



Idaho State  
University

# ASISU FINANCIAL WORKSHOP

2023-2024

**ROAR**



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University

# INTRODUCTIONS

Val Davids

Student Activities Coordinator

208-282-3451

Tamye Durrant

Administrative Assistant

208-282-3596

Kodi Olson

ASISU Financial Technician

208-282-3885

**ROAR**

# CLUB CHECKLIST

Wondering what your organization needs to do throughout the year?

## August:

- Check your mailbox for the Club Registration Form and Authorized Signature Sheet
- Sign up and host a booth at the Fall Involvement Fair (held during the first week of school year)

## September:

- Turn in Club Registration Form to the Student Leadership & Engagement Center, due the 5<sup>th</sup> Friday of the school year
- Turn in Authorized Signature Sheet to the Student Leadership & Engagement Center
- Attend the Club Financial Workshop (check mailbox for information and workshop dates)
- Attend the New Officer Training (check mailbox for information and workshop dates)

## November:

- Email Incentive Point Checklists to the email address is on the form. Due 2<sup>nd</sup> Friday of November

## January:

- Sign up to host a booth at the Student Organizations Involvement Fair

## March:

- Email the C.E.A.S.A.R. Initial Deposit Request Form, due the 3<sup>rd</sup> Thursday of March
- Email Incentive Point Checklists the last weekday in March



# CLUB CHECKLIST

## Throughout the Year:

\_\_ Apply for C.E.A.S.A.R. Matched Funding as you make deposits into your club account (ASISU will match your deposits on a pre-determined ratio)

\_\_ Complete an Event Registration Form for every event on or off campus, that your club holds (fundraisers, workshops, concerts, dances, serviced projects, performances, etc.)

\_\_ Fill out an Incentive Point Request at every event your club holds on or off campus or attends (except club meetings)

\_\_ Check your club mailbox regularly to find out about workshops, trainings, or other events happening around campus

\_\_ Update Club Registration Form and Authorized Signature form if club officers change

## Don't Forget...

- In order to be eligible for C.E.A.S.A.R. Funding, your organization must complete all 3 requirements:
- Attend the New Officer Training
- Attend the Club Financial Workshop
- Host a booth at one of the two Involvement Fairs
- **For more information, refer to our websites:**
- **Club Funding Website:** <http://isu.edu/asisu/club-funding>
- **Student Organizations Website:** <http://isu.edu/clubs>

# C.E.A.S.A.R. FUNDING \*

## Initial Deposits

- Requests accepted during March (Due 3/21/2024) are for the next year
- \$500 cap subject to funding availability
- To be eligible you must attend:
  1. Financial Workshop
  2. New Officer Training
  3. Host a booth at one of the two Student Organization's Fairs
  4. Complete and email Initial Deposit form to [asisufin@isu.edu](mailto:asisufin@isu.edu) before 5pm on March 21, 2024.
  5. One club member must attend one ASISU Senate meeting before March 21, 2024. You must check in at the meeting for it to count.

**INITIAL DEPOSIT REQUEST**

1. Fill out this form on the computer.  
2. Save the form and e-mail it to [asisufin@isu.edu](mailto:asisufin@isu.edu) with the subject header as "Initial Deposit-your club name."

DATE OF APPLICATION:

ORGANIZATION:

INDEX CODE: CLB

CONTACT PERSON #1:  PHONE:

CONTACT PERSON #2:  PHONE:

ADVISOR(S):  PHONE:

TOTAL AMOUNT OF FUNDS BEING REQUESTED (MAX \$500.00):

JUSTIFY YOUR REQUEST:

ITEMIZE ANY ANTICIPATED INCOME AND THE AMOUNT YOU HOPE TO GENERATE NEXT YEAR:

FUNDRAISING EVENT	AMOUNT
<b>TOTAL</b>	<b>\$ 0.00</b>

**FOR ASISU USE ONLY:**

Finance Officer: <input style="width: 120px;" type="text"/>	Date: <input style="width: 60px;" type="text"/>
Senate Approval: <input style="width: 120px;" type="text"/>	Date: <input style="width: 60px;" type="text"/>
Financial Technician: <input style="width: 120px;" type="text"/>	Date: <input style="width: 60px;" type="text"/>

After the Finance Committee reviews your request a recommendation will be sent to Senate for approval.  
If you have any questions, email [asisufin@isu.edu](mailto:asisufin@isu.edu).

\* Club Efforts Are Supplemented And Rewarded

# C.E.A.S.A.R. FUNDING \*

## MATCHED DEPOSIT REQUEST

1. Fill out this form on the computer.
2. Save the form and e-mail it to [asisufin@isu.edu](mailto:asisufin@isu.edu) with the subject header as "Matched Deposit-your club name."

