University of Rhode Island
Student Senate
Finance Handbook

2011-2012

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Contents

PART I: INFORMATIONAL

A. Introduction

Congratulations on your achievement of a leadership role in your organization. This handbook is a guide to Student Senate finance policies. The most important thing you can do to have a successful year and an easy experience with the Finance System is to plan ahead and act in a timely fashion. There are many rules, but there are also many people that will help you through the system.

The Senate Accounting System exists to ensure responsible use of the Student Activities Tax. While the Student Senate takes the stewardship of the Student Activities Tax very seriously, meeting with the Finance Chair and Finance Committee should not be painful, frustrating, or confrontational; in fact, your experience should be quite the opposite. The questions you are asked are posed to ensure that the decision makers are fully informed. Similarly, requirements and instructions are given to help ensure your event is as successful as possible. While the Senate Accounting System procedures and rules may seem laborious, please be assured that they are tried and exist for good reason.

B. Duties of the President and Treasurer

As President or Treasurer, you are the financial signatories for your organization. This means that you are the only organization members who can spend money in the organization's name by approving and submitting finance paperwork, or get reimbursement from small purchases out-of-pocket. The President and Treasurer will also be held personally liable for the organization's money and inventory, missing or misused equipment, and money not immediately reported to the Finance Committee.

In the event that new officers are elected for any reason, the responsibility for money and inventory passes when new signature cards are signed. It is also the responsibility of the President and Treasurer to make sure that this handbook is passed to new officers, or that the new officers know they need to get a copy from the Student Senate Office. When officers are installed, notify the, Student Organization Advisory and Review Committee (SOARC) Chair, Student Senate Coordinator, and Finance Chair on the next business day.

Refer to Annual Processes for information on gaining signatory power. <u>NO financial transactions will take place until this is done.</u>

Duties of the President:

1. Attend the Presidents meetings hosted by SOARC.
2. Co-sign all Purchase Requisitions and Payment Orders, and ensure that money exists in the budget to pay for anything you sign;
3. Communicate regularly with your Treasurer about the status of all paperwork;

4. Jointly with the Treasurer, represent the organization at Finance Committee and full Student Senate meetings as necessary;
5. Check your mailbox *at least three times per week,* for mail, bills and notices. Forward all financial material promptly to your Treasurer.
6. Periodically review the Treasurers book keeping and inventory for accuracy.
7. DO NOT SIGN THINGS BEFORE READING THEM, OR SIGN BLANK FORMS!

Duties of the Treasurer

1. Know what has been ordered, what bills have been paid, what bills are being paid, and what bills are to be paid;
2. Inform your executive board members monthly of the following month's estimated expenses;
3. Keep track of all petty cash reimbursements, office supply charges and copying charges. Monthly, the Senate Accounts Clerk will notify you of these charges via a notice in your mailbox;
4. Review monthly Budget v. Actual statement provided by the Senate Accounts Office, which will be put in your mailbox monthly;
5. Submit Payment Orders to pay bills within 30 days. Failure to do this will result in a 25% financial penalty. The bill will then be paid after budget suspension and the levying of penalties;
6. DO NOT SIGN THINGS BEFORE READING THEM, OR SIGN BLANK FORMS!

IMPORTANT: The treasurer must know what is currently in the account during the month, but organizations will only receive budget vs. actual reports at the end of each month. Having a negative balance at any point will result in penalties, a SOARC complaint, and/or a frozen budget.

C. Student Programming Office

The Student Programming Office, or "SPO", is made available by the Student Involvement Office to facilitate successful programming through advisement. They will help ensure you have all aspects of your event addressed, such as assisting with the budget, organize a timeline, book a space, and fixing terms of contracts. It is strongly suggested that you meet with your SPO representative as soon as you decide to put on any sort of programming.

Per the Student Handbook, all events with more than 50 attendees must be registered with SPO. Receipt of registration will be required for Programming grants.

D. Charting Your Year

Charting your year financially is a method to facilitate a successful year. This should go hand-in-hand with budgeting, and be reviewed by newly elected officers. Consider activities such as what recruitment events you want to hold, field trips the organization may take, and/or conferences to attend. Determining when and how much these expenses will be facilitates proper and effective allocation of funds and timeliness in paperwork.

E. Senate Accounts Office

Student Organizations receive an account at the Senate Accounts Office upon recognition. The Senate Accounts Office is located in Room 211. The Senate Accounts Clerk is available to accept and process your paperwork and answer questions about processes and procedures. All recognized organizations are required to do their banking through this office.

F. Student Senate services

The Student Senate provides some services that are linked to your budget. There are also some free services available through the Student Senate. Members of any Senate-recognized group can use the Computer(s) for Organization Use, which are located to the right when entering the Student Senate office, and the attached printer for small, group-related jobs. The Senate office is also a good place to connect with Senators, to ask questions or get advice from a member of a committee, or to find out how to do something without sitting through a meeting.

1. Copies

A copy machine in the Student Senate office is available for use by organizations. Copies cost $.05 per copy, which is automatically withdrawn from Line 110 (Copying/Printing). You will receive a monthly statement. See the Student Senate Coordinator for an account number. Any organization that wishes to have a copy account other than one in the Student Senate office must establish a blanket purchase order with the outside business.

IMPORTANT: Anyone found making personal copies using an organization account, or making copies on an account other than their own will be personally charged and copying privileges will be suspended indefinitely. Absolutely no exceptions will be made!

2. Office Supplies

Office supplies are available through the Student Senate office. See the Student Senate Coordinator in the Student Senate office for supplies you may wish to purchase. Please note that funds must be available in Line 109 (Office Supplies) or 900 (Fundraising) to make purchases.

G. Fundraising Line (900)

This line is for money fundraised by the organization. For newly recognized organizations, this line is available upon signing signature cards. For information on fundraising, see Section III, Part A, Section 2: Fundraising. Use of fundraised money is less limited, but not without restriction. Restrictions include: no purchase of controlled/illicit substance (including alcohol and tobacco), firearms, or lottery tickets, no gambling, and those imposed by the laws of the State of Rhode Island and/or the United States of America.

PART II: ANNUAL PROCESSES

A. BUDGET ACCESS

1. Proof of Proficiency

The Student Senate takes the responsibility of administering the Student Activities Tax very seriously. As such, the Finance Chair shall require each signatory of a Student Senate Recognized Organization or other account held by the Senate Accounts Office prove that he or she have a proficient understanding of the contents of the Finance Handbook. Instructions will be distributed semi-annually (once by April 1st and again by first day of fall classes), and maintained on the Student Senate website year-round. Additionally, the Finance Chair shall maintain records of proof of proficiency, provide reasonable accommodation when necessary, and provide reasonable notice regarding changes pertaining to proof of proficiency.

2. Signature Cards

Each signatory of a Student Senate Recognized Organization or other account held by the Senate Accounts Office shall be required to sign two signature cards after proving proficiency. Signature cards may only be witnessed by the Finance Chair. Signature Cards serve as a method of verification of authorization of paperwork by the signatories. Budgets are not accessible without having a signature card on file.

3. Stipend Disbursement

In order to disburse stipends, the Senate Accounts Office must have the following on record:

- IRS forms I-9 & W-4, for each individual (available in the Accounts Office) (Government issued identification and Social Security card are required to fill out the I-9).
- A memo from the President or Treasurer stating:
    - Individuals to be paid
    - Position of each individual
    - Description of each positions responsibilities
    - Amount per pay period
    - Pay period (i.e. monthly or semesterly)

B. RECOGNITION & RERECOGNITION

Newly recognized organizations may apply for a General Contingency Grant for the purposes of having operational funds for the current academic year, provided that they did not exist prior to rerecognition.

Organizations which change recognition category may apply for a General Contingency Grant for the purposes of receiving the Financial Benefits Package (FBP) requisite of their new category, prorated for the amount of time remaining in the fiscal year. Additional information about the FBP is in III.C.2. (p. 10) and III.C.3. (p. 11).

Organizations which failed to be re-recognized in the fall shall lose their budget for the current academic year. The fundraising line (#900) will be held in trust for two years or until the organization is recognized as a new organization and signature cards signed. Upon the two year anniversary, monies in the fundraising line (#900) will be rolled into the Student Activities Tax.

Organizations who fail to participate in the annual budgeting process or fail to be re-recognition may apply for a General Contingency Grant for the purposes of having operational funds for the upcoming or remainder of the fiscal year, with 50% penalty.

C. BUDGETING

1. General

You will receive a memo with instructions and deadlines via your organization mailbox at the end of fall semester on how and when to submit the request. The annual budget process occurs during the first half of the spring semester, for the following fiscal year (01JUL-30JUN). Budgets are granted on a line by line basis in order to facilitate responsible and effective programming; expenses must fit within the description of the line.

a. Purpose and Extent

A group's operating budget is the day-to-day money it needs during the year for office supplies and advertising and for the purchase or maintenance of group-enhancing items or media (books, magazines, etc). Items typically not included in a group's budget include security for events, travel money, gas reimbursement, and programming money beyond a modest sum of "startup capital" for early fall semester programs. More money may be included if you have specific ideas and budgets for early fall programs or travel, at the discretion of the Finance Committee and Student Senate. Groups will only receive budgets to buy items (e.g., books, office supplies, activity equipment) if they have a location to keep those items which is both secure and accessible to group members – usually this means an office in the Union.

