check/Stop Payment Request" form. There is a \$10 fee for issuing a stop pay on a check. If a new check needs to be issued, the organization needs to re-submit their file copy of the original voucher along with the receipts.

Section V: Travel

If a student organization member utilizes their own vehicle for travel, the student may be reimbursed for gas if the organization approves. A student must save their gas receipt and fill out the [Travel Expense Report for Students](#). Any travel liability is not associated with Ohio University if an organization is using their own vehicle.

Organizations may use a university purchasing card to reserve hotel rooms if they are booking 10 or less rooms. If rooms exceed this number, then the organization must contact University Finance (finance@ohio.edu) to process the reservation.