DATE OF APPLICATION:

ORGANIZATION:

INDEX CODE: CLB

CONTACT PERSON #1:  PHONE:

CONTACT PERSON #2:  PHONE:

ADVISOR(S):  PHONE:

### ITEMIZE YOUR DEPOSITS BELOW:

DATE OF DEPOSIT	FUNDRAISING EVENT	AMOUNT
TOTAL		\$ 0.00

### INCLUDE ANY DETAILS OR FURTHER EXPLANATION:

### FOR STUDENT ORGANIZATION USE ONLY:

Financial Technician:  Date:

Student Activities Coordinator:  Date:

After the Finance Technician reviews your request a recommendation will be sent the Student Activities Coordinator for approval. If you have any questions, email [asisufin@isu.edu](mailto:asisufin@isu.edu).

## Matched Funding

- ASISU will match club fundraising efforts based on a ratio determined by Senate Finance Committee.
- Cannot match for club dues or income from ASISU
- (3:1 ratio for this year)
- Apply for matched funds using the Matched Deposit Request Form
- Fund is capped at \$500.00 per club and once the fund is depleted it is done for the year.
- [www.isu.edu/asisu/club-funding](http://www.isu.edu/asisu/club-funding)

# New Club Funding

## NEW CLUB FUNDING REQUEST

1. Fill out this form on the computer.
2. Save the form and e-mail it to [asisufin@isu.edu](mailto:asisufin@isu.edu) with the subject header as "New Club Funding-your club name."

DATE OF APPLICATION:

ORGANIZATION:

INDEX CODE: CLB

CONTACT PERSON #1:  PHONE:

CONTACT PERSON #2:  PHONE:

ADVISOR(S):  PHONE:

TOTAL AMOUNT OF FUNDS BEING REQUESTED (MAX \$500.00):

WHEN WAS YOUR CLUB OFFICIALLY ORGANIZED? DATE:

JUSTIFY YOUR REQUEST:

ITEMIZE ANY PREDICTED INCOME AND THE AMOUNT OF REVENUE YOU HOPE TO GENERATE:

FUNDRAISING EVENT	AMOUNT
TOTAL	\$ 0.00

FOR ASISU USE ONLY:

Finance Officer:  Date:

Senate Approval:  Date:

Financial Technician:  Date:

After the Finance Committee reviews your request a recommendation will be sent to Senate for approval.  
If you have any questions, email [asisufin@isu.edu](mailto:asisufin@isu.edu).

- Clubs may apply for new club funding through the end of the semester following the semester in which they were organized. This also applies for reorganized clubs if they were previously inactive for a year or more.
- Clubs may apply for a maximum of \$500.
- Clubs may not receive both new club funding and initial deposit in the same semester.
- To qualify for new club funding, a club must register and have at least one officer attend both the Financial Workshop and New Officer Training.
- If a club is formed after the workshops have been held club officers may meet with the Student Activities Coordinator.



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# How do I apply for C.E.A.S.A.R Funding?

- [www.isu.edu/asisu/funding](http://www.isu.edu/asisu/funding)

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# INCENTIVE FUNDING

- Clubs may earn money based on attendance at ISU and club events. Funding is requested by filling out and submitting an "Incentive Points Request" for each event.
- Each point will be assigned a dollar amount by dividing the incentive funding for that semester by the total number of points earned by all of the clubs. A minimum of 25 points will be required to receive an allocation.
- Deadline: March 29, 2024 at 5:00pm.
- All forms must be scanned and emailed to [asisufin@isu.edu](mailto:asisufin@isu.edu). We do not accept paper forms turned into our office.
- Dates of events must be between November 11, 2023 and March 29, 2024.





ASISU Approved: October 30, 2019

### Incentive Points Requirements

No minimum number of members required, but you must earn at least 25 to be eligible for funds.

	Point Breakdown		
<b>Any ASISU or ISU Event:</b> Student Activities Board events, international nights, ISU Theatre events, sports clubs events, ASISU Senate meeting, UPC events, events sponsored by other clubs, etc.	6+ Members	5 Points	75 max per semester
	5 Members	4 Points	
	4 Members	4 Points	
	3 Members	3 Points	
	2 Members	2 Points	
	1 Member	1 Point	
<b>ISU Athletics (only the following sports)</b> Men's Sports: Football, Basketball, Cross Country, Tennis, Track & Field Women's Sports: Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Track & Field, Volleyball	6+ Members	5 Points	75 max per semester
	5 Members	4 Points	
	4 Members	4 Points	
	3 Members	3 Points	
	2 Members	2 Points	
	1 Member	1 Point	
<b>Total</b>	<b>150 max per semester</b>		