It is the responsibility of the President and Treasurer to make sure they understand the needs of the organization in the coming year, to do the necessary research into costs so that they can explain the requests they make, and to ensure that their organization is represented at Finance Committee and Student Senate meetings. The President and Treasurer do not necessarily have to attend the meetings, especially if another group member who better understands the costs is planning a major project in the coming year, but they do have to make sure that someone from their group is present for the Finance Committee or Student Senate to consider the group's request.

b. Summer Budgets

Budgets close at the end of the business day on the last day of class. As such, all preparations for First Night should be made prior to the ending of classes.

Organizations that operate over the summer may request that their budget be accessible during the summer. This letter of request is due no later than noon on the Friday before the last day of classes, or a date specified by the Finance Chair, whichever occurs first. Requests submitted after this date will not be considered.

If your budget is approved to remain open during the summer, at least one person with signatory power must be available to pay bills. The fiscal year ends June 30. To pay a bill from the previous year's budget you must have a purchase order submitted during that fiscal year and an invoice, and you must be in receipt of the item prior to the end of the fiscal year.

If your budget is open over the summer you must check your mailbox at least weekly in order to receive bills. Lorrie Olson, Senate Accounts Clerk, will post her availability during the summer. She can admit you to the Student Senate office to pick up your mail on those days.

2. Category R Organizations

As Category R organizations only receive a Financial Benefits Package (FBP), you only fill out a request for the FBP. The FBP is a fixed amount of money given to each organization in designated budget lines. The FBP breakdown is as follows:

Category #	Description	Amount
110	Copying/Printing	$10.00
222	Advertising	$50.00
312	Recruitment	$100.00

The FBP will not be automatically allocated to you. Failure to submit the request by the deadline will result in an allocation of $0. Organizations which apply for a General Contingency grant in light of failing to submit the budget request shall not be granted more than 50% of the requisite FBP.

3. Category M & S Organizations

If you are satisfied with the Financial Benefits Package, then only the FBP request must be submitted. The FBP is a fixed amount of money given to each organization in designated budget lines. The FBP's are as follows:

Category M:

Category #	Description	Amount
110	Copying/Printing	$100.00
222	Advertising	$250.00
312	Recruitment	$350.00

Category S:

Category #	Description	Amount
110	Copying/Printing	$75.00
222	Advertising	$150.00
312	Recruitment	$200.00

If you would like to apply for additional funds to facilitate your mission, you should attach a budget proposal. Budget proposals should include:

- Expenses broken into appropriate budget lines (see Appendix B for list of lines)
- A short narrative justifying individual budget lines or itemization of expenses on line by line basis.

Tips:

- You will not receive funds for Office Supplies, Books & Magazines, Capital Improvements, or other lines which are intended to provide a group with tangible assets unless you also have a secure place to keep those things which still allows group members easy access to them, e.g., an office in the Union.
- Do not simply increase your allocated amount from the previous year. Your budget is allocated based on planned expenses, and should be requested as such.
- During the year try to build membership and conduct successful activities. Successful groups with large memberships are likely to receive better funding than groups that have not effectively used their funds. It is also advisable to keep a record of all events put on by your organization.
- Fundraise! Fundraising shows enthusiasm, community support and good organizational skills.

PART III: FINANCE POLICIES

A. Advertising

See the Event Planning Guide or Sections 5.13-16 of the Student Handbook for requirements for registration of events, guest policies, and advertising requirements. Such requirement must be adhered to. Failure to follow requisite policies may result in penalties and will affect future funding.

All advertising for Student Senate funded programming must include one of the following statements "A Student Senate funded program" in a conspicuous manner, except in Cigar classified advertisements.

B. Cash Boxes

Use of a cash box is mandatory anytime your organization is handling money, such as for fundraisers or selling tickets. Cash Box orders should be placed 48 hours prior to when it is needed. You may request up to $25 in any denominations for the sole purpose of providing change when the request is submitted 48 hours or more in advance of the event. All Cash Boxes must be returned and funds deposited as soon as possible following the event. If this is after business hours, bring the cash box to a Memorial Union Building Manager. The building manager will witness your counting of the contents of the cash box, the building manager will then place the cash box in the Accounts office. If your organization does not deposit all funds within 48 hours, your organization will be faced with extreme penalties, including total suspension of all signatory privileges and fines.

IMPORTANT: Money from cashboxes cannot be removed during an event for any reason (e.g., paying for DJ, paying for food, etc.) If the policy is not followed penalties will be enacted at the discretion of the Finance Chair.

In order for the revenue from an event to be deposited in your 900 account or any other account, you must cover all costs of the event first. Costs that will be deducted from money deposited include:

- Money equal to what was in the cash box at checkout
- An amount equal to all contingency grants to the organization for the event,
- The cost of security for the event, replaced in the Security Contingency,
- Replacement funds for budget expenses for the event (e.g., DJ, advertising, etc.),
- Enough to cover any damages resulting from the event.

Money remaining from the cash box will be deposited into your group's 900 account. It is especially important that the purpose of expenses be marked on purchase orders so that the proper amount will be deducted for event costs.

C. Inventory

The Student Senate maintains an inventory of its assets to ensure effectiveness and to prevent wrongdoing. Upon receipt of a non-consumable asset, it will be entered into the inventory database. The asset will then be available for pick-up by the organization.

Each group will be responsible in aiding the Student Senate in tracking their respective assets. It is the duty of the president and treasurer of each group to keep track of their group's assets. In the event that your group is no-longer recognized by Student Senate the assets of your group continue to be property of the Student Senate and not property of the individuals of the group.

An inventory audit of all organizations may occur at the discretion of the Finance Chair at the beginning or end of the semester or of an individual organization if an issue arises.

If you wish to dispose of an inventoried item, The Finance Chair must be informed in writing prior to disposal. The Finance Chair will issue a decision regarding disposal. Organizations and organization leaders are subject to financial penalties for items that are missing and have not been disposed of properly.

Should the organization fail to maintain its recognition, assets will be held in trust for the organization for one year. Upon the anniversary, the Student Senate shall make the assets available to other recognized organizations, or may liquidate or dispose of those assets as it sees fit.

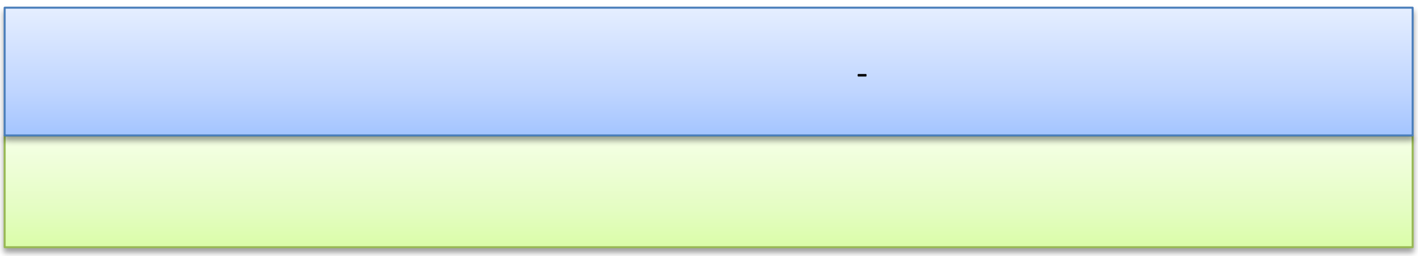
NOTE: A group which holds an event/drive for charity must have all funds taken in for charity out of their accounts within one (1) month of the end of the event/fund drive. Charities must be registered with the Internal Revenue Service and have operations in the United States; funds will not be sent overseas.

D. Budget Line Transfers

It is occasionally appropriate for organizations to internally transfer money from one budget line to another. This may be done to facilitate a change in operations, or to ensure funds are earmarked for specific purposes. To request a budget line transfer:

1. Obtain a Category Transfer Request form from the Student Senate Office
2. Complete the form, including President and Treasurer signatures
3. Submit to the Finance Chair
4. Attend a Committee and/or full Student Senate meeting as required.

The following table indicates the level of approval needed for a given budget line transfer:



Restrictions on budget line transfers are as follows:

Absolutely no budget line transfers are allowed from:

- Cat. 222 Advertising, except into Cat. 110 Copying/Printing
- Cat. 127 Co-Sponsorship
- Cat. 133 Specific Categories
- Cat. 112 Telephone
- Cat. 134 Stipends
- Cat. 312 Recruitment
- Cat. 131 Secretary/worker
- Cat. 123 First Night
- Cat. 805 Committee Expense

Absolutely no budget line transfers are allowed into:

- Cat. 805 Student affairs committee work
- Cat. 312 Recruitment
- Cat. 134 Stipends
- Cat. 133 Specific
- Cat. 127 Co-sponsorship

- Cat. 900 Fundraising

E. Events

1. Event Registration

All events with an expected attendance 50 people must be registered with the Student Programming Office.

See the Event Planning Guide or Sections 5.13-16 of the Student Handbook for requirements for registration of events. Such requirement must be adhered to. Failure to follow requisite policies may result in penalties and will affect future funding.

