Dear Student Leader:

Congratulations on earning a position that brings with it great financial responsibility for your club for the 2013-2014 academic year.

As someone with signatory power, you will serve an important role for both your club and for the Student Association. You will be responsible for maintaining the financial well-being and integrity of your organization. The responsibilities require that you devote a considerable amount of time and effort so that your organization operates in such a manner that demonstrates the usage of sound financial practices. Because nearly all activities and events that your club decides to undertake will require funds, your club members will depend on you for financial leadership regarding the feasibility of their ideas.

To officially gain the full authority of signatory power for your club, you must be certified by the Office of the SA Comptroller. Returning treasurers must be recertified on an annual basis as policies and procedures have changed from last year. Be sure to read this handbook very carefully as the Treasurer’s Exam is comprehensive.

If the Office of the SA Comptroller identifies any significant or recurring issues throughout the course of your tenure as the Treasurer of your club, you will be notified. If the issue(s) isn’t (aren’t) resolved after the initial notification and arises a second time, the SA Comptroller may place your organization under financial probation (meaning your club account will be frozen) and/or decertify you and/or your other club signatory officer.

Should you ever have any questions, comments or concerns, please feel free to stop by and see me during my office hours. You are also welcome to set up a formal appointment at the SA Office (Campus Center 116) with the Administrative Assistants. I may also be reached via e-mail at mkrush@ualbanysa.org

Best of luck to you and I hope you have a great year!

Sincerely,

Matthew Krush
Interim Comptroller 2013-2014
Student Association
University at Albany
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SECTION 1: THE BASICS
The Treasurer’s Responsibilities

1. Keep accurate and up-to-date financial records for your club. We will continue to use the Online MyInvolvement Finance System, and you should also obtain a year to date from my office or the Operations office on a weekly or monthly basis, depending on the frequency of your group’s financial activity. I still encourage you to keep your own financial records so to compare and cross-reference with the records online and with the printed year to date we will provide you. All activity and balances should match. **DO NOT USE MYINVolVEMENT AS YOUR CRUTCH!** Make sure you keep a ledger of your own. One group didn’t keep their own records last year and massively overspent as a result. Don’t be that group!

2. Complete payments to vendors in a timely fashion. If you’re late paying a vendor, the Student Association’s reputation and credit will be damaged. If your club makes a habit of it, your budget will be frozen.

3. Be sure that all club events are properly documented including, but not limited to, contracts for performance artists and services, and insurance certificates when your club brings any outside contractor to campus. Remember, neither you nor any member of your group can sign a contract that will be honored by the Student Association; all contracts require Student Association’s President & Comptroller, and the Director of the Office of Student Involvement’s signature in order to be paid with your group funds.

4. Proper documentation of expenses is essential for checks to be processed in a timely fashion for your group. This includes documentation to verify the legitimacy of the event, if applicable, and documentation verifying the financial aspect of the expense. This will vary depending on the exact nature of the expense. Exact needs of documentation will be listed in greater detail further on in the handbook. If you have any questions about necessary documentation, come to the SA Office and ask a knowledgeable staff person in either the Operations Office or the Comptroller’s Office.

5. Retrieve mail from the SA office meant for your group in a timely fashion. **You are responsible for all information the Student Association distributes to your organization with regard to finance policies and procedures.** Additionally, if a company sends an invoice that is addressed to your group, it will be sorted into your mailbox, at which point you are responsible for handling it as necessary to ensure payment to the company.

6. Actively participate in formulating your club’s budget and discretionary funding requests from various sources on and off campus. These sources
include, but are not limited to, UAS grants and money from participating in UAlbany Day, and UAlbany Unite.

**TERMS**

The First step in successfully managing your budget is being able to understand the financial vocabulary used throughout the process. If you don’t understand these terms, chances are high that you won’t understand anything that follows.

**Revenue:** Money that your club earns. The object code for (most) income is 4010. It isn’t necessary to remember 4010, but it might be nice to know.

**Expense:** Any money spent from your budget. Also might be referenced as an expenditure.

**Invoice/Receipt**

Proper financial documentation must be provided to support an expense. Receipts tend to be provided when you purchase goods while in the store and are generated by the cash register while invoices generally are provided when you purchase a good or service from a vendor not while in their store.

**Purchase Order:**

All Purchase Order requests must be entered into the MyInvolvement system and approved by all necessary authorities or else they will not be paid by the Student Association. Once it has been fully approved, it can be printed and acts as a guarantee of payment to the vendor for goods or services not to exceed the approved amount of the Purchase Order. You will have to deliver the receipt/invoice to us along with the P.O. to ensure that it’s paid. The business also mails a copy of the receipt to us for our records. If we receive the receipt/invoice from the business in the mail before we receive it from your group, your group will no longer be able to use Purchase Orders. This means that if your group wants to get refreshments from Price Chopper or decorations from Party City for an event, someone from your group will have to spend their own money and then seek reimbursement from your budget. Don’t let this happen!

**Budget:**

The amount of money set aside in SA’s accounts and records specifically for your group’s use.
MANAGING YOUR CLUB’S FUNDS

All recognized clubs are assigned a four-digit (XXXX) Student Association department number. All of your club's money must be deposited and stored in the Student Association account at SEFCU. (Clubs are not allowed to have outside bank accounts. Doing this is a really good way of getting your budget frozen.) The department number is unique to your club and will be required on all forms and paperwork, so it is your responsibility to learn and memorize it. Your department number can be found on the SA Website or you can inquire about it at the Student Association Office.