	Point Breakdown		
<b>Club Events</b> Any event your club holds except club meetings (An event registration form must be completed and filed in the Pocatello Student Leadership & Engagement Center prior to the event to qualify)	6+ Members	10 Points	50 max per semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
<b>Service</b> Volunteering at a food bank, Benny's Pantry, helping with campus clean up, helping with children's carnival, etc.	6+ Members	10 Points	100 max per semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
<b>Homecoming</b> SAB sponsored events during Homecoming and the Homecoming football game	6+ Members	10 Points	150 max fall semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
<b>Springfest</b> Only events sponsored by SAB during Springfest	6+ Members	10 Points	150 max spring semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
<b>Total</b>	<b>300 max per semester</b>		

<b>Overall Total</b>	Fall Semester: out of 450 points Spring Semester: out of 450 points
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- Club Events (must have Event Registration Form on file in our office before the event to count)
- Service with ISU or the community
- Any ASISU or ISU Event
- ISU Athletics
- Homecoming Events
- Spring Fest Events
- Must have at least 1 club member in attendance to count.

# Event Registration Form



## Event Registration Form

All student organization events must have a completed Event Registration Form. **This form is NOT your reservation.** To reserve space you must make a reservation with the Scheduling & Event Services Offices located in the Hypostyle room 207.

### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_  
 Index Code: \_\_\_\_\_

### Student Contact—Student Responsible for Event:

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Advisor Contact—Advisor Responsible for Event:

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Event Name and Description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attendance Cost: \_\_\_\_\_ Ticket Sale Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_ Rainsite: \_\_\_\_\_

Intended Audience: (Please check all that apply)

Organization Members  ISU Students  Faculty/Staff  Public

Estimated Attendees: \_\_\_\_\_

Is your event suitable for minors?  Yes  No

If no, please explain: \_\_\_\_\_

Will food be served at your event?  Yes  No If yes...

Will Chartwells be serving the food at your event?  Yes  No  
 (If no, you must submit a catering waiver to Chartwells for approval.  
 Outside food may not be used without an approved catering waiver.)

### SIGNATURES

Organization Advisor-First required signature \_\_\_\_\_ Date \_\_\_\_\_

Chartwells (needed if there is food at event) \_\_\_\_\_ Date \_\_\_\_\_

Scheduling Office (needed for events in the Student Union or Rendezvous) \_\_\_\_\_ Date \_\_\_\_\_

Student Activities Coordinator \_\_\_\_\_ Date \_\_\_\_\_

For Student Organization use only.

Reviewed by:

Date Reviewed:

- Student Organization  
 Greek Life  
 Student Activities Board  
 Other:

- Form must be filled out for club activities—especially if event will be used for Incentive Points
- Fill out entirely
- Scheduling Office must sign off or attached scheduling confirmation email with the form is using a room or location on campus for activity.
- Club advisor must sign the form.
- Chartwells must sign off if using them to cater your event or provide a waiver form if you are bringing in food from off campus. Exception is unless the food is less than \$100 then no waiver form is necessary, but detail about what food is being purchased, where it is from and how it is being prepared must be on the form.
- **Form must be turned in prior to the date of the event in order to count towards incentive points.**



# Alcohol Policy

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Any club event held on or off campus that will have alcohol being served must be pre-approved by ISU General Counsel through our office.

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# GENERAL INFORMATION

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- All transactions are processed in the Student Leadership & Engagement Center (1st floor PSUB)
- Hours are 8am – 5pm / Monday – Friday
- Club account balance, authorized signatures and current student status must be verified before disbursing funds along with presenting a current Bengal ID card
- All Clubs are required to have an ISU campus account
- Funds in club accounts can be used at the discretion of club members
- Firearms, ammunition, and alcohol are not allowed to be purchased with club funds
- Money raised by or donated to student organizations must be deposited into the club account

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# PAYING EXPENSES

- A Request for Payment (RFP) form must be turned in with two authorized signatures in order to process any transaction.
- Do not fill out forms in pencil or light colored ink as they don't scan or copy well.
- Authorized signers are listed on the Authorized Signature form turned into the Student Leadership & Engagement Center.
- Signatures are verified on all Request for Payment forms- cursive font is not accepted as a signature on any form.
- Advisors can only be one signature on the form.



# REQUEST FOR PAYMENT FORM

All checks may take up-to 20 business days to process

## Request for Payment Form

THIS FORM TO BE PROCESSED *ONLY* IN THE STUDENT LEADERSHIP & ENGAGEMENT CENTER  
All appropriate fields must be complete to insure prompt payment.