2. Guest Policies

See the Event Planning Guide or Sections 5.13-16 of the Student Handbook for requirements for guest policies. Such requirement must be adhered to. Failure to follow requisite policies may result in penalties and will affect future funding.

3. Security

See the Event Planning Guide or Sections 5.13-16 of the Student Handbook for requirements for fire/security/police coverage requirements. Such requirement must be adhered to. Failure to follow requisite policies may result in penalties and will affect future funding.

Consult with the Scheduling Coordinator in the Scheduling Office to determine whether police officers, fire marshals, or other personnel are required. There may also be building/custodial fees for a number of venues. Be sure to speak to Scheduling at least three weeks prior to your event.

Security services for Student Senate-sponsored events (including events sponsored by Student Senate-recognized groups) are paid for by a special contingency fund. Unlike other contingencies, a group does not need to come to the Finance Committee or the Student Senate to get the funds. However, Security cost is still considered a contingency grant, and will still be deducted from any income your group gets from the event.

For all URI dances and certain other functions (ex. Edwards Auditorium concerts) determined by the Director Memorial Union, the designated firm must be used. The Student Senate will cover the security costs for all Student Senate recognized groups (except Category A).

IMPORTANT:

Payment will require the submission of a Payment Order to the Memorial Union Scheduling Office within one week before the event. Failure to submit this payment order will result in your group's account being frozen, and a review being conducted. Possible penalties include not being permitted to hold events that require spending money, or even loss of your group's budget.

NOTE: Category A groups do not qualify for security contingency. Be sure to take this into account when planning your event.

4. Multiple Sponsors

While individual expenses cannot be split for the purposes of the Student Senate accounting systems, different groups may pay for different components of an event. The organization which applied for the primary grant shall have the event registered in their name and shall operate the cash box. Net revenue-sharing agreements shall be used if both organizations are to benefit from the revenue, which shall be a written contract approved by the signatories of each group and the Finance Chair. The agreement shall be included in the cash box when it is returned to the Senate Accounts Office.

5. Damages

Your organization must take all possible steps to avoid damage to organization or University property at your events. Both security and maintenance will notify the Student Senate of any damage to property, out of the ordinary clean-up expenses, or security breaches. If any of these occurs, your organization will be required to meet with the appropriate Student Senate Committees to discuss the problem. If abuses occur a second time within the same academic year, the Finance Committee will levy a penalty equal to the cost of the abuse and this money will be placed in Contingency. This money may be required to come from your Category 900 account.

6. Tickets

Several requirements apply to ticket sales for event:

1. Ticket design must be approved by the Finance Chair. Drop a copy of the ticket proof in the Finance Chairs mailbox, or come to the Finance Chairs office hours or committee meeting. The proof will be returned, either with approval or disapproval and corrections, personally or via your Student Senate Office mailbox.
2. URI undergraduates must have preference, facilitated by minimum four hour period where tickets are only available to undergraduates.
3. Tickets must be available to URI undergraduates at a lower price to the general public.
4. Tickets must be numbered consecutively or include the seat number.
5. The Box Office shall be used for ticket sales. Bring the tickets to the Student Programming Office (MU 206).

Ticket revenue will be automatically deposited in your 900 account. A member of the accounts office or a building manager can release the remaining tickets for sale at the door or disposal. Organizations may apply for an exemption from this rule to the Finance Committee. In this instance, the organization may sell tickets using a cash box in the Union.

NOTE: Non-Student Senate groups will be allowed to use the Box Office in special cases. The organization is responsible for picking up their ticket revenue at the end of ticket sales. No monies will be deposited into the Senate Accounting System. Credit/debit card charges will not be accepted. The Senate Accounts Office will hold the money from sales in the safe, but only during the time that tickets are being sold. A service charge of 5% shall apply for labor incurred by the Box Office and Senate Accounts Office.

7. Variances

Variances of Memorial Union policy are reviewed on a case-by-case basis. If you wish to do something that is contrary to Memorial Union policies (e.g., scheduling a lounge, using more rooms than policy allows) and you have a compelling reason for wanting to do so, you may request a variance. Variance request forms are hosted electronically at mu.uri.edu. Submit the form at least two (2) weeks in advance of the event. The Memorial Union Board of Directors may schedule a meeting to hear your petition. The Memorial Union Board of Directors will then inform you of the decision.

F. Penalties

The following is a list of the kinds of penalties that can be imposed upon organizations for violating finance policy. The general focus of penalties is to safeguard Student Activities Tax money, and also to hold individuals responsible for their actions, rather than penalizing entire organizations.

- Any violations of Finance Policy may result in the Finance Chair, or the Committee by a (3/4) vote, revoking signatory powers of a President/Treasurer of a Student Organization (freeze). Such action must be reported to the Student Senate at the next meeting and may be overridden by a majority vote.
- The Finance Committee may also levy fines, usually to be paid out of the organization's 900 account and/or require retraining, if an organization has violated Finance policy.
- If at any time an organization falls below the required membership for their category of funding, that budget may be immediately frozen.
- Any equipment missing or disposed of without consent of the Finance Chair will be personally charged to the President and/or Treasurer of that organization.
- Failure to attend two Presidents meetings will result in a frozen budget for up to 4 weeks, as determined by the SOARC committee with approval of the Finance Chair.
- Failure to attend any special finance meeting (such as finance 101 session held in September of each school year) will incur fiscal penalties, starting with a frozen budget. Notice of special finance meetings will be given no less than 10 business days in advance. In order to have your budget unfrozen you must attend an alternative meeting to learn the essentials of the Senate finance system; this meeting's time and place will be decided upon by the Finance Committee.
- Legal violations will be dealt with to the fullest extent of the law.

G. Checks

Checks are written on Tuesday, Wednesday, and Thursday only. It takes a minimum of two (2) business days to process a check. This means you must submit your request for payment at least two business days before you need your check.

If you do not want the check to be mailed to the vendor by Accounts when it is printed, please write "HOLD CHECK" on the payment order when you submit it. Stipend checks are not mailed.

If the check is for a payroll expense (such as for stipends or contractually provided services by an individual), the Accounts Office must have an IRS Form W-9 on file for that person. This form is available online from the IRS web site and the Accounts Office. I-9's are not required for checks made out to businesses, or to check reimbursement.

Lost Check Fee: If you lose or misplace a Student Senate check and you request a duplicate, a bank stop payment order must be made on the lost check. You will be responsible for the bank's stop payment charge of $25. This will be deducted from the total amount of the duplicate check.

Returned Check Fee: If a check that you deposit into your account is returned for insufficient funds or any other reason, you will be charged a fee equal to the amount of the bank penalty, which is $10. Lorrie Olson, Senate Accounts Clerk, will notify you of all charges.

H. Exceptions

Exceptions to the policies of this handbook may be made by ¾ approval of the Finance Committee and the full Senate

PART IV: SENATE ACCOUNTING SYSTEM

A. GENERATING REVENUE

1. Fundraising

Fundraising is a tool to help subsidize your organization's expenses, create more student programming, and/or purchase things that cannot be purchased with Student Activities Tax. We expect that recognized organizations fundraise at least 15% of their annual budget (failure to do so may affect future funding).

There are many methods of fundraising. Some common ones are charging modest dues, rental fees for equipment, event admission, or soliciting donations. A list of suggested fundraising ideas can be found in Appendix D. Additionally, some academic and administrative departments have funds available for student programming, such as the Diversity Grant available through Student Affairs. If money is granted from college departments, it is the organization's responsibility to obtain the granted money from the school accounting.

The following is a list of ideas to keep in mind when raising money:

- Consider companies in the area that benefit from the URI community and see if they would be willing to give back to the community through your organizations events.
- Many corporations donate a certain amount of money or goods a year to non-profit groups by policy. Pepsi, for instance, will often donate some drinks.
- What department on Campus may share your interests? Let them know how their co-sponsorship can help them and you. If you're drawing a blank at this stage, the Finance Committee may be able to help.
- Remind everyone you are soliciting for money that you are a non-profit organization, so donations are tax write-offs.
- Anything you need to buy can be donated for free. Go to the source and ask.

a. Donations

Donations to Student Senate organizations are tax deductible. This will often help if you're looking for office equipment, discounted materials or services, or even corporate sponsorship. Organizations may need to provide a receipt valuing the donation. Presidents and Treasurers are authorized to provide receipts for donations up to $50. Receipts for donations over shall be generated by the organization President or Treasurer and signed by the Finance Chair, Senate Accountant, or the organizations Advisor of Record (the individual identified on recognition paperwork). If you cannot accurately value the object yourself, contact the Finance Chair to have it valued. Checks should be made to URI Student Senate, with the organization name in the Memo line. If you accept checks for donations or charges, be sure you're familiar with the returned check fee.

b. Cash Income for Charity

Some groups will want to run events for the purpose of donating money to charity. There are two ways in which this may be done.

The easier way is to charge admission at the door, and solicit donations for the charity inside the event. The money in the first cash box will be used to cover costs, and the money in the second (which must be clearly marked) will be issued in a check to the charity.