1. YOUR BUDGET

Many student clubs are given an annual budget; the dollar amount your club has been awarded by the Student Association will automatically be allocated to your club at the start of the year.

2. INCOME / MAKING DEPOSITS

Any income earned by clubs **must** be deposited into the SA account. **No outside bank accounts are permitted.**

A. Checks should be made out to the Student Association with your [club name] listed in the memo line
B. Before making the deposit, you must come to the SA office to get a SEFCU DEPOSIT FORM, which **must** be filled out in the Student Association office. Your group's department number must be included on the white bank deposit slip and a green deposit form must be filled out at the SA Office. Make sure you request our endorsement stamp and endorse any checks to be deposited.
C. Money may then be deposited at **SEFCU in the Campus Center.**
D. The green deposit slip, mentioned in line B above must be returned immediately to the SA Office along with the receipt that SEFCU provides you. We will then write you a cash receipt which will post the deposit to your club account. If you skip this step, your deposited money stays in the SA general bank account and will not show up in your club’s account.

3. CASH

Any cash earned at a fundraiser or event must be deposited within 24 hours of the end of the fundraiser or event. If your event falls on a weekend then the cash should be deposited on the next business day. If you wish to sell tickets to your event, these must be sold through our Ticket Window. Please see below section on procedure on returning unused tickets, ticket logs, money and reconciling your account with the Ticket Window prior to deposit. Clubs are **not allowed to keep petty cash accounts.**
4. KEEPING TRACK OF YOUR ACCOUNT BALANCE

A printout detailing your budget balance can be generated and furnished upon request by the Comptroller or Operations office. It is meant to give you a rough estimate of your group’s financial standing according to MAS 90, the accounting program used by University Auxiliary Services (UAS), the fiscal agent of the Student Association. I would say that the Mas 90 print out is your accurate account balance. The Treasurer is responsible to noting any discrepancies and keeping track of Purchase Requests or encumbered expenses that they have submitted that are not yet deducted from Mas 90, or any deposits made to SEFCU that have not yet posted.

Below is how MAS 90 calculates your budget balance.

Original Allocation

PLUS

- Any Income posted to your account by UAS
- Any transfers in from Senate Appropriations Committee or other student groups

MINUS

- Any Expense for which UAS has created the check and deducted the funds from your club’s Account
- Any transfers out to other student groups (i.e. Co-Sponsorship of event)

It takes time for the MAS 90 system to accurately reflect any changes that otherwise might show immediately in the MyInvolvement system. For example, it takes about a week to ten days for deposits to be posted to your MAS 90 balance from the time that you drop off the necessary deposit paperwork at the SA Office. As long as the SA Office has record of the deposit, you are free to submit a purchase request based on these funds. In terms of expenses, if you have an expense that has been approved, but the money for the check has not yet been deducted from your MAS 90 balance, you must deduct that money from your MAS 90 balance to reconcile the two balances. You must also deduct any purchase orders you have used that checks haven’t been drawn for yet.

A) Not reconciling the two balances may lead to your group believing that it has more money than it actually does, which may lead to overspending. Once your club’s balance has hit zero, all further financial obligations must then be handled by the executive board members of the club.
SECTION 2: MAKING PURCHASES

Expenditure Types
In order to learn about how to purchase goods and services for your group, you must first understand the different types of expenditures you might incur:

1) Payment to Vendor: This type of expenditure occurs when your organization is paying a bill to a business not associated with the Student Association.
   a. Examples are: Price Chopper (food), Broadway Marketing (Trophies and awards), Party City (party favors and novelties), UADS (on-campus catering), University at Albany (facility fees, generally for campus center room usage), Performing Arts Center (rehearsal and performance space) and Staples.

   NOTE: Staples orders are placed at SA Office (CC 116) by filling out a “Staples Order Form” and submitting to the Comptroller for his/her review. Do not fill out a purchase order or request for Staples.

2) Reimbursement of Expenditures: In some instances, instead of paying a bill directly out of your budget, your club might decide to have one (or more) member(s) front money to cover the expense. The club may then decide to reimburse those who fronted money. This method should be used as a last resort, and reimbursement plans must be approved by the Comptroller prior to the submission online of the Purchase Order.

3) Transfer: This type of expenditure occurs when your club transfers funds to another Student Association organization. Remember, all Student Association clubs have their own unique four digit department number. Transferring money between clubs is done with a paper form found in the SA Office.

4) Personal Services Performed: This type of expenditure occurs when you are paying someone for their “time”. Examples include, but certainly are not limited to coaches, DJs, speakers, website creators and maintainers (i.e. webmasters), stylists for fashion shows or someone who created a flier for your event. Note that if you still will be paying someone for their “time”, the proper information must be obtained, regardless of whether or not the nature of the expense has been listed above. The proper information is:
   a. Social Security Number (SSN) of the person performing or providing the service OR Tax Identification Number/Employee Identification Number (TIN/EIN) if the service provider is a business.
      AND
   b. Permanent address of the service provider.

*** A W9 form will suffice as it contains both the SSN/TIN/EIN and the Permanent Address of the service provider.
USE THE SA CONTRACT when obtaining services. This form is in our office.

PRIOR APPROVAL

There are five instances where you must obtain prior permission from the Office of the Comptroller before submitting a purchase request:

1. **$250+ Prior Approval**: For all expenditures equal to or greater than $250, you must obtain prior approval from the Office of the SA Comptroller.