Date: \_\_\_\_\_  
Club Name: \_\_\_\_\_ Index Code: \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_ Type of Payment:   
Cash Advance  
Cash Box  
Donation  
Honorarium – attach W-9 form and I.C.P.R.  
Pay Vendor – attach invoice  
Reimbursement – attach receipts  
Transfer funds to another campus account  
Travel (fill travel section out)

Pay to: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
Bengal Card # for student / Social Security # for payment tonon-students \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Explanation of Expenditure or Destination and Purpose of travel (please include quantities, prices, dates, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Travel:**

Are you claiming gas? If yes, Car License #: \_\_\_\_\_ Number of Travelers: \_\_\_\_\_  
Names of travelers other than yourself? \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ If Advance, Check Need by Date: \_\_\_\_\_

➤ Up to \$200 can be taken out on a cash advance. **Original detailed receipts required.** Receipts must be turned in 2 business days after the transaction occurs. Only 1 cash advance out per club at a time.  
➤ Reimbursements over \$200 will have a check mailed. **Checks take 20 business days to process and mail.**  
➤ Club members/advisors understand that they must disclose all family relationships between themselves/club advisors/officers and all payees on all financial documents prior to commitment or disbursement of any funds.

Two Authorized Signatures: \_\_\_\_\_ Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*If you have any questions, please call 282-3596\*\*\*

- These forms can be picked up at the Student Leadership & Engagement Center or completed online at [www.isu.edu/clubs](http://www.isu.edu/clubs)
- Do not use pencil or light colored pens to fill out as they do not copy well.
- Must be **signed** by 2 authorized signers – we check signatures so do not sign for anyone else. We will not process request if the signatures are questionable.
- This form must be presented for any financial transaction for the club



# AUTHORIZED SIGNATURE FORM

New \_\_\_  
Updating \_\_\_

2022-2023  
AUTHORIZED SIGNATURES

---

ORGANIZATION NAME INDEX CODE

---

#1

PRINTED NAME TITLE

---

TELEPHONE # EMAIL ADDRESS

---

SIGNATURE

---

#2

PRINTED NAME TITLE

---

TELEPHONE # EMAIL ADDRESS

---

SIGNATURE

---

#3

PRINTED NAME TITLE

---

TELEPHONE # EMAIL ADDRESS

---

SIGNATURE

---

#4

PRINTED NAME TITLE

---

TELEPHONE # EMAIL ADDRESS

---

SIGNATURE

---

Additional lines on back if needed.

Date Stamp Here

- Must be officer of the club.
- Only individuals listed on this form can sign a Request for Payment form. No exceptions.
- Signatures will be verified from this form. Do not sign for another signer. **Please try to sign your name the same way each time.** We will not process forms if the signatures don't match.
- **Do not type signatures in cursive font.**
- This form can be updated at any time.
- Must have at least two signers.

# CASH REIMBURSEMENTS

- Examples of Reimbursements:

- Refreshments for club meetings
- Purchase of supplies for club event or activity

- \$200.00 limit on cash reimbursements

- Receipts will not be accepted that are handwritten or do not have the business name and information listed. They must be itemized to show what was purchased.

- How to get a cash reimbursement:

1. Complete a Request for Payment Form
2. Present original itemized receipts
3. Must have current Bengal ID card with you – only current students can receive a cash reimbursement.
4. Student whom the reimbursement is for must be the person picking up the reimbursement.

Payments made with food stamps will not be reimbursed

# CASH ADVANCES

Cash advances are when money is taken out of the club account in advance to pay for club expenses.

- \$200.00 limit on cash advances

- ONLY one advance at any one time per club

- How to get a cash advance:

- Before your purchase

1. Complete a Request for Payment Form and bring to the Student Leadership & Engagement Center along with current Bengal ID card (no driver's licenses)

2. Receive cash advance from the ASISU Financial Technician

- After your purchase

1. Bring all itemized receipts and leftover money back to the Student Leadership & Engagement Center within 2 business days. It must be the same student who took out the cash advance.

# Receipts

- All receipts must show the items purchased and payment method.
- Restaurant receipts must be itemized or be accompanied by a written ticket listing the meal items. (i.e. El Herradero)
- Any alcoholic beverages on restaurant receipts will be deducted off.
- Receipts must show the name of the business.
- No handwritten receipts will be accepted.
- Any receipt turned in past six months out will not be eligible to be reimbursed.
- Printed screen shots from phones are not valid receipts if they don't show the payment information, items purchased and company name. If you are emailed a receipt please print it in full or forward it to [durrtama@isu.edu](mailto:durrtama@isu.edu) along with your Request for Payment form.
- Venmo receipts must show your name and have a description of what the payment was for

# IMPORTANT THINGS

- Club Registration Forms and all paperwork for club must have the correct name of the club on it as it is stated in their constitution.
- For example: the Student Nurses Association and Student Nurses Alliance can both be “SNA”
- Club accounts are not allowed to be overdrawn. Reimbursements will not be done nor P-Card payments made if the account balance isn't sufficient. Keep track of your finances especially when you have a large event you are planning.