If the group wishes the door proceeds to be the source of the contribution check, arrangements must be made with the Finance Committee – the amount deducted will be dependent on the amount of Student Activities Tax money being spent. In any case, what will be exempted from reclamation will be entire line items, e.g., Security, Advertising, etc.

c. Cash Boxes

You *must* use a cash box for organized fundraising activities. Cash boxes can be requested from the Senate Accounts office. It is recommended that you file the request one to two days in advance of when it is needed. You may request up to $25 in the cash box for the sole purpose of providing change when the cash box is reserved 48 hours or more in advance of the event (this amount will be reclaimed when you return the cashbox). In all cases donated funds must be deposited into your account within 24 hours of receipt. Violation of this rule will result in a frozen budget and/or fines.

Money shall not be removed from the cash box for any reason other than providing change. Under no circumstance shall expenses be paid or reimbursements paid from the cash box.

Upon conclusion of the fundraiser, bring the cash box back to the Accounts Office (or Building Manager On Duty if after business hours). The money will be counted and the cash box placed in the safe. Order of cashbox reconciliation is as follows:

Gross revenue:	Total in Cash Box upon return
- Expenses:	
	- amount at check-out
	- cost for damages, if applicable
	- amount of total expenses made under the grant
	- cost of security
= Net Revenue	= amount deposited into the Fundraising Line (900)

2. *Sponsorship*

Sponsorship is a way for an organization to support events which they are involved or to promote their interests or mission. Sponsorship is also available from the Senate. Organizations may only sponsor from Line. 900 (Fundraising).

1. Pick up a (Co-)Sponsorship Request Form in the Senate office.
2. Work with the President and Treasurer of the co-sponsoring organization.
3. Submit the paperwork to the Finance Chair.
4. Meet with the Finance Chair and/or Committee as instructed.

The following table indicates level of approval needed for sponsorship:

If you are planning on transferring:	**Up to $500.00**	**$500.01 or more**
Then you need approval of:	**Finance Chair**	**Finance Committee**

Note: After-the-fact sponsorships are not permitted, and will be returned by the Senate Accounts Office.

3. Grants

Grants are made available to Category R, M & S organizations for their respective purposes:

Programming Contingency: For creating student programming related to the organization's mission which can be reasonably expected to appeal to students outside of the organization. These are subject to repayment when admission is being charged for the event. The Student Senate is restricted from granting money for purely philanthropic purposes.

Capital Improvements: For the purchase of new assets or repair of existing assets.

General: For the granting of budgets outside of the annual budgeting process.

Travel: To cover transportation, registration, and lodging of students for conferences, competitions, gain knowledge and experience not available at the University, and other mission related trips, for an amount of 50% of up to six individuals. See the end of this section for additional requirements that apply to Travel Grants.

When applying for a grant, a minimum of the following documents should be included:

Always

- The contingency grant form, signed by (preferably) both signatories.
- Budget (for Programming & Travel) / Itemized list (for Capital Improvements)
- Additional sources of revenue (i.e. ticket prices, sponsorships)
- Receipt of event registration from SPO (for Programming Grants)
- Document stating:
    - Description & explanation of expense
    - Relation of expense to the organization's mission
    - Value of the expense to the student body

As Necessary

- Quotes
- Sole provider petition
- Completed Contract (if for provision of a service)
- Contract Rider
- Completed I-9 (if contract is with an individual)

Finance Committee (and full Senate, when applicable,) may ask some or all of the following questions:

- When and where is the event taking place?

Are you charging admission, and if so, how much is it?
How many people to do you expect and hope to attend?
What is the purpose of the event / trip / acquisition?
How will this expense benefit your organization?
How does this event benefit the URI community?
How will others benefit from the trip / assets?

Depending on the amount of the grant, a varying amount of time is needed to obtain the grant. The following table indicates the timeline for Programming, Capital Improvements, and General Contingency Grants. The recommended timeline is provided to ensure there are no negative consequences should you be asked to come back the following week with additional information.

If you need	$500 or less	over $500
Then you need the approval of:	Only the Finance Committee	Finance and Full Senate
File__ weeks(s) before event (min):	1	2
*File__ weeks before event (**recommended**):*	3-4	4-6

The following table indicates the timeline for Travel Grants:

If you need	$500 or less	$500.01 - $1000	Over $1000
Then you need the approval of:	Only the Finance Chair	Only the Finance Committee	Finance and Full Senate
File__ weeks before event (min) :	3	3	5
*File__ weeks before event (**recommended**):*	6-8	6-8	6-8

Below is the procedure for applying for Contingency Grants:

1. Pick up a Contingency Grant Request.

2. Fill out the upper portion of the form.
3. Submit the required and recommended documents to the Finance Chair for pre-approval review. A member of the Finance Committee will reply, requesting that you provide additional information or informing you that you are ready.
4. Sign up for the Finance Committee meeting, under the white board in the Senate Office.
5. Attend the Finance Committee.
6. Attend the Senate meeting, if required.
7. Bring the white copy of the Grant Request to the Senate Accounts Office to receive the funds.

Note: All bills must be paid with 30 days of the event. After that date, funds will be reclaimed. Any bills which are paid after this point will incur a 10% penalty for first offence and 25% for each additional offence.

Immediate Consideration

While all grants which require full Senate approval are required to sit on the Senate floor for one week, it may be requested that the bill be addressed at the first Senate meeting. This requires majority approval of the Finance Committee or ¾ approval of the Senate. To dissuade abuse, the following penalties apply:

- First Time: Warning
- Second Time: Fine, 10% of the request.
- Third Time and Thereafter: Fine, 25% of the request

Notes on Travel Contingency:

1. Students in their last semester are not permitted to be funded for non-competition travel.
2. Organizations must have the difference between the costs of the trips and the grant in their Fundraising line within 5 business days of grant approval.
3. A maximum of two regional trips (defined as within 400mi) and one trip to a national-level conference may be taken per year.
4. If more than six eligible members wish to travel, the organization may distribute the amount of the grant among its members as it sees fit.
5. Proof of payment of conference fees must be shown two weeks prior to departure. The penalty of this will be cancellation of travel and revocation of funds.
6. In the instance that the trip is cancelled due to organization misconduct and deposits/fees forfeited, the forfeiture will come out to the organizations fundraising accoun.
7. Travel will not be paid for when the dorms are closed (i.e. Spring and Winter breaks or over the summer). Exceptions are made for national conferences and CSIC travel polices.
8. Misconduct on a trip, including damages, will result in penalties and loss of travel privileges.

4. Alcohol Free Event Grant

The Alcohol Free Events Grant fund is an account funded by the Office of Student Life and allocated by the Student Senate. The funds in the account are derived from alcohol fines. The goal of the fund is to enhance alcohol-alternative programming at URI. Applicants for AFEG grants do not need to be Senate-recognized groups. This account cannot fund entire events, but merely helps cover costs.

Several special rules apply to the AFEG fund:

- The event must be held on a Thursday, Friday or Saturday evening.
- The events must present a legitimate, realistic alternative to alcohol consumption.
- The Event must take place on the URI Kingston campus.

Here are the step-by-step procedures for applying for AFEG funding:

1. Pick up an AFEG request form from the Senate
2. Fill out the form completely and sign up to be on the agenda for the next available Finance meeting, by no later than noon of that day.
3. Leave the form in the Completed Finance Paperwork box on the Senate Coordinator's desk by no later than noon of the meeting day.

Come to the Finance meeting on the date for which you have signed up. If the Committee recommends that a grant be made, you will be asked to send a representative to a Senate meeting, where the full Senate will act on your request.

5. Loans

Loans can be a good way of funding events that will generate revenue. They can also be appropriate for large capital investments by organizations that have a good fund-raising track record.

A loan from the Student Senate is at no interest, but is a short-term loan; a loan must always be repaid by the end of the fiscal year (June 30). The Finance Committee may consider requests for exceptions to this rule; approval will require a two-thirds vote of the Committee.

Here is the procedure for applying for a loan:

1. Pick up a Loan Application Form in the Senate office.
2. Fill it out completely. Both the President and Treasurer of the organization must sign it.
3. Leave the form in the box on the Finance Chair's desk by no later than noon of the meeting day.
4. Sign up for the next available Finance meeting by noon of the meeting day.
5. Attend the Finance Meeting. Be prepared to answer any questions about your ability to repay the loan, what the money will be used for, etc. It is important to present a detailed plan for repayment.
6. If the Finance Committee approves the loan, you will be asked to attend the Senate meeting at which the loan will be considered. Loans are not final until approved by the Senate.

IMPORTANT: Your loan may be called due at anytime with one-week notice with a 2/3 approval of the Finance Committee if finance policy has been violated or fiscal irresponsibility is shown.

You will receive a one-month notice prior to your loan's due date. If alternative payment arrangements have not been made and approved by the Finance Committee, the amount due will be deducted from your current fiscal year's budget. If there are insufficient funds in this year's budget, the money will be deducted from your organization's next fiscal year's budget. If this occurs, your organization may not request a (second) loan for one full fiscal year.

6. External Funding

External funding is considered any monies received regularly from a related body, such as an academic department, university affiliate, or other organization. Funding from outside sources is permitted, but often comes under scrutiny. Organizations which can receive operational funding from outside sources may not be granted a budget.

B. SPENDING

1. General

There are four methods of making purchases. The following figure will guide you as to which process is used depending on your situation.

