

Club Senate, Academic Senate, S&A Supplemental, and Equity and Services Council Funding Steps

Please be aware that funding is on a reimbursement basis. Expenses must be paid upfront.

1. To request funds from Club Senate, Student Academic Senate, S&A, or ESC, a funding request packet must be filled out. Packets can be found in the ASCWU office in SURC 236 or at their website. S&A Supplemental Funding packet can be found on the Services and Activities website. See CDSJ for ESC packet.
2. Anytime your club travels, a Notification of Student, Group, or Club Intent to Travel must be submitted online. This can be found on the SURC Accounting website under the travel section.
3. If traveling out of state, a travel authorization form must be submitted online and approved **prior** to travel.
4. Before turning the funds request packet into the ASCWU office, please bring the packet to SURC Accounting, room 263, to obtain a review and receive instructions on proper documentation.
5. Return the completed Funds Request packet to the ASCWU office in SURC 236. This form, as well as liability, alcohol, and medical waivers for every person attending the event (Non-ESC funding), must be turned in prior to the Executive Board Meeting where it will be considered for approval.
6. Attend an Executive Board (Student Academic Senate), Funds Council (Club Senate), Equity and Services Council, or S&A meeting to present your request.
7. Follow up with the funding entity you are requesting funds with to verify any further scheduled meetings that you must attend.
8. Attend Student Academic Senate or Club Senate and request funds. Club Senate only has to be attended if the amount of funding exceeds \$200.
9. After completion of the event or travel, you must report back to either Student Academic Senate, Club Senate, or Equity Services Council. If you miss your report back date, your request will not be funded.
10. From the date that SURC Accounting receives the funding release and emails the club, the club has **two weeks** to turn in all relevant receipts to SURC Accounting. **Receipts turned in after this time will not be reimbursed.**
11. Directions for completing an online travel voucher will be sent out once all information has been reconciled.

**In the event all receipts have not been turned in two weeks after reporting back, only the receipts turned in will be reimbursed (No funding will be given in the case of Equity Services Council).

Club Senate, Academic Senate, S&A Supplemental Allowable Reimbursements

Club Senate:

- **Travel** including motor pool, private car, gas, mileage, airfare, and other related transportation expenses.
- **Registration** for all entering costs for a club event.
- **Lodging** for club events can be reimbursed if it is more than 50 miles outside of Ellensburg.
- **Advertising** for non-fundraising events that are paid to a professional business organization. This does not include tangible office supplies or copying costs.
- **Room and Equipment Rentals** for meeting rooms, venues, and other club hosted events.
- **Guest Speakers:** An A-19/Invoice and W-9 are required for payment. Costs over \$500 require a Personal Services Contract through the Contracts & Procurement office.

Academic Senate:

- **Travel** including motor pool, private car, gas, mileage, airfare, and other related transportation expenses.
- **Registration** Costs for participating at a conference or academically enriching event.
- **Guest Speakers** must be recommended by a student rep. of a SAS-recognized department. An A-19/ Invoice and W-9 are required for payment. Costs over \$500 require a Personal Service Contract.
- **Hotel** can be reimbursed if it is more than 50 miles outside of Ellensburg.

S&A Supplemental Funding Request:

- **Travel** including motor pool, private car, gas, mileage, airfare, and other related transportation expenses.
- **Registration** for all entering costs for a club event.
- **Equipment/Decorations/Supplies/Apparel** which become University Property at the end of the event.
- **Guest Speakers/Events:** An A-19/Invoice and W-9 are required for payment. Costs over \$500 require a Personal Services Contract.
- **Hotel** if more than 50 miles outside of Ellensburg
- **Promotional Items** for the purpose of advertising or promoting your Club/Organization and its activities. Items purchased are subject to the terms and conditions outlined on the SURC Accounting Website.
- **Meals** are subject to approval by S&A. Food purchases are subject to the terms and conditions outlined on the SURC Accounting Website.

Restrictions on Club Senate, Academic Senate, and S&A Funds: funds are for student expenses ONLY, not authorized for trips/ events students are receiving academic credit for, & any revenue raised with these funds must be returned to funding source.

SURC

ACCOUNTING

ROOM 263

CLUBS / ORGS

POLICIES AND
PROCEDURES

QUICK REFERENCE



PHONE : 5 0 9 9 6 3 1 3 2 8

5 0 9 9 6 3 3 0 3 4

Club/Org Recognition

Clubs and Orgs must be recognized on a year to year basis. To be recognized as a Club or Org, the following steps must be completed:

CLUBS:

1. Complete the online club recognition form and contact the ASCWU BOD office with questions.
2. The packet will be checked for completeness and forwarded to the next ASCWU-BOD meeting for a vote.
3. Club must attend ASCWU-BOD meeting to complete recognition process. ASCWU will notify club of meeting date and time.