# ON-CAMPUS VENDOR PAYMENTS

## 1. Complete a Request for Payment form

**MUST** complete prior to making reservations, purchases or commitments with on campus vendors. Tamyé will provide the club with the “On Campus Vendor Verification slip”

- **Do not pay cash at any of these vendors on campus.**

**Total Copy Center**

Mail Center

Motor Pool

Games Center

The Bengal

Bookstore

Outdoor Adventure Center

Craft Shop

Campus Recreation

Bengal Dining

ON CAMPUS VENDOR VERIFICATION

VENDOR: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

INDEX NUMBER: \_\_\_\_\_

DO NOT EXCEED \$ \_\_\_\_\_

ASISU AUTHORIZED SIGNATURE:

\_\_\_\_\_

2. Bring receipt back to the Student Leadership & Engagement Center

3. If you pay cash at one of these vendors and present it for a reimbursement you cannot receive a cash reimbursement. It must be reimbursed through a university check to you

# PAYING WITH CASH RESTRICTIONS

- Cash reimbursements and advances may not be used for:
  - Any Travel Expenses (including gasoline)
  - Honorariums – anything that requires a contract (bands, speakers, ect.)
  - Event venue and facility rentals (Wellness Complex for example)
  - Campus Department Purchases – this includes the Bookstore, Games Center & **Total Copy Center** in the PSU


# UNIVERSITY CHECK

- Any Reimbursements over \$200.00 cannot be done with a cash payment.

- Request for Payment Form complete with Name, Bengal Card Number & address
- Request for Reimbursement Form (not the same as Request for Payment form)
- W-9 needed for vendors or individuals not in ISU system (ex. students, non-students and non-faculty or staff)
- Check reimbursements are issued for students not on the Pocatello ISU campus
- Checks can take up to 20 days to process
- Plan ahead if you need a payment made by check by a certain date



# Reimbursement Request Form

 Idaho State University  
**Reimbursement Request Form**

Instructions: Employee reimbursements should be processed through Chrome River. If the category isn't available in Chrome River, you may request reimbursement via Direct Pay. This Reimbursement Request Form and **itemized** receipts must be attached to a Direct Pay Form and submitted through DocuSign. For questions, contact Accounts Payable at ext. 2511.

Name

Address  City  State  Zip

Last 4 of SS # (Non-Employee Only)  Bengal ID # (Employee or Student Only)

Total Amount of Reimbursement

Business Purpose and Description of Items

I hereby certify that all expenses listed above are true and correct to the best of my knowledge, have a legitimate business purpose, and comply with ISU policies and procedures.

Claimant Signature \_\_\_\_\_ Date

Rev Mar 2021

- Form is available to download on [www.isu.edu/clubs](http://www.isu.edu/clubs) website on the Forms & Documents tab
- This must accompany the Request for Payment form for any reimbursement that is over \$200 or is for a student on a satellite ISU campus.

# PRIZES & AWARDS

- All gifts, awards or prizes are considered taxable to non-employees and students and must be reported. When the total provided to an individual equals or exceeds \$600 in a calendar year a 1099 MISC Form for taxes will be issued by ISU Accounting.

- Prize Reimbursements - ie. tablets, gift cards, iPods, Nooks, other prizes
  - W-9 MUST be filled out by the WINNERS. A W8-BEN form must be filled out by International Students.
  - Complete the Non-Cash Prize or Award Documentation (available on the [www.isu.edu/clubs](http://www.isu.edu/clubs) website or in the Student Leadership & Engagement Center)
- **Have the forms ready to fill out at the event by the winners BEFORE they receive the prize and double check the forms to make sure the prize form and W-9 are completely filled out.**
- *Students will not be reimbursed for the purchase of the prizes using club funds until the completed documentation is turned in. This is ISU policy. No exceptions! **If documentation is not turned in the reimbursement will be frozen until documentation is received. If you don't collect the forms when the prize is given out you will be responsible to fill out the forms and take the tax liability yourself.***



# PRIZE & AWARD DOCUMENTATION FORM



IDAHO STATE UNIVERSITY  
921 S. 8<sup>th</sup> Ave. Stop 8219  
Pocatello, ID 83209-8219  
Phone: (208) 282-6266 Fax: (208) 282-4725