	Goods			Services
If your going to spend:	Up to $15	Up to $50	Over $50	Any Amount
Then you need:	Cash Reimb. form Receipt	Check Reimb. form Payment Order Receipt	Purchase Requisition & Payment Order	Contract Payment Order W-9 (if individual)
Can be done after-the-fact:	Up to 5 days	Up to 5 days	Penalty applies	No

a. Quotes

If you are planning on buying or contracting an expensive good or service, quotes are required. They should be attached to purchase requisitions, grant applications, loan applications, and contracts. The following figure indicates the number of quotes for a requisite purchase:

If you are planning on spending:	$250 - $999.99	$1,000 - $4,999.99	$5,000 or more
Then you need:	3 verbal quotes	3 written quotes	5 written quotes

A verbal quote is received by you verbally, which you include in written format with your purchasing paperwork. A written quote may be a communication (i.e. letter, email, fax) or published documentation (i.e. webpage printout, catalog page) which identifies of the price and description of the item or service.

Special Situations

If you prefer a vendor which is more than 10% of the lowest bidder, written substantiation is strongly recommended.

In the instance that it is not possible to get the requisite number of quotes, either due to lack of vendors in the area or there is only one clear vendor, written substantiation is required explaining the situation.

b. Signatures

During the school year, two signatures are required on all paperwork: the President and the Treasurer. Occasionally urgent situations arise where one of the two officers is not available. In these situations one of the following individuals may be the second signature: Finance Chair, Student Senate President, Director of the Memorial Union, Assistant Director of Finance, Assistant Director of the Student Involvement, or the Vice President of Student Affairs.

2. Special Circumstances

a. Reimbursements

Reimbursements are capped at $50 per event/program. Multiple reimbursements may be submitted, but the total may not exceed $50. Receipts cannot be split between purchasers or organizations to stay below the $50 limit. This does not apply to Purchase Requisitions to an individual.

b. Food

Food may be purchased out of Recruitment (312), Fundraising (900), Programming (130), URI Day (804), Committee Expense (805), or Homecoming (807).

When purchasing from the Recruitment line, paperwork must be submitted to the Finance Chair for approval, along with a copy of the Cigar advertisement for the recruitment event.

Food may be applied for as part of a Programming Contingency request. The Finance Committee will only approve food under such requests if it is deemed crucial and necessary to the purpose of the event. Approval shall be by a three-fourths vote of the Committee.

Food/meals may not exceed $10 for breakfast, $15 for lunch, or $25 for dinner on a per person basis. When appropriate, the Student Senate will allow a performer to reimburse his restaurant-served meal. It should be made clear that the Student Senate will reimburse gratuity up to 20%.

In order to be able to prepare and serve food for an event, a caterer must have a Food Handler's License. The caterer must also have a Certificate of Insurance listing the University Of Rhode Island Board Of Governors for Higher Education and the State of Rhode Island as additional insured. Copies of both the License and Certificate must be on file with the Senate Accounts Office before the event. A list of caterers which have these documents on file shall be available in the Student Senate Office. This is true of all on-campus meetings and events that are sponsored by a Student Senate organization.

c. Promotional Items

Promotional items costing less than $5 are not considered gifts or personal items, provided they are made available to the general public and the general membership of the organization making the purchase.

d. Personal Items

Purchase of items which will be kept by organization members after the event, such as t-shirts, may not be purchased with Student Senate funds. As an alternative, most organizations fundraise and/or take a collection from members to have attire or accessories made.

e. Gifts

No gifts shall be purchased with Student Activities tax funds. A gift is defined as any money or material that is given to an individual/organization, excluding minor items which are necessary for the conduct of organization business. This includes but is not limited to funds for Scholarships, Charities, and other donations.

f. Computers

Under no circumstances will money be budgeted to groups for the purchase of computers or peripherals. The Student Senate will purchase at least one computer every October, which the Finance Committee will be charged with distributing. Groups with offices may submit bids for computers, citing the reasons why they need it. Notifications will be made as to when bids are to be submitted; remember to check your mailbox.

If the group determined to receive a computer already has a computer, that machine will be returned to the Finance Committee, who will redistribute it to a different group.

g. Instruction

In instances where instruction was budgeted on a percentage basis, the organization must have the remainder of the instruction cost in the Fundraising line (900). The Accounts Office will draw the budgeted percentage from the Instruction line and the remainder from the Fundraising line.

3. Procedures

a. Gas & Toll Reimbursement

Student Organizations may be entitled to mileage reimbursement for private automobiles when an organization takes a mission-related trip, up to $300 per fiscal year. Approval of the Finance Chair must be sought at least one week prior the trip. The Finance Chair will calculate the mileage used from maps; the actual mileage traveled will not be used and need not be kept. For all travel, a rate of $.20 per mile will be paid when students return. Proof of the trip will be required (i.e. ticket receipts, photographs).

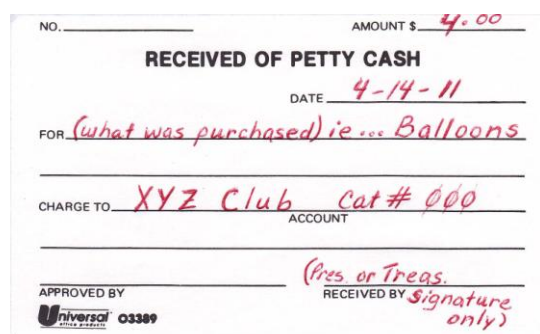
Here is the process for applying for gas reimbursement:

1. Pick up a Private Automobile Gas Reimbursement Form and Drivers form (if not on file for all drivers) from the Student Senate Office.
2. Fill out the forms. Submit the following to the Finance Chair for a pre-approval check.
    a. the Reimbursement form(s),
    b. the Drivers form,
    c. photocopy of a valid driver's license for each driver,
    d. photocopy of the registration for each vehicle being driven,
    e. photocopy of the proof of insurance for each vehicle being driven,
    f. If the vehicle is not titled/registered and/or insured in the name of the driver, written permission of the title holder/registrant and/or primary insurer must be filed or be on file with the Accounts Office.
3. Meet with the Finance Chair.
4. Upon returning from the trip the required proof must be submitted (i.e. receipts) to the Finance Chair for approval. The Finance Chair will submit the forms to the Senate Accounts Office, which will generate checks in 2-3 business days.

b. Cash Reimbursement

Remember: Up to $15.

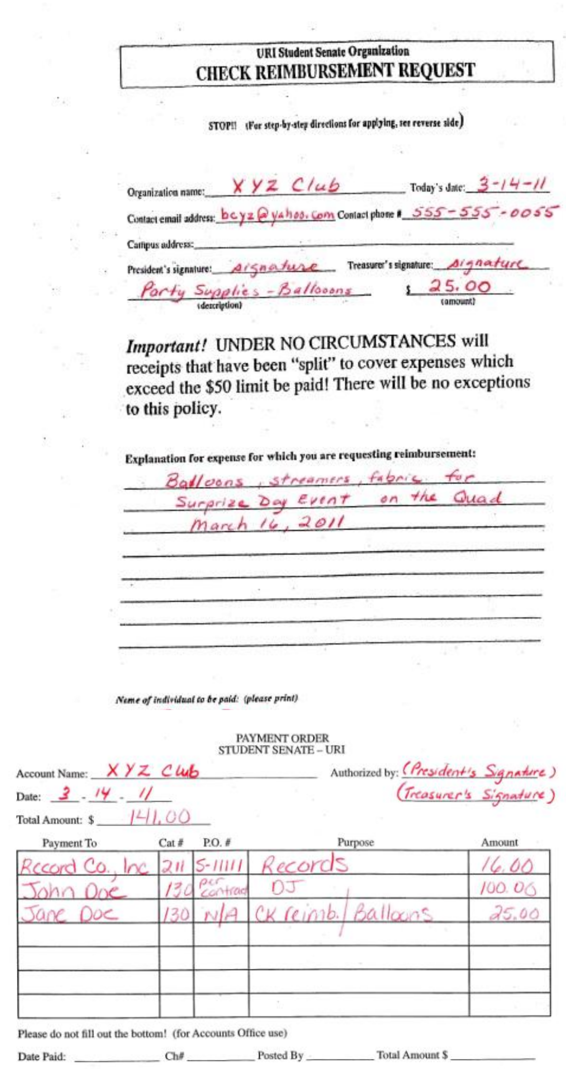
1. Pick up a Petty Cash slip from the Senate Accounts Office.
2. Complete fields, as shown in example at right.
3. Attach receipt.
4. Have it signed by President or Treasurer (Finance Chair, if for food).
5. Submit within 5 business days of purchase & receive cash!


NO.
AMOUNT $ 4.00
RECEIVED OF PETTY CASH
DATE 4-14-11
FOR (what was purchased) ie ... Balloons
CHARGE TO XYZ Club Cat # 000
ACCOUNT
APPROVED BY
RECEIVED BY (Pres. or Treas. Signature only)
Universal 03389

c. **Check Reimbursement**

Remember: $15 - $50. Splitting of receipts is not acceptable.

1. Pick up Check Reimbursement and Payment Order from the Student Senate Office
2. Complete fields, as shown in example at right and below (refer to line 3 of the Payment Order)
3. Attach receipt
4. Have it signed by President & Treasurer (& Finance Chair, if for food)
5. Submit within 5 business days of purchase.
6. Check in at the Senate Accounts Office after 2-3 business days to pick up check!