2. **Gift/Award Prior Approval**: This is used to authorize the purchase of gift cards, gifts, and/or awards in all situations.

3. **Senior Gifts Prior Approval**: Required if your club is buying gifts for graduating seniors. The Office of the SA Comptroller will review the request and respond back with either disapproval (with reason included) or an approval (with an amount allotted).

4. **Uniform/Apparel Prior Approval**: This is used for the approval of any purchases of uniform or promotional apparel for your club. All money for any uniforms or apparel must be collected prior to submitting a purchase request for said materials.

5. **Reimbursement**: please see previous page, bullet #2

Procedures:

1. Email the Comptroller for prior approval with the following information:
   a. Club Name / Department Number
   b. Vendor to be used / Vendor address
   c. Item to be purchased – details please
   d. How item will be used (for what event, for office, etc.)
   e. Amount of expenditure
   f. Type(s) of approval requested (over $250, etc.)

   In general, it's a good idea to answer the Who, What, When, Where, Why questions regarding a request.

2. Submit, **at the latest, two (2) weeks, prior to filing purchase request.**

3. The Office of the SA Comptroller will review the request and you will receive an approval/disapproval email.

4. If approved, print email and attach to request when submitting request and accompanying paperwork for review

The Office of the Comptroller will not review any requests that fit any of the above statuses that are lacking a prior approval form. This will significantly affect your group's ability to have a desired check processed. **IF WE DIDN’T REVIEW IT, WE DON’T APPROVE IT!**
Purchase Requests

Purchase Requests are the means through which the Student Association processes payments. You must fill one out every time you expect a check to be issued on the behalf of your club. This year, we will continue to use the MyInvolvement Online Finance System.

Basic procedure:

1) Sign into myinvolvement.org using your Albany NetID (e.g. JP488966) and password. Same ID and Password as though you’re logging into MyUAlbany. Now, navigate to your club’s page and on the left-hand toolbar, choose the “Finance” tab. Locate the “Create Purchase Request” button and click it.

2) Fill out the Purchase Request Form. It’s that easy!

You now know how to fill out a purchase request form, right? Well, yes, but there’s more! In order to make things a little easier for both groups and for those of us in SA working on the finance end of things, there are some guidelines that we would like you to follow. Here are some tips on how you should fill out the form:

• **Subject:**
  - The subject should be filled out so that if you come with questions about the request, an SA staff member will quickly be able to differentiate it from your other requests. If it is a request pertaining to a specific event, please list the name of the event and the nature of the expense.
    - As an example, if your group is going to get pizza from Paesan’s, the subject should be “Name of Event – Pizza from Paesan’s”
    - Don’t submit the same subject for 6 different requests for the same event. That doesn’t help anyone.

• **Requested amount**
  - Self-explanatory, but I’ll take this space to remind you that if the amount of the request is equal to or greater than $250, for gift cards/awards of any nature, gifts for graduating seniors or for apparel/uniforms, you should already have your prior approval if you’re at the stage of submitting your request online. **If you don’t have prior approval and you should, GET IT!**

• **Description**
  - Give any other details not in the attached documentation that will give a reviewer a better picture of the request so that we are best able to evaluate it.

• **Account**
  - Choose which line of your budget best represents the nature of your request. Please only choose the line that has a numerical code in its name (e.g. 6000-1001-00000).

• **Categories**
  - Choose which category best describes the nature of your expense. The below table will give you a wealth of information regarding categories.
<table>
<thead>
<tr>
<th>Category</th>
<th>Usage</th>
<th>After Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>***CREDIT CARD – Club use only</td>
<td>Use this category when you want to make a purchase over the Internet or telephone. The PAYEE will always be SEFCU.</td>
<td>Print your approval and bring it to the SA Office during normal business hours. You will place the order in the office. All electronic confirmations should be addressed to <a href="mailto:sa@albany.edu">sa@albany.edu</a>. Payment will be processed for you.</td>
</tr>
<tr>
<td>CONTRACTUAL AGREEMENT</td>
<td>If you need a contract, there is one on the SA MyInvolvement page. If the performer has a contract you must attach the SA contract rider from MyInvolvement. Only the SA President and SA Comptroller may sign contracts on behalf of SA.</td>
<td>Attach the signed contract to your purchase authorization and return to the SA Office for payment to be processed.</td>
</tr>
<tr>
<td>DONATIONS</td>
<td>Use this category when you are making a donation. Remember, you can only use club income to do this. Student Activity Fee allocated to your group may not be donated. The PAYEE will always be the place you are donating to.</td>
<td>You will still need some sort of documentation stating how much money is being donated and how it was raised. Include a copy of your cash receipt from the deposited fundraised money. This needs to be attached to your purchase authorization and brought to the office.</td>
</tr>
<tr>
<td>PURCHASE- NO P.O. REQUIRED</td>
<td>Use this category when you want to make a purchase that we will pay with a check and you do not need to provide the payee with a Purchase Order. The PAYEE will be the name of the company you are paying for merchandise.</td>
<td>Attach an original invoice stating what was purchased to your purchase authorization and bring to the SA office for payment to be processed.</td>
</tr>
<tr>
<td>PURCHASE-P.O. REQUIRED</td>
<td>Use this category when the company you are buying from requires you provide them with a Purchase Order. The PAYEE will be the name of</td>
<td>Once you have all department approvals on your purchase order, i.e. your group submission, Comptroller, and Campus Designee, you may print this purchase order and use it to buy items. You MUST return to the SA office with your receipt of</td>
</tr>
</tbody>
</table>
the company you are paying for the merchandise.