Bengal ID#	111111
Date:	8/28/2019

**NON-CASH PRIZE OR AWARD DOCUMENTATION FORM**

Legal Name:	Val Davids		Phone:	208-282-3451
Address:	921 S. 8th Ave.		E-mail:	davivale@isu.edu
City:	Pocatello	State:	Zip: 83209	
U.S. Citizen: Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/> (If no, contact Accounting Payable before giving prize or award)				
Are you or have you been a ISU employee during the past 12 months? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No				
Event:	September Bingo			
Event Date:	10/24/2019	Award Amount: \$	50.00	
Check one:	<input checked="" type="checkbox"/> Prize <input type="checkbox"/> Award			
Description:	\$50 GIFT CARD TO STARBUCKS			
Prepared By:	Brian Anderson	Department:	SAB	Phone #
				3451

Federal law requires that we have on file a W-9 form with the Social Security number and signature for each individual or business to which the University makes a non-payroll payment. The IRS may impose a penalty of up to \$500.00 for non-compliance or supplying false information.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
Individual Receiving Prize or Award

**This form must be completed each time an individual receives a prize or award.**

Forward completed form, W-9 and any supporting documentation to Accounts Payable M5 8219 to complete accurate reporting.

- Have a copy of the prize form and W-9 or W-8BEN form at the event for EACH prize or award
- Make sure the W-9 form or W-8BEN form is filled out and signed before giving the prize or gift card
- W-8BEN form is for International students only
- If you don't have the Prize & Award Form for items purchased from club funds you will have to fill out the form yourself and be liable for the tax if you go over \$600 at the end of the year.



# PURCHASING CARD

## Idaho State University P-Card Credit Card for on-line purchases

- **Must have :**
  - **Request for Payment Form**
  - **Name of website/web address and or invoice**
  - **Description and price on items to be ordered**
  - **Medical supplies must be purchased through approved University contract vendors – contact Tamyé Durrant prior to ordering supplies.**
  - **Purchases made on P-Card are tax exempt in the state of Idaho**



# PURCHASING CARD

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- Restrictions:
  - ONLY Tamyé Durrant is authorized to make P-card purchases for student clubs and reconcile purchases to club indexes.
    - **\*\*\*Departments and advisors are not authorized to make purchases for the clubs.\*\*\***
    - If after 10 calendar days, the proper authorization paperwork has not been provided, the charges will be reversed.
  - Per transaction limit is \$9,999.00
  - May not be used for travel except to pay for registration only.



# STUDENT TRAVEL

## Travel Reimbursement

- **A meeting must be scheduled with Val Davids to discuss any travel.**
- Reimbursement after you Travel – *you pay for everything up front.*
- Fill out Request for Payment Form and **COMPLETE** the travel portion
- **Attach complete final receipts for your travel – Print entire receipts for airlines. Do not use screenshots!** Helpful if you can attach a spreadsheet with the following categories: (make sure the receipts show payment). All receipts must be itemized- especially meal receipts. No exceptions!
  - Airfare
  - Gas
  - Ground Travel
  - Meals – remember alcohol is not eligible for reimbursement
  - **Venmo receipts must show your name and have detailed explanation of the payment**
- Once all signatures have been obtained, accounting will process a check and mail it to you. **VERY IMPORTANT TO TYPE IN YOUR CORRECT ADDRESS ON THE TRAVEL REIMBURSEMENT FORM**



# STUDENT TRAVEL

## Travel Advance

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- Complete the Request for Payment Form and **COMPLETE** Travel portion.
- **Twenty days notice needed for advance (prefer 30)**
- **Attach estimates for your travel for the following:**  
    **Airfare Registration Meals Lodging Gas Mileage Ground Transportation Parking**
- Sent out for signature using DocuSign
- Pick up check in person from the Accounts Payable office in the Admin Bldg. 2<sup>nd</sup> Floor
- After Travel, **MUST** bring all final receipts within 5 days to close out the advance
- ***If receipts are not returned, a hold will be placed on your club account***
- Receipts must be itemized and show payment method or zero balance

# TRAVEL RECEIPTS

Receipts needed upon return:

- Airline Travel
- Personal car mileage – must have the license plate and valid gas receipt
- Rental car fees and gas
- Lodging – indicate if lodging expense is split with other travelers and amount each is paying. If using Venmo to reimburse a fellow student for payment for lodging you must detail what is being paid to whom on the Venmo receipt. The Venmo receipt must have your name visible on it and description.
- Per Diem (Meals, Tips)
  - No receipts needed
  - If giving money to club members for meals a written statement MUST be submitted with authorized signatures, name of the student and amount of money given
- Registration
- Ground Transportation (taxi, buses, shuttle) – Uber receipts must show date, \$ amount & payment

**Remember all receipts need to be itemized and show payment method.**



# TRAVEL MINUTES

- ISU may require meeting minutes for travel expenses as documentation
- If your club is not recording minutes, get someone to record them
- Minutes are to protect you, the club, and the university
- We don't need minutes turned in with travel paperwork, but we may ask for them anytime and will expect the club to provide them if asked

# MOTOR POOL

- You may use Motor Pool vehicles when traveling as a club, but are not required to do so. Email Val Davids for guidance.
  - Forms to Complete:
    - Drivers License Record Check Authorization Form
    - Vehicle Use Agreement Form
    - Motorpool Request Form
  - Gas for Motor Pool vehicles is put on to the *Motor Pool Gas Card*
  - Club is responsible for the \$500 deductible if in an accident
  - Individuals are responsible for any medical expenses



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# Clery Act

In order to maintain our Title IV funding for ISU, The Clery Act Student Travel Form must be completed and filed with the university to comply with the US Department of Education policy.