URI Student Senate Organization
CHECK REIMBURSEMENT REQUEST

STOP!! (For step-by-step directions for applying, see reverse side)

Organization name: XYZ Club Today's date: 3-14-11
Contact email address: bcyz@yahoo.com Contact phone #: 555-555-0055
Campus address:
President's signature: Signature Treasurer's signature: Signature
Party Supplies - Balloons (description) $ 25.00 (amount)

Important! UNDER NO CIRCUMSTANCES will receipts that have been "split" to cover expenses which exceed the $50 limit be paid! There will be no exceptions to this policy.

Explanation for expense for which you are requesting reimbursement:
Balloons, streamers, fabric for
Surprize Day Event on the Quad
March 16, 2011

Name of individual to be paid: (please print)

PAYMENT ORDER
STUDENT SENATE – URI

Account Name: XYZ Club Authorized by: (President's Signature) (Treasurer's Signature)
Date: 3 - 14 - 11
Total Amount: $ 141.00

Payment To	Cat #	P.O. #	Purpose	Amount
Record Co. Inc	211	S-11111	Records	16.00
John Doe	130	per contract	DJ	100.00
Jane Doe	130	N/A	CK reimb. / Balloons	25.00

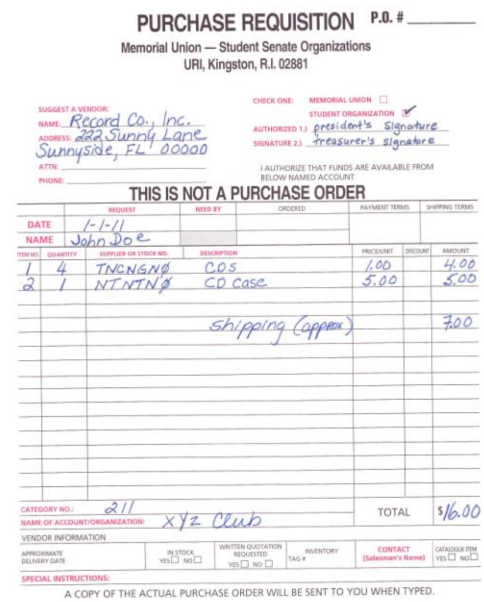
Please do not fill out the bottom! (for Accounts Office use)
Date Paid: ______ Ch# ______ Posted By ______ Total Amount $ ______

d. Purchase Requisition

Requisitions are a method of ordering goods from a vendor without having to pay out of pocket. A list of preferred vendors (those who accept purchase orders) is maintained by the Finance Committee on the Student Senate website; the list will be broken down by those that ship and those that do not. Also listed will be vendors who do not accept requisitions.

After-the-fact Requisitions are those made after the goods have been ordered. The following penalties apply, from your fundraising line:

- First Offence: 25% Penalty,
- Second Offence: 50% Penalty, frozen budget



PURCHASE REQUISITION P.O. # ________
Memorial Union — Student Senate Organizations
URI, Kingston, R.I. 02881

SUGGEST A VENDOR:
NAME: Record Co., Inc.
ADDRESS: 222 Sunny Lane
Sunnyside, FL 00000
ATTN:
PHONE:

CHECK ONE: MEMORIAL UNION ☐ STUDENT ORGANIZATION ✓
AUTHORIZED 1.) president's signature
SIGNATURE 2.) treasurer's signature
I AUTHORIZE THAT FUNDS ARE AVAILABLE FROM BELOW NAMED ACCOUNT

THIS IS NOT A PURCHASE ORDER

DATE 1-1-11
NAME John Doe

ITEM NO.	QUANTITY	SUPPLIER OR STOCK NO.	DESCRIPTION	PRICE/UNIT	DISCOUNT	AMOUNT
1	4	TNCNGNØ	CDs	1.00		4.00
2	1	NTNTNØ	CD Case	5.00		5.00
			shipping (approx)			7.00

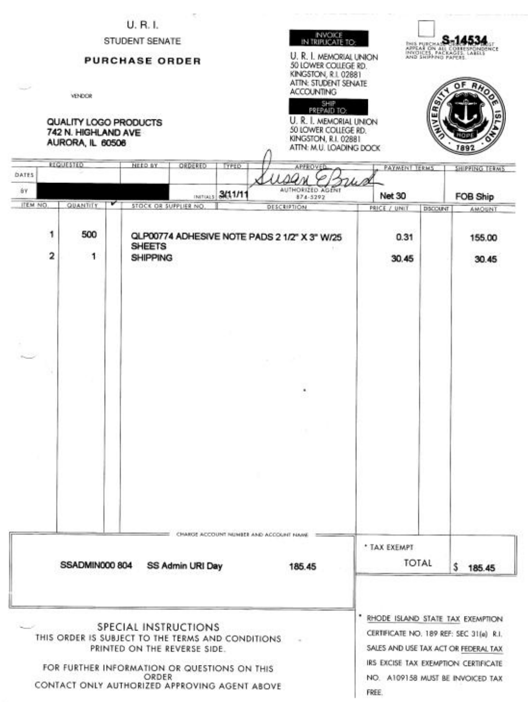
CATEGORY NO.: 211
NAME OF ACCOUNT/ORGANIZATION: XYZ Club
TOTAL $16.00
VENDOR INFORMATION
SPECIAL INSTRUCTIONS:
A COPY OF THE ACTUAL PURCHASE ORDER WILL BE SENT TO YOU WHEN TYPED.

The process for filing a purchase requisition is as follows:

1. Pick up a Purchase Requisition; fill it out as shown in the example at right. *Be as detailed as possible, including part/model numbers, color, and/or size, as appropriate.*
2. Attach quotes as required.
3. If for food, attach copy of Cigar ad and submit to the Finance Chair for approval.
4. Upon receipt of the goods or bill/invoice, file a Payment Order.

If the business does not deliver:

1. Bring the Purchase Order to the store. They will accept the Purchase Order (shown at right) as payment.
2. When the bill/invoice arrives, fill out a Payment Order (refer to line 1 of the Payment Order).
3. If the goods are non-consumable, arrange with the Finance Chair to have them inventoried.



U. R. I.
STUDENT SENATE
PURCHASE ORDER
S-14534
INVOICE IN TRIPLICATE TO: U. R. I. MEMORIAL UNION, 50 LOWER COLLEGE RD. KINGSTON, R.I. 02881, ATTN: STUDENT SENATE ACCOUNTING
SHIP PREPAID TO: U. R. I. MEMORIAL UNION, 50 LOWER COLLEGE RD. KINGSTON, R.I. 02881, ATTN: M.U. LOADING DOCK
VENDOR
QUALITY LOGO PRODUCTS
742 N. HIGHLAND AVE
AURORA, IL 60506

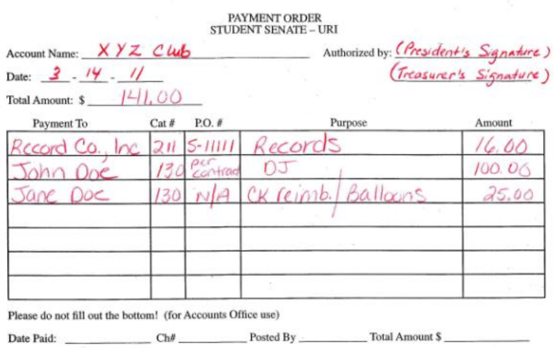
DATES [redacted] 3/11/11 Susan E Bund Net 30 FOB Ship

ITEM NO.	QUANTITY	STOCK OR SUPPLIER NO.	DESCRIPTION	PRICE / UNIT	DISCOUNT	AMOUNT
1	500		QLP00774 ADHESIVE NOTE PADS 2 1/2" X 3" W/25 SHEETS	0.31		155.00
2	1		SHIPPING	30.45		30.45

SSADMIN000 804 SS Admin URI Day 185.45
* TAX EXEMPT
TOTAL $ 185.45

SPECIAL INSTRUCTIONS
THIS ORDER IS SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THE REVERSE SIDE.
FOR FURTHER INFORMATION OR QUESTIONS ON THIS ORDER CONTACT ONLY AUTHORIZED APPROVING AGENT ABOVE

* RHODE ISLAND STATE TAX EXEMPTION CERTIFICATE NO. 189 REF: SEC 31(a) R.I. SALES AND USE TAX ACT OR FEDERAL TAX IRS EXCISE TAX EXEMPTION CERTIFICATE NO. A109158 MUST BE INVOICED TAX FREE.



PAYMENT ORDER
STUDENT SENATE – URI

Account Name: XYZ Club
Authorized by: (President's Signature) (Treasurer's Signature)
Date: 3-14-11
Total Amount: $ 141.00

Payment To	Cat #	P.O. #	Purpose	Amount
Record Co., Inc	211	S-11111	Records	16.00
John Doe	130	per contract	DJ	100.00
Jane Doe	130	N/A	CK reimb. / Balloons	25.00

Please do not fill out the bottom! (for Accounts Office use)
Date Paid: ________ Ch# ________ Posted By ________ Total Amount $ ________

Blanket Purchase Orders (BPO) can be used to make multiple purchases over the course of the fiscal year with a single vendor. The typical application of this is for printing advertisements at Campus Copy.