When approved, the funds will be encumbered. That is, they will be deducted from your available balance as shown on MyInvolvement.

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**REIMBURSEMENT**

Use this category when you will need to reimburse someone for a purchase they will make (*Remember, a reimbursement has to be pre-approved PRIOR to the purchase*).

The PAYEE will be the name of the person who made the purchase.

Pick up the appropriate tax-exempt form. The SA will NOT reimburse taxes paid in the State of New York.

Attach original receipts stating what was purchased to your purchase authorization, and a copy of cc statement or bank account when needed and bring those to the SA Office for payment to be processed.

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**UA DINING (SODEXO)**

Use this category when you want UA Dining Services to cater an event for your club.

The SA Comptroller HAS to approve this contract, and you have to have a purchase order before you can confirm your order with Chartwells.

The PAYEE will always be SODEXO.

Sodexo requires their contract signed by Comptroller AND a purchase order prior to confirming order. Be sure to have completed these well before your event.

---

***NOTE!!! THIS IS VERY IMPORTANT!!! Before you may use the SA Credit Card, you must get approval to do so via the Credit Card Usage Request form (available in the SA Office). Stop by to pick it up, fill it out and then get it reviewed by two of the following:

- The Comptroller
- The President
- The Chair of the Senate
- The Chair of the Board of Finance

It also must be signed by Mike Jaromin, the Director of Student Involvement. I can't say exactly how long it might take to get the three necessary signatures, but I can tell you that
if you need to absolutely use the credit card on a given day, you should already have the Credit Card Usage Request form signed by everyone. The earlier, the better!

- **Payee Information**
  - This is to whom the check will be payable to. Reference the above table for information on payees. In some cases, you might have an invoice payable to an organization, but requesting the check be mailed addressed with attention to a specific person. **ALWAYS MAKE THE CHECK PAYABLE TO THE ORGANIZATION. DO NOT MAKE THE CHECK PAYABLE TO THE PERSON TO WHOM THE CHECK IS TO BE MAILED TO. CONTINUED FAILURE TO FOLLOW THIS GUIDELINE WILL RESULT IN YOUR BUDGET BEING FROZEN!**

- **Address Information**
  - This is where the check will be mailed to. If you’re unsure of how to enter this information, do not hesitate to ask. It is not essential that you give an address if the check is going to be picked up from the SA Office, unless the payment qualifies as a 1099 service (needing a W-9 with SSN/Tax ID and permanent address. We do ask that you include the address whenever possible, for thoroughness, even if not a 1099 pyt.
    - **Special note for student addresses:** If your payee is a student, ALWAYS use the student’s permanent (home) address in case the check isn’t picked up and we need to mail it

- **Invoice or Receipt Date:**
  - This is extremely important. In general, the invoice/receipt date plays a role in whether or not the expense is approved or denied. If the expense applies to an event, but the date on the receipt does not correspond to the date of the event (as posted on the flier you’ll hand in to verify the legitimacy of your event), then there’s a good chance that the request will be denied. If the request is denied, you’ll have to provide further sufficient documentation or else the group will be liable for paying the expense.

- **Invoice number**
  - This is used as a unique indicator of your invoice. For instance, if you rent out campus center space, there is an invoice number that the Accounts Payable employee in charge of handling facilities rentals uses to match your check payment with the bill in their financial system. If you don’t include the invoice number, Campus Center Accounts Receivable will not know which bill to apply the check to and your check will just be floating in the financial abyss. Enter the invoice number for **ALL** invoices/receipts.

- **Check Instructions**
  - Self-explanatory. Make sure that you choose the option that you want. If you want the check to be mailed, but accidentally click “Pick Up in Campus Center 116”, then the check is going to sit in the SA Office until the payee gets mad at you and angrily asks you where their check is. Don’t make your payee mad!

- **Federal ID # for your vendor or an individual’s Social Security # (if providing a service):**
  - This is where you’d enter the SSN/TIN/EIN for the person/business that you’re getting the service from. If you’re not sure if you need the SSN/TIN/EIN, ask well in advance!
If you try to hand in paperwork for review that is lacking a necessary SSN/TIN/EIN, we will not review it!

- Is this purchase for an item that replaces a previously purchased fixed asset (item over $250)? If so, please note that you must submit an Asset Disposal Form to the Student Association (SA) Comptroller, describing the item you are disposing of and replacing. Materials MUST be shipped to the SA office.
  - This is for inventory purposes. Inventory will be discussed later. Again, if you’re unsure, ask.

Once you’ve completely fill out the request form, submit it. **Print it out and bring it to the SA Office with whatever supporting documentation necessary.** If your documentation is insufficient in anyway, we’ll give the request back to you to fix to make it sufficient. It might take you an extra day to get the proper documentation in order, but it’ll save you the week that you’d have to wait if your payment request is denied by the SA or the Campus Designee.

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**Required Attachments:**

**For Transfers to another SA Club:**

(1). Fill out a FUND TRANSFER FORM which must include: Club name, department number, reason for transfer, and amount to be transferred.

**For Reimbursements:**

(1). Itemized Receipt/Invoice (must be original receipt – no copies)

(2). Prior Approval (if applicable – see Prior Approval section)

(3). If paid by personal check, copy of front and back of cashed check

(4). If paid by cash, receipt, preferably on letterhead of receiving agency, describing what was paid, how much and by whom, with the printed name, signature and contact information of the issuer of the receipt.