ORGS

1. Complete the equity and services council recognition application and turn the completed packet in to SURC 236 VP for Equity & Community Affairs. Proof must be provided that the club has been recognized and attended ESC meetings for a period of one year.

**Recognized student Clubs and Orgs may not have any checking or savings accounts outside of the University.

Signatory Lists

To conduct transactions through the SURC Accounting Office, a signatory list must be completed listing all individuals authorized to conduct transactions. This sheet must be submitted annually as a part of the recognition process.

- A minimum of two individuals are required on the signatory list, as it takes two signatures to release funds from the Club/Org account.
- Signatory lists must be completed prior to being turned in at the SURC Accounting office.
- In the event a Club/Org should disband or fail to be recognized for a period of three years, the signatory list will indicate where the funds held in trust by SURC Accounting will be distributed.

Travel Reimbursement

Anytime your club travels, a Notification of Student, Group, or Club Intent to Travel must be submitted online. This can be found on the SURC Accounting website under the travel section.

If your club is traveling out of state, a Travel Authorization must also be submitted online and approved prior to travel. Directions for completion can be obtained from SURC Accounting. If your club is not traveling out of state, a Travel Authorization is not required.

Cash Withdrawals

Cash Reimbursements:

- Two signers must sign for the withdrawal of cash for reimbursement. Forms will be held in the SURC Accounting office for signatures, they cannot leave the office.
- Picture Identification in the form of CWU Connection Card or issued by a Government Agency is required for identification of both signers and the individual receiving the cash payment.
- Reimbursements must be accompanied by receipts¹ or documentation for the reimbursement. If the transaction is for less than the total of the receipts it must be made clear what amounts are being reimbursed.

Cash Advances:

- Two signers must sign for the withdrawal of cash for reimbursement. Forms will be held in the SURC Accounting office for signatures, they cannot leave the office.
- A statement to receive Check/Cash Advance must be filled out indicating the reason for the advance, amount requested, where/how funds will be used, and contact info.
- Picture Identification in the form of CWU Connection Card or issued by a Government Agency is required for identification of both signers and the individual receiving the advance.
- The receiving party is responsible for submitting receipts¹ or documentation for the advance **within seven calendar days** of the receipt of advance (If the advance is for travel or events, receipts are due seven calendar days from return from travel or the end of the event).
- If the full amount of the advance is not used, any unused funds must be re deposited into the Club/Org account.
*When you redeposit funds, notify the accounting clerk the funds are a redeposit of an earlier advance.

Note: For advances larger than \$300.00, a check will have to be cut and an expense form filled out, however the requirements for the advance will be the same as that of a cash advance. Checks require a 3 day minimum processing period after the second signature is received, checks will be mailed unless it's an emergency situation.

CLUB/ORG CASH WITHDRAWALS HAVE A LIMIT OF \$300.00 PER DAY PER CLUB/ORG.

¹ A receipt is a document that contains both a detail of charges and proof of the completion of payment (e.g. form of payment, billing information). In the event a receipt does not have both of these qualifiers, a copy of a bank statement can fulfill the second obligation.

Expense Forms

Expense forms can be filled out for the following:

- **Transfer of Funds** from one Club/Org to another Club/Org. An expense form must be completed and signed by two signatories from the Club/Org who is transferring the funds out of their account.
- **On-Campus Expenses:** Payments for on-campus services such as the Scheduling Center, Duplicating, Publicity, and Catering must be arranged with each office and an estimate submitted to SURC Accounting. An expense form must be completed and proof of funds available returned to the office the club is seeking services with. Clubs are responsible for following through on arrangements for services, including changes in orders, cancellations, pick ups, etc. Once services are complete, final charges will be sent directly to SURC Accounting. Club ledgers will be updated accordingly.
Exception: Motorpool: Clubs **do not** have to get an estimate at Motorpool. Please come directly to SURC Accounting for an estimate, completion of an expense form, and online submission of Motorpool request.
- **Check Requests** for payment for larger purchases or services provided² and cash advances over the amount of \$300.00.
 - An address is required on all checks cut by the University.
 - "Do not mail" checks are available only in emergency situations.

Deposits

A detailed description of what the deposit is for (e.g. name of fundraiser, dues with person's name, etc.)

All deposits will need to be detailed on a deposit form and the count verified at the transaction window. Any differences in the amount of the deposit will be resolved prior to accepting the deposit.

Checks should be endorsed with the Club/Org name. A goldenrod copy of the deposit slip will be given to the depositor at the end of the transaction for the Club's/Org's records.

Canadian Coins will be taken out of the deposit amount and will not be credited to the Club/Org account.

²Payment to an individual for services requires an invoice or an A-19.