1. In the item section of the Purchase Requisition:
    a. write “Blanket P.O. – Not to Exceed:” and the maximum amount you are willing to set aside.
    b. Include a general description of items covered (such as “flyers & posters”)
2. After processing, make a copy for yourself.
3. Bring the BPO to the vendor. You may have to set up an account.
4. When placing orders, reference the account number as instructed by the vendor.
5. When you receive the bill/invoice, file a Payment Order as you normally would.

Note: if you accidentally approve more payment than listed on the BPO, payment will be made up out of your Fundraising Line (900).

Occasionally, there is no vendor which will accept a Purchase Order, a Purchase Requisition may be made out to an individual. Penalties for after-the-fact Purchase Requisitions to individuals comes out of the reimbursement. The following procedure applies:

1. Fill out the Purchase Requisition, listing the authorized purchaser as the vendor.
2. If the exact amount cannot be reasonably predicted, you may enter “not to exceed” and a dollar value for the amount.
3. Provide the authorized purchaser with a copy of the Tax Exemption letter so that they are not billed for sales tax. Sales tax will not be reimbursed.
4. The authorized purchaser must purchase the goods at least one day after the Requisition has been submitted. It is recommended that the authorized purchaser wait until the Purchase Order has been generated to ensure payment.
5. Upon receipt of the goods, file a payment order with receipt attached.
6. If the goods are non-consumable, contact the Finance Chair to have them inventoried.

e. Contracts

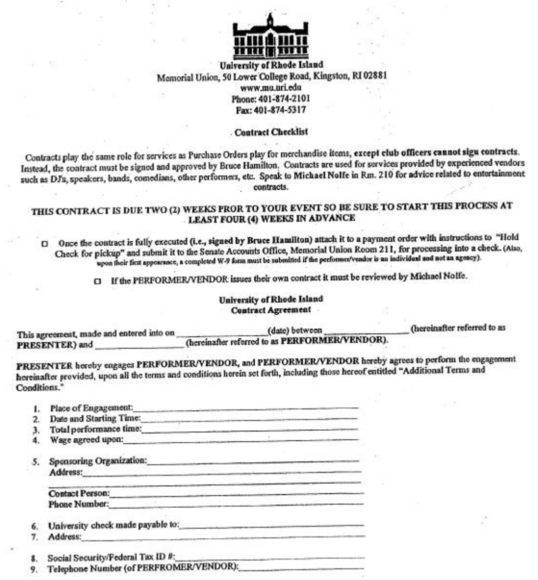
Contracts take at least two weeks after funds are available, and are often negotiated well in advance of the event.

If the vendor does not have a standard contract, or it is unacceptable, start here:

1. Pick up a contract from the Office of Student Involvement (room 210).
2. Fill out the terms of the contract. You may do this on a separate document (called a rider).

If the vendor provides a standard contract, start here.

3. Pick up a Payment Order from the Student Senate Office and fill it out with the requisite information.
4. If the vendor is an individual, have them submit a W-9 to you (available from the Accounts Office and irs.gov)
5. Attach quotes, if required.
6. Bring the contract for review and approval by the Director of the Memorial Union. The contract will be approved contingent upon the full amount being available in your organization's accounts. Exceptions are made for contracts which are funded in part by fees (such as for instruction).
7. Submit the signed contract, payment order, and (as appropriate) rider, W-9, and/or quotes.



University of Rhode Island
Memorial Union, 50 Lower College Road, Kingston, RI 02881
www.mu.uri.edu
Phone: 401-874-2101
Fax: 401-874-5317

Contract Checklist

Contracts play the same role for services as Purchase Orders play for merchandise items, **except club officers cannot sign contracts.** Instead, the contract must be signed and approved by Bruce Hamilton. Contracts are used for services provided by experienced vendors such as DJ's, speakers, bands, comedians, other performers, etc. Speak to **Michael Nolfe** in Rm. 210 for advice related to entertainment contracts.

THIS CONTRACT IS DUE TWO (2) WEEKS PROR TO YOUR EVENT SO BE SURE TO START THIS PROCESS AT LEAST FOUR (4) WEEKS IN ADVANCE

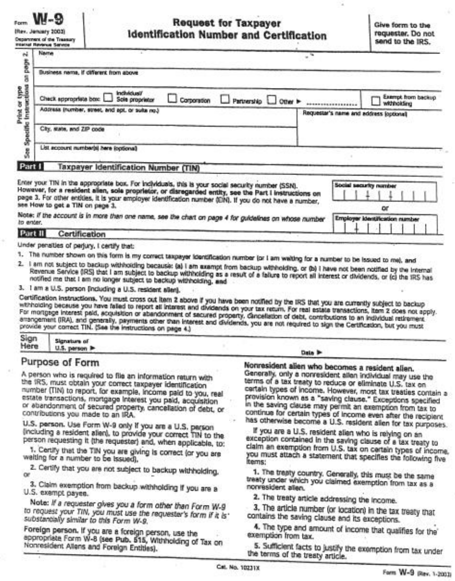
- ☐ Once the contract is fully executed (i.e., **signed by Bruce Hamilton**) attach it to a payment order with instructions to "Hold Check for pickup" and submit it to the Senate Accounts Office, Memorial Union Room 211, for processing into a check. (Also, upon their first appearance, a completed W-9 form must be submitted if the performer/vendor is an individual and not an agency).
- ☐ If the PERFORMER/VENDOR issues their own contract it must be reviewed by Michael Nolfe.

University of Rhode Island
Contract Agreement

This agreement, made and entered into on __________(date) between __________ (hereinafter referred to as **PRESENTER**) and __________ (hereinafter referred to as **PERFORMER/VENDOR**).

PRESENTER hereby engages **PERFORMER/VENDOR**, and **PERFORMER/VENDOR** hereby agrees to perform the engagement hereinafter provided, upon all the terms and conditions herein set forth, including those hereof entitled "Additional Terms and Conditions."

1. Place of Engagement:__________
2. Date and Starting Time:__________
3. Total performance time:__________
4. Wage agreed upon:__________
5. Sponsoring Organization:__________
   Address:__________
   Contact Person:__________
   Phone Number:__________
6. University check made payable to:__________
7. Address:__________
8. Social Security/Federal Tax ID #:__________
9. Telephone Number (of PERFROMER/VENDOR):__________



Form **W-9** (Rev. January 2003) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
or
Employer identification number

Note: *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here | Signature of U.S. person ▶ | Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

Foreign person. If you are a foreign person, use the appropriate Form W-8 (**see Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

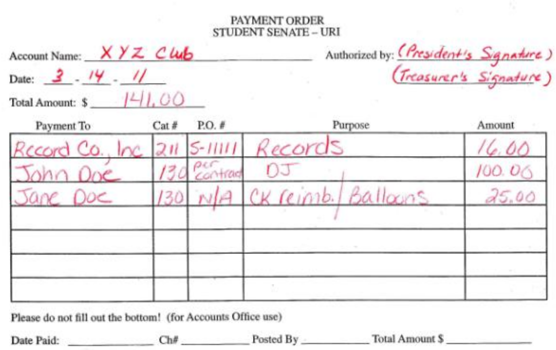
Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Cat. No. 10231X

Form **W-9** (Rev. 1-2003)



PAYMENT ORDER
STUDENT SENATE – URI

Account Name: XYZ Club
Authorized by: (President's Signature) (Treasurer's Signature)
Date: 3 - 14 - 11
Total Amount: $ 141.00

Payment To	Cat #	P.O. #	Purpose	Amount
Record Co., Inc	211	5-11111	Records	16.00
John Doe	130	per contract	DJ	100.00
Jane Doe	130	N/A	CK reimb. / Balloons	25.00

Please do not fill out the bottom! (for Accounts Office use)

Date Paid: ______ Ch# ______ Posted By ______ Total Amount $ ______

PART V: APPENDICIES

Appendix A: Example Timelines

1. *Major Events*

Assumes 1 wk timeline for purchasing of goods.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Meet with SPO	Negotiate contract	Submit Finance paperwork for Pre-approval		Pre-approval returned	
	Attend Finance Meeting					
			Attend Full Student Senate Meeting	Submit purchasing paperwork, contract(s) to Accounts Office		
		Goods ordered, checks cut				
			Goods Arrive File payment orders Pick-up check	First day your event can be Pick up cashbox		

1. Travel

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Get conference paperwork	Collect quotes	Submit paperwork for pre-approval		Preapproval returned	
	Attend Finance Meeting					
			Attend Full Student Senate Meeting	Deposit remainder of trip cost. Submit paperwork to Accounts Office		
				Earliest date of Travel		
	File Payment Orders					