(5). If paid by credit/debit card, Credit Card statement. All information may be blacked out except:

  a. Last four digits of card number

  b. Name of cardholder – must match name of person being reimbursed

  c. Charge(s) being reimbursed

**For Vendor Payments:**

(1). Itemized Receipt/Invoice (must be original receipt – no copies)
(2). Prior Approval (see *Prior Approval* section)

(3). Purchase Order (if applicable, see page 11)

(4). Equipment inventory update

**For Personal Services Performed:**

(1). Performance Contract / Agreement (see Section 3 on personal service contracts): Use SA contract in all possible cases.

(2). Prior Approval (if over $250)

(3). W-9 Form

***Itemized Receipts:*** ONLY *itemized* receipts are accepted. The Student Association, excluding extenuating circumstances, will not reimburse without one.***

Receipts should include: Detailed description of purchases; show the transaction was completed (paid); if credit card was used, this information must also be on the receipt; Date of transaction

Essentially, itemized receipts break down the purchase item-by-item. In other words, instead of listing only the total cost, it lists every item bought and their corresponding price. Make sure you always ask for an itemized receipt, especially from many small, family-owned, local establishments. Original receipts only, copies will not be accepted.

That’s in bold due to the gravity of the situation. You will NOT be reimbursed if you do not provide an itemized receipt. We apologize in advance if this causes any unforeseen issues.

**PURCHASE ORDERS**

A *Purchase Order* (PO) is essentially an I.O.U. given to a business. When making a purchase with a PO, you give the vendor the PO in place of payment at the time of the purchase. They will, in return, give you a receipt or invoice for your purchase which must be attached to the payment request being used to pay the vendor.

**Procedures:**

(1). Fill out the purchase request form on the MyInvolvement system online. For the category option, choose “Purchase Request – P.O. Required”.

(2). The purchase order is reviewed by the Comptroller. If approved, your purchase order may be printed out for use. You can monitor the status of the purchase order online.

(3). Give the PO to the business in exchange for whatever you are purchasing.

(4). Return with your invoice or receipt attached to a copy of the purchase order so that the Comptroller’s Office can then convert your purchase order to a payment request and request a check.

*Please note: you must also submit a *prior approval* for purchase orders for over $250, and you will be required to show this when picking up your PO.*

**Policies:**
(1). **Purchase Orders must be paid within 30 days.** Do not just give a vendor a PO and forget about it. You must **immediately return your invoice or receipt attached to a copy of your PO to the Comptroller's Office for processing.**

(2). The Purchase Order must be given to the vendor within 10 days of issue or it will expire.

(3). You may have no more than 4 outstanding Purchase Orders at any one time.

(4). Purchase Orders will not be issued for less than $25.

(5). If a PO is not used, please notify the Office of the Comptroller promptly so that we may cancel it in our system.

(6). When you receive a receipt after a P.O. is used, the receipt must be brought to the SA office within 48 hours of purchase so that payment can be processed.

Below is a partial list of accepting vendors. Always check with the vendor to confirm that they will accept a PO before placing an order. **Please note** **Rapid Copy will not be accepting purchase orders**

<table>
<thead>
<tr>
<th>Accepting Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Chopper</td>
</tr>
<tr>
<td>Broadway Marketing</td>
</tr>
<tr>
<td>Party City</td>
</tr>
<tr>
<td>UA Dining Services (Sodexo)</td>
</tr>
<tr>
<td>University at Albany</td>
</tr>
<tr>
<td>Performing Arts Center</td>
</tr>
<tr>
<td>Staples (ORDERS PLACED IN SA OFFICE)</td>
</tr>
</tbody>
</table>

When physically taking a Purchase Order to a business (specifically Price Chopper), the first thing to do is to take the PO to the Customer Service desk. There is a specific form to fill out that the Customer Service desk employee will know how it should be filled out so that both the Price Chopper Accounts Receivable Department and the Student Association know which student group is to be billed for how much. The most important information on that form is:

- The Purchase Request number
- The final amount spent
- The Student Group doing the spending.

Much agony will be caused if I can't match a receipt mailed from Price Chopper to the corresponding Purchase Order

**Taxes and Tax-Exemption**

The Student Association never pays New York State Sales Tax. So, **never include NYS Sales Tax in a purchase request.** It will be rejected.
Tax Exempt Form

The Tax Exempt form is given to businesses to exempt SA clubs from paying NYS Sales Tax on purchases.

1. Pick up the tax exempt form in the SA office. Only the Treasurer or President may pick this up.
2. Give the form to the vendor.
3. Complete the purchase request process to finish payment.

SPENDING RESTRICTIONS

Clubs may generally use their discretion when purchasing items for use in furthering the group’s purpose / holding events but the Comptroller reserves the right to reject any expenditure that is not a responsible use of the club’s funds. If you are unsure, ask. Additionally, some items may never, under any circumstances, be purchased, and some may be purchased only with fundraised net-profit rather than with SA-budgeted funds.

Fundraised Expenditures

Donations – Groups may donate fundraised revenue only to not-for-profit 501(c)(3) organizations. Attach to purchase request proof of the organization’s not-for-profit status.

Gifts and Awards – Requires prior approval.

Unacceptable Expenditures

Alcohol & Cigarettes – The Student Association allocated budget for your group cannot and will not be used to reimburse for the purchase of any alcohol or tobacco products in any circumstances.

Personal Property – Clubs cannot purchase item(s) for exclusive use by an individual or group of individuals for the purpose of giving them away. All items purchased by organizations must either be securely stored by the organization at large, or sold.