If your travel is overnight we must be given the name of the lodging, the address and room numbers of where the club members stayed. This includes Airbnb and hotels.

**ROAR**

# HONORARIUMS/CONTRACTS

*A contract is required for anyone coming to campus to perform any of these services*

- Speakers or Guest Instructors
- Artists
- Sports officials
- Dance D.J.s
- Bands
- Anyone else performing some type of service

- ***DO NOT pay cash for anything that should be paid by an Honorarium (contracts)***
- CONTACT **VAL DAVIDS** TO ASSIST WITH ANY CONTRACT PROCESSES
- **Students and Advisors cannot create or sign any contract**
- **Any contract must go through the ISU contract system to be reviewed and signed by authorized ISU personnel. No club member or advisor is authorized to sign any type of contract in behalf of their club whether on or off the ISU campus.**

# HONORARIUMS

To process an Honorarium or Contract:

• Complete a Request for Payment Form

- Provide all contact information and details to Val Davids at least two weeks prior to the event
- Include all expenses such as: Travel / Meals / Lodging / Fees

Payment will be made by an ISU issued check or Pcard payment only. No student should pay

- If the speaker is part of the University (faculty, staff, or students) payment MUST go through the payroll system
- NOT part of the University - 20 business days to process



# CHANGE FUNDS (Cash Box)

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If your club is doing a fundraiser and you need change (\$1's, 5's, ect.) we can provide those funds.

- Change fund must be turned in one business day after the event.
- If selling tickets in the weeks prior, sales must be deposited nightly but Change fund can be kept up to 2 weeks.
- Deposits can be made in the Student Leadership & Engagement Center or after hours at the drop safe across the hall from Room 211 on 2<sup>nd</sup> floor of PSU.
- Do not deposit the change fund into your club account

# CHANGE FUNDS (Cash Box)

**Receipt for Change Box Check Out**

Box can be checked out for five days. Failure to return box on the return date may result in club funds being placed on hold. Limit of \$100.

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Department/Organization \_\_\_\_\_ Index # \_\_\_\_\_

Pickup Person \_\_\_\_\_ Phone # \_\_\_\_\_

Event \_\_\_\_\_ Return Date \_\_\_\_\_

Cash Denominations (enter total \$ amount not # of bills)

20's \_\_\_\_\_

10's \_\_\_\_\_

5's \_\_\_\_\_

1's \_\_\_\_\_

Quarters \_\_\_\_\_

Misc \_\_\_\_\_

Total Amount Requested \_\_\_\_\_

Check out cash box?  
 YES     NO

Box# \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Filled out by \_\_\_\_\_

Business Office Use Only		
Desk _____	Check Out _____	Return _____
Date _____	Date _____	Date _____
Amount _____	Amount _____	Amount _____
Initial _____	Initial _____	Initial _____

Failure to return the box on the return date may result in club funds being placed on hold.

**We must have this at least one business day before your event:**

- Complete a Request For Payment form
- Present RFP form Tamyé Durrant to verify information and club funds
- Fill out change box check out form and turn into Kodi Olson prior to event to ensure change is available.

There is a \$100 limit for change funds

# DEPOSITS

- All deposits are made in the Student Leadership & Engagement Center
- Credit cards are not accepted in our office
- **Make timely deposits – do not hold onto cash**
  - Checks are only good for 90 days so make prompt deposits
- ***Do not pay expenses from cash deposits***
- On-campus departments can transfer money directly to your club account
- **Please roll coins if possible**
- **Meridian Campus Only – deposits are to be made at the front office Monday – Friday 8am to 4:30pm. Contact Ali Crane at 208-373-1706 if you need assistance.**





# Deposit Form – Use for every Deposit

DATE: \_\_\_\_\_

## ASISU Student Organizations Cash Deposit Summary Sheet

Club Name: \_\_\_\_\_ Index Code: CLB

\*\*\*This form must be filled out completely for any deposit.\*\*\*

CASH COUNT		
	Quantity	Total
penny	_____ X.01	_____
nickel	_____ X.05	_____
dime	_____ X.10	_____
quarter	_____ X.25	_____
fifty cent piece	_____ X.50	_____
dollar	_____ X1	_____
five	_____ X5	_____
ten	_____ X10	_____
twenty	_____ X20	_____
fifty	_____ X50	_____
hundred	_____ X100	_____
checks	_____	_____
Total Deposit		\$ _____ -

Source of Revenue \_\_\_\_\_

**COUNTED BY**

Club Signature \_\_\_\_\_

Club Signature \_\_\_\_\_

Verification Signature \_\_\_\_\_

Revised 1/2022

All cash deposits must be signed by two club members.  
Check deposits may be signed by one club member.