Appendix B: Budget Lines

Category Number	Category	Category Description
109	Office Supplies	Stationary supplies for groups with offices meeting Senate guidelines
110	Copying & Printing	Funds for copying & printing in the Senate office or through services
111	Postage	Funds for buying stamps & mailing supplies or postage through University Mailing
112	Telephone	Funds for telephone charges for groups meeting Senate guidelines
123	First Night	Event funding for First Night to welcome Freshmen to campus and introduce them to Student Senate and the Groups
124	Instruction	For purchasing the services of an off campus instructor as needed
127	Co-sponsorship	Funds for supporting other groups' activities; not available to the group that has this category
130	Programming	Used to put on events consistent with the mission of the group, for the student community
131	Secretary/Worker	Salary funds for an hourly clerical employee
132	Security	Money allocated to a group to pay for Campus security at events -- this is now generally done through the Security Contingency Fund
133	Specific	When a group has a particular event during the year with a predictable budget, funds may be allocated to this category for that event
134	Stipends	Funds to be dispersed to group officers on a regular basis as compensation -- not hourly pay
136	Senate Purchasing	Salary funds to be dispersed to Senate purchasing personnel
138	Box Office	Hourly pay funds for Union Box Office employees
170	Gas Reimbursement	Funds to be reimbursed to group members according to Senate policy for gas used on Senate or mission-related organization business
211	Maintenance & Repair	For maintenance and repair of existing assets. Under special circumstances, can include replacement of minor items (e.g., printer cartridges)
213	Operational Costs	Functions or payments required for groups to continue operating are paid from this account (e.g., FCC license fees)
221	Printing	Large printing contracts are paid out of this line, as for Renaissance, the Good Five Cent Cigar, and Independent Scribe

222	Advertising	Used for both media advertising (e.g., newspaper ads) and on-campus flyers or table tents
225	Speakers & Talent	Engaging speakers or off-campus talent
229	Delivery	Funds to be paid for delivery of services or items
230	Equipment Rental	Either for renting significant amounts of equipment, or for equipment apart from an event (e.g., extra microphones for a recording session)
231	Books & Magazines	Money allocated for purchasing magazines, journals, or reference books or movies related to the mission of the organization
232	Photo Supplies	Money for film, development materials, or commercial developing
234	Utilities	For paying monthly utilities (not including telephone) like electric.
235	Insurance & Taxes	Funds for payment of insurance and tax on capital items
236	Convention / Registration Fees	Fee payment for circuit fees (e.g., URI Winter Guard) or registration for mission-related conventions
312	Recruitment	Money which can be used by a group to recruit new members.
313	Legal	Stipend for the Senate lawyer; payment for time made available to students for consultation
400	Capital Improvements	Funds for the purchase of capital items, whose value exceeds $150
700	Travel & Lodging	Money allocated for travel from & to URI and transportation and lodging while away; used when going to conferences or tournaments, or on off campus activities
720	Awards/Uniforms	For the purchase of awards or uniforms to be retained by the organization
802	Auditing Expenses	Payment to the accounting firm that audits the Senate's books annually
804	URI Day	Funding for the annual Road to the State House event on Higher Education Day
805	General Committee	Miscellaneous funds for the committees of the Student Senate to do committee-related work
807	Homecoming	Funding for homecoming to help Student Senate sponsor an event
899	Non-Senate Events	Student Tax funds to be distributed to groups not primarily funded by Senate for events
900	Fund-Raising Account	Profits from fund-raising events. To be used as the group sees fit

Appendix C: Fundraising Ideas

1. Letter writing to corporations (contact URI Foundation beforehand)
2. Grants (often through national organizations)
3. Exam survival kits
4. Holiday-themed gifts
5. Corporate fundraising program (Chocolates/Candy, donuts)
6. Game Face face-painting and tattoos (Special order URI temporary tattoos and sell them)
7. Community Bingo nights (See if a local community center would allow you to sponsor a bingo night)
8. College Care Packages (Sell care packages for students. Mail out order forms to the parents of those in your organization and friends of those in your organization.) – Get approval through the Student Activities Office first.
9. Picnic Basket Auctions (just the baskets and its contents) (Have individuals in your organization make theme baskets with food in them and then auction off ONLY the baskets)
10. Sports Clinics (Hold a clinic for youths in baseball, basketball, etc…)
11. Benefit Concerts (Have concerts and raise money through ticket sales.)
12. Book Fairs (Collect books and then hold a book sale.)
13. Car washes (Hold car washes at local gas stations.)
14. Haunted House (Have a haunted house during Halloween.)
15. Cookbook sales (recipes given by organization members)
16. Entertainment Books (Sell entertainment books.)
17. Flag Football Competitions (Have a flag football tournament and have an entrance fee.)
18. Jail-n-Bail (Charge students to have their friends "captured" by your organization members and put in a fake jail and then have those captured raise money to bail out. Please get university permission.)
19. Ultimate Frisbee Tournament (Have an ultimate Frisbee tournament and charge a participation fee.)
20. Double Dip Day (attendees pay for all they can eat ice-cream sundaes.)
21. T-shirt Sales (Sell T-shirts for events.)
22. Bumper sticker sales (Sell URI spirit bumper stickers.)
23. Student/Faculty Talent Show (Host a student/faculty talent show and charge an admission fee.)
24. Birthday cake delivery program (Take orders for birthday cakes and deliver them.)
25. Singing Telegrams (Take orders for singing telegrams.)
26. Empty Soup Bowl Dinners (Go to a pottery painting store and paint a bunch of bowls and then sell them. After selling them you offer a dinner in which they can eat out of those bowls. Place a plastic bowl inside the pottery one so not to ruin it.)
27. Recycling Drive (Hold a recycling drive.)
28. Work at Alumni/faculty/staff homes (Offer to rake leaves, wash cars, etc… for alumni of your organization or faculty and staff.)
29. Ad Books (Sell ad blocks to local businesses and then compile a book of them all.)
30. Guessing Games (how much jelly beans in the jar?)
31. Car magnets (Sell URI car magnets. These can be ordered online.)
32. Face Painting before events (Charge for face painting at booths before a sporting event.)
33. Asking businesses to match fundraising totals (Ask local businesses if they will match the amount of money raised in a fundraising event. Example: You earn $200.00. Ask is that business will donate $200.00 to match what you earned.)
34. Candle Light Evening out (Sell tickets to a night of romance with a candle light dinner and dance.)
35. Fundraising dinners at local restaurants
36. Putt-Putt golf tournaments (Have a putt-putt tournament and charge an entrance fee for participants.)
37. Bowling tournaments (Have a bowling tournament and charge a fee for entering.)
38. 5-K races (Hold a 5-K and have an entrance fee as well as donations.)

39. Sponsor a midnight bowling night (Have a midnight bowling event and charge to participate.)
40. Track and Field events (Have a track and field event and charge teams to participate.)
41. Beach Volleyball tournaments (Have a beach volleyball tournament and charge for each participating team.)
42. Kickball tournaments (Have a kickball tournament and charge an entrance fee for the teams.)
43. Capture the Flag Tournaments (Have a capture the flag tournament and charge an entrance fee.)
44. Watermelon Fest (Have a whole bunch of fun events using watermelons such as a watermelon eating contest and getting the greased watermelon out of the pool. Charge an entrance fee for participating teams.)
45. Spaghetti Dinners (Charge people for eating spaghetti.)
46. Human Chess Tournaments (Have participating organizations pay an entrance fee and then have a chess game using people of that organization as the various chess pieces.)
47. Root Beer Floats (Sell root beer floats)
48. Candle Sales – for gifts only. Not allowed in Residence Halls for fire safety reasons. Get approval through the Student Activities Office first.
49. Chili Cook off (Have participants pay an entrance fee to enter the event.)
50. A quarter-mile quarter exchange (Have participants place quarters on a piece of tape that they estimate to be a quarter mile long.)
51. Jump Rope-a-thon (Have participants pay an entrance fee and raise money to participate in a jump-roping contest.)
52. Caramel Apple Sales (Sell candy apples)
53. Stadium Clean-ups (Call local stadiums and offer to clean up after games. Often times the stadium offers a donation to your organization for doing so.)
54. Hole-in-One Contest (Participants pay to take a shot for a hole-in-one.)
55. Ice-cream social (Decorate like an old-fashion ice cream parlor and sell make-your-own ice cream sundaes and splits.)
56. Brown Bag Challenge (Ask people to donate the money they would spend on lunch to your organization and bring a brown bag lunch instead for one day.)
57. Yard Clean-ups (Charge a fee to rake leaves and clean up peoples' yards.)
58. Birthday Baskets (Sell baskets for people's birthdays and then deliver them.)
59. Birthday Grams (Sell singing telegrams for people's birthdays.)

Appendix D: Budget Reference

Budgets Due: ___________

1st Recommendations Returned: ___________

Happy/Not Happy form due: _____________

Appeals Night(s): ___________

Senate Budget Meeting (mandatory for M & S, last chance for appeals): ______________

Appendix E: Finance 101 Quiz Instructions

1. Log in to Sakai
2. Click "Student Senate" tab
3. Click "Tests & Quizzes"
4. Click "Finance 101"

If you do not have a Student Senate tab:

1. Click "My Workspace" tab
2. Click "Joinable Sites"
3. Search for "Student Senate"
4. Click "Join" link under Student Senate page listing

Appendix F. Example Ledger

			ADVERTISING	RECRUITMENT	PROGRAMMING
			50	100	0
12SEP	*Recruitment*	*Flyers*		*7*	
		Pizza		*18*	
01OCT	*Event Grant*				*+450*
		Posters & Flyers			*30*
		DJ			*300*
		Decorations			*100*
	New balance		*50*	*85*	*20*