Scholarship & Tuition – The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships* or tuition assistance. (*Some exceptions for UAlbany sanctioned scholarships may apply; see Comptroller.)

Excessive Gift/Award Costs – Gifts and awards may not exceed $200 in value per year of your club's SA-allocated budget. These gifts may not be given as cash. A list of recipients, with their contact information and student id #s, must be submitted along with an explanation for the gift/award. No SA officer shall receive any gift from their own Department. All gifts must be pre-approved by the Office of the SA Comptroller.

Excessive Food Costs – Barring unusual circumstances, including but not limited to special dietary needs, clubs cannot purchase food or catering for events or meetings that exceeds a $20 per person limit.

Excessive Tips – A group is allowed to give whatever amount of tip they choose but the Comptroller will only reimburse you 15% of the before-tax total.

Uniforms & Apparel – Student activity fee money should not be used on personal expenditures so you should charge for any such materials and any apparel should be considered for promotional purposes. If your club intends to purchase either club uniforms or any kind of club apparel (t-shirts, sweatshirts, hoodies, etc.) you must have collected and accounted for all money prior to submitting a purchase request. Do not submit one if you have not collected the money beforehand because it will be rejected.
SECTION 3: CONTRACTS, PERFORMANCES, AND PERSONAL SERVICES

PERFORMANCE / SERVICE CONTRACTS

*Anytime someone or some company is brought to campus by an SA club to do something, a contract between that party and the SA is required.* Whenever your club works with another organization unaffiliated with the SA, and money and/or exchange of services is involved, a contract is required; sometimes even if no money is involved. So, if you are working to bring someone/something to campus, always check with the Office of the SA Comptroller to make sure we are adequately covered.

Example – Performance artists (speakers, bands, DJs, etc.), Coaches

*While SA contracts require your group signature to indicate your acknowledgement and understanding of the terms of the contract, your signature alone does not legally bind the Student Association. Only the President AND Comptroller signatures legally bind the Student Association.*

*The SA provides a standard contract for groups to use, but sometimes an Artist/Service will insist we use their own contract. As with any contracts, this would need to be approved by the SA Comptroller and President.*

*Depending on the event and the type of services involved, the outside company may also need to provide to the SA proof of adequate insurance.* More later, but don’t forget to check with the Office of the SA Comptroller if your event falls under this.

Procedure

(1). Once you begin contact with an Artist or company, you will likely agree to a price for ‘Service/Performance X.’ Then a contract must be drawn-up. The Artist may provide you with a contract, or you can use the SA PERFORMANCE CONTRACT, available for download online.

(2). If using SA PERFORMANCE CONTRACT: **TWO WEEKS BEFORE EVENT**: Fill out and have Artist sign. The Artist may make changes to the contract. That’s fine if you agree with the changes. Submit to the Office of the SA Comptroller who will review and see that it is signed. Then the Office of the SA Comptroller will return a signed copy to the club.

(3). Attach signed contract to purchase request along with filled-out W-9 form signed by the Artist (for tax purposes, available online). Follow purchase request procedures to process payment.

(2). If using ARTIST’s CONTRACT: **FOUR WEEKS BEFORE EVENT**: Artist’s contracts need to be reviewed by the SA Legal Counsel. **Submit** Artists’ Contract to the Office of the SA Comptroller at least four weeks before the event.

(3). The SA Legal Counsel and Office of the SA Comptroller will review and amend the contract if necessary, then return it to the club’s treasurer. Have **the Artist initial next to every change** and sign.

(4). The Artist must also fill out and sign an **SA CONTRACT RIDER**, which contains additional terms to the agreement. The contract rider is available for download online.

(5). Once the Artist has initialed every change and signed, return the contract and contract rider to the Office of the SA Comptroller, who will then sign and return them to your club.
(6). Attach contract, contract rider, and signed W-9 form to purchase request and follow usual purchase request procedures for payment.

**W-9 / W-8BEN**

(1). This is required for any and all performers, agents, individuals, institutions, or companies being paid for services rendered.

(2). The address on the W-9 must be a permanent address. (IE: UA Boxes or Albany apartment/houses are unacceptable unless the recipient is a permanent area resident.)

(3). For foreign artists, they must fill out the W-8BEN as it is required for the Student Association to withhold 30% of the total amount of their performance check. (They can file for the withheld amount with the IRS)

**Policies**

(1). The only people that are allowed to sign contracts are the President of the Student Association and the Comptroller. **Do not sign contracts. If you do, you are personally liable to the performer for payment.** In addition, your club will be subject to a $100 fine and possible further consequences that can go as far as losing the remainder of your group’s budget. (Only ever sign SA contracts. See previous page for explanation.)

(2). Do not pay performers in cash. All services will be paid with a Student Association check.

(3). Performers cannot be paid before a performance, only immediately after the show on the day of, or wait two weeks from the time the purchase request was submitted for the performance payment. If you need a check the day of, make sure the purchase request is submitted at least two weeks in advance of the Friday prior to or on the event date.

**INSURANCE**

Anytime an outside contractor of any sort is brought to campus by an SA club, they must provide the SA with proof of General Liability insurance.

When organizing this type of event, have the company send you:

**A Certificate of Insurance made out to the Student Association at the University at Albany, listing the following as additionally insured: The Student Association at the State University of New York at Albany, the State University of New York at Albany, the State University of New York, and the State of New York.**

Ask for exactly what’s underlined above; the company should understand what it means. Submit a copy of the Insurance Certificate to the Office of the SA Comptroller two (2) – four (4) weeks before the event, along with the performance contract.