## Deposits

- This form is located in the Student Leadership & Engagement Center and online at [www.isu.edu/clubs](http://www.isu.edu/clubs) website
- Deposits can be made Monday – Friday 8am - 5pm

## After Hour Deposits

- Drop deposit off in night drop safe located across the hall from room 211 in the PSUB on 2<sup>nd</sup> Floor
- Have two members count the deposit and sign the form.

Follow instructions on the deposit bag  
 Make sure to put club name and number  
 Receipts will be put in club mailbox the following day.

# DEPOSITS & SALES TAX

You must remit sales tax from certain fundraisers: Idaho Sales Tax is 6%

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- Garage sales
- Admissions
- T-shirt sales
- Welcome/Finals basket sales
- Space Rentals
- Class notes sales
- Food sales
- Book sales
- Other merchandise sales

You may include sales tax in purchase price of the item and we will separate the proper amount at the time of deposit

ISU will complete all sales tax returns for clubs

# ONLINE FUNDRAISING

ISU has an online payment platform called uStore/TouchNet

• This is the only approved payment platform for clubs.

• **Use of outside payment platforms like Venmo and PayPal are prohibited.**

• uStore/TouchNet is used for:

- Event Ticket Sales
- Donations
- Raffles/Auctions
- On and Offsite Fundraising
- Online club dues payments

• Contact Kodi Olson to start application for account.

• Must have paperwork filled out at least 30 days prior to event start date

• Receipts are e-mailed to donor/customer

Funds received from uStore/Touchnet account are automatically deposited into the club account.

# CLUB TRANSACTION REPORTS

## CLB000 Natl Soc of Collegiate Scholar

Current Balance	Total Revenue	Total Expenses	Beginning Balance
\$1,057.77	\$0.00	\$0.00	\$1,057.77

Revenue	Expenditure	Description	Date
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
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\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		

- Reports will be put in club mailboxes monthly.
- Reports are also available upon request from the ASISU Financial Technician located in the Student Leadership & Engagement Center
- Email [kodiolson@isu.edu](mailto:kodiolson@isu.edu)



# CONFLICT OF INTEREST

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A conflict of interest happens when someone's personal interest clash with their responsibilities to the university. This clash might make an outside observer wonder if the person's professional choices are influenced by personal reasons, like gaining something for themselves, either financially or in other ways. Club Leadership is expected to be vigilant and ethical in all dealings to ensure any potential conflicts are addressed quickly and appropriately. If you might have a conflict that is okay, just make sure someone else takes care of the purchase and report it to your club advisor.

**ROAR**



# Facility / Venue Rentals

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If your club wants to hold an event off campus at a facility or venue that requires a signed contract or agreement, the form should be brought to Val Davids at least three weeks prior to the event date. It takes at least two weeks to set up a vendor and process the contract or agreement through the ISU contract system. All payments will be processed through the Student Leadership & Engagement Center.

- **Examples: picnic shelters through the City of Pocatello or the Portneuf Wellness Complex.**
- All contracts and agreements must go through the ISU contract system to be reviewed and signed by authorized ISU personnel. No club member or advisor is authorized to sign any type of contract in behalf of their club whether on or off the ISU campus.

# Policy Violation

- Please keep in mind the policies and procedures are in place to protect you, your club and the institution. Infractions and violations may result in your club being put on a probationary status. Probation terms and period will be reviewed and determined case by case.
- Some examples of clubs being put on probation are:
  - Signing any type of contract or agreement
  - Bringing a food truck on campus without official paperwork being processed
  - Using funds to pay for alcohol



# DON'T FORGET

Idaho State University • Check your club mailbox regularly

- Get a W-9 and ISU's Non Cash Prize form for winners of gift cards and raffle prizes prior to your event
- Original ***itemized receipts*** for all transactions
- **Contracts** required for ALL speakers/performers including BANDS
- Incentive Points Due Friday, March 29, 2024 by 5pm
- Initial Deposit Request Due Thursday, March 21, 2024 by 5pm





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# Questions?

# Thank you for coming!

**ROAR**