If you are unsure if your event requires an Insurance Certificate, ask.

**SECTION 4: FUNDRAISING**

**REPORTING FUNDRAISED REVENUE**
Clubs hold a variety of fundraisers throughout the year (bake sales, shirt sales, date auctions, etc.) and also receive other sorts of income (donations, grants, etc.) aside from their SA Budget. These funds are deposited into the club’s account through the Student Association office (see page 05), but also must be reported to the SA:

1. Hold a fundraiser or receive a donation/grant.
2. Deposit any income from the fundraiser in the Student Association office.

**Only funds that come from outside of the activity fee qualify as fundraised. Transfers from other student clubs, organizations, Committee on Appropriations supplemental funds, etc DO NOT COUNT.**

### SECTION 5: FUNDING

#### REQUESTS

**APPROPRIATIONS COMMITTEE**

The Appropriations Committee is a standing committee of the Student Association Senate that consists of elected undergraduate senators, representing various student constituencies.

Throughout the year, the Appropriations Committee can allocate extra funds towards student clubs for proposed events.

The Appropriations Committee will review your club’s request based on the following categories (but are not limited to):

- **Fundraising Efforts** – Appropriations is expected to be the last place you go to for funds.
- **Student Body Impact** – How has your club and its expenditures affected the undergraduate students at the University at Albany.
- **Accordance to Policy** – How well have you followed SA guidelines?
- **Preparation** – How knowledgeable are you of your club’s financial standings? How have you prepared for your presentation to the Appropriations Committee?
- **Availability of Funds** – Generally, the later in the year the request is made, the fewer funds there are available.

The accounts that the Appropriations Committee controls are:

1. **Discretionary** – Student clubs can ask for money from this account for any extra funds they require towards a particular program. All general expenditures can be requested from this account.
2. **Capital Replacement** – Any group that needs to replace a significant piece of equipment and/or furniture can request for funds from this account.
BOARD OF FINANCE: REQUESTING FUNDS

In order for your group to receive funding each year, you must submit a funding request to the Board of Finance. This is a very simple process and if completed properly, assuming your organization has gone through the new and unfunded process, then you will easily be able acquire funding for the next year.

(1). Assemble a Budget Packet to the satisfaction of both your group and the Board of Finance

(2). Fill out each and every field.
   a. Contact Person
   b. Contact Email
   c. Contact Phone No.
   d. Organization
   e. Account No.
   f. Amount Requested
   g. What is your organization’s budget allocation for the current academic year?
   h. What is your organization’s current balance?
   i. What is the reason for your request?
   j. Please list all fundraisers performed this academic year and all net profits made.
   k. How many active members does your organization have?
   l. How many years has your organization been active on this campus?
   m. Please list any and all large scale programs that your organization is planning for the remainder of this academic year.
   n. Is there anything else you would like to add?

(3). Submit the form online.

(4). This will be reviewed by the Board of Finance/Office of the SA Comptroller and you will receive an e-mail notifying you of a presentation date.

(5). You will present before the Board of Finance explaining your reasons for request.

(6). The Board of Finance will decide on an amount to allot you (if any at all) and the Board of Finance will present the amount to the Student Senate for approval.

(7). Once the Student Senate approves the amount, the money will be allocated towards your club’s budget for the following academic year.

   Note: This process isn’t perfectly set in stone. More concrete information should come around Thanksgiving Break.
SECTION 6: MISCELLANEOUS POLICIES

1) Finance Exam – Beginning on September 23rd, you may come to the SA Office at your leisure to take the Finance Exam. No treasurers will be certified after March (This is in the event that a treasurer steps down and a new one is needed). All groups are required to have two signatory officers. After groups have had a period of time to review this Handbook, treasurers and presidents will have the opportunity to take a financial awareness and competency test. A passing score is 90% or better. If the tester fails, they must go over the answers with either a member of the comptroller’s office or operations office. If a president or treasurer fails the exam, they must retake the exam. **They will be allowed to retake it one time. If a treasurer fails the exam a second time, the group must find a new treasurer. Tough luck.** I will not allow someone that is not knowledgeable about the regulations of SA financial policy to manage the budget of a group. If the president fails the exam a second time, he or she must retake it until he or she passes it. I do not want to ask the president of a club about a financial matter, only to have him or her tell me “I don’t know, ask the treasurer.” As the president of your club, you should be just as aware of your club’s financial standing as your treasurer is. I ask that the president only initiate financial requests in the event of a reimbursement payable to the treasurer, but I’m not going to enforce this.

2) Freezing your Budget – The Comptroller reserves the right to freeze any group’s budget at any time, as a result of violating any policies enumerated in this handbook or in the Student Association Bylaws. The budget will remain frozen until the reason for the freeze has been sufficiently satisfied. All group’s budgets will begin the year as frozen. The budget will remain frozen until the treasurer has passed the Finance Exam. If the president of a group has not passed the exam by October 18th (The Friday of the second full week of October), the group’s budget will be frozen and will remain frozen until the president earns a grade of 90% or better on the exam. You may note from the above portion about the Finance Exam that the club president in essence has an unlimited number of chances to take the exam. While that’s true, your group’s budget will be frozen automatically if the president has not passed the exam by October 18th. The onus is on the president to ensure that both he or she and the treasurer have passed the exam by that date.

3) Off Campus Events – Any time you hold an event off campus, you must inform the Office of the SA Comptroller via email for insurance purposes. Any club that holds an event off campus without informing the Office of SA Comptroller will be put on probationary status and the Student Association shall not pay for any event expenditures and they will be the sole responsibility of the club members.

4) Ticket Sales – To prevent theft of ticket money and also to have internal control over tickets sold for events, **all ticket sales must be overseen by the SA Ticket Window Office.**

   a. Please fill out a ticket request form and submit it to the Comptroller’s office at least two weeks prior to when you wish to begin selling tickets. If the Comptroller approves your request he will submit it to the Ticket Window Staff who will print the tickets for you (please make sure your request for ticket amount is reasonable for your event). Tickets must be printed by the ticket window and will be prenumbered, and sold there through the duration of the presale. **You may not print tickets through an outside vendor** (please note we print and sell these tickets for free, so this is financially beneficial to your group).

   b. On the date of your event, a signatory officer may come and sign out tickets to be sold at the door (if your event is Saturday, you may sign out tickets Friday by close of business – by 3:00). **Under no other circumstances will you be allowed to sign out tickets to sell prior to your event date (no exceptions).** The signatory officer will acknowledge the ticket numbers that they sign out and by doing so agrees to take fiscal responsibility for the
tickets in hand (i.e. if you do not return with money matching ticket sales you are responsible for that money).

c. You are responsible for selling tickets in the order they were given to you, for the correct price, and for keeping a log of these sales which is clear, legible, and in order. Within 24 hours of the event all proceeds from ticket sales, as well as any remaining tickets, and ticket logs must be returned to the ticket window for review (or next business day if your event took place on a weekend). If tickets are missing and money is not accounted for, the person who signed out the tickets is responsible for that. Failure to adhere to these guidelines will result in your budget being frozen and possible disciplinary action on the individual responsible. Also note that if you wish to provide tickets to certain members for free a list must be submitted to the comptroller’s office and approved when the ticket request is submitted.

5) Overdue Bills Finance Charge – If you do not pay a bill on time and SA receives a late notice, the SA will automatically pay that bill, but will charge your group a 10% late fee.

6) Cooking Events – If your organization wishes to cook food for an event, please speak with the UA Dining Services personnel. They have very specific health codes to follow such as: all eggs, meat and dairy products must be purchased through them.

7) Student Association Logo – All signs and publications made by organizations must have either the Student Association Logo or the words, “Your Student Activity Fee At Work!” clearly printed. If your posters do not have this logo on it, then your posters/signs/publications will be removed and disposed of from the premises of the campus by the Office of Student Involvement and Leadership.

8) Equipment Inventory – Anytime your club purchases a significant piece of equipment (computer, printer, desk, camera, musical instrument, etc.), you must submit an EQUIPMENT INVENTORY UPDATE from. This can be downloaded and printed from online, and should be submitted to the Office of the SA Comptroller.

9) Hotel Charges – SA will only pay for the base rate of the hotel charge when groups travel. SA will not be held responsible for additional charges incurred, be they extra service charges, room service, etc. The way that SA will deal with this is we will pay the total amount of charges incurred during the stay and if any additional charges are noted on the final invoice, SA will freeze your group’s budget until sufficient evidence of deposit is provided for the amount of the extra charges. That way, your group will have paid for the charges, in an indirect way, and will not be able to use your budget again unless you pay for those charges. I advise you ask for a copy of the final invoice from the hotel if they do not provide you one. If there are additional fees or charges, of any nature, ask for a written explanation of the charges so that the expense can be properly documented and justified. We will not pay without this explanation.

10) Financial Records – All clubs will still be required to keep some form of records that must be available for inspection/audit by the SA Comptroller at any time.

11) Turning in Documentation – When turning in documentation to the SA Office, please fill out ALL appropriate information on the Submit of Documentation form. That information includes Group Name, Group Department Number, Date Submitting Receipts, Name of Payee on Purchase Order, Purchase Order #, Amount Total of Receipts, Name of Submitter, Title of Submitter, Contract Information. Failure to list any of the information will result in the receipts being returned to the group via the group’s mailbox where it will be the group’s responsibility to make sure the proper information is provided in a timely manner. If you don’t know any information on the form, look it up on your smartphone or ask someone in the
Operations Office. If you don’t include some of the information, it will be difficult for us to match the receipt to the purchase order, in which case, we can’t approve or process the payment. **This documentation must be submitted within 48 hours of the online purchase request attached to a copy of the submitted request.**

12) Advertising Giveaways – If your group is going to be giving anything away at your event (e.g. a raffle, a prize for a competition, etc), you must advertise that on the flyer for the event. Also, you must document who won the giveaway and what his/her student ID is if a student won the giveaway.

### SECTION 7: SA SERVICES

The Student Association provides certain services intended to be cheaper than outside vendors for the benefit of its student clubs.

SA Ticket Window Office – Provides security for ticket sales to events. In order to prevent the theft of ticket money, all ticket sales must be overseen by the SA Ticket Office. Ticket sales for club events must go through the ticket window. Tickets may only be signed out on the day of the event to be sold at the door by a signatory officer. The proceeds, logs and remaining tickets must be returned to the ticket window by the next business day. Once this is received the SA Ticket Window Office staff will compare the number of remaining tickets to the amount of money deposited to ensure all money is accounted for. **Please see ticket sales section- page 22**

Regarding any tickets signed out for door sales by signatory officer: should the money and/or the unsold tickets not be returned or accounted for, then the person who signed out the tickets shall be held responsible and may be referred to the Office of Conflict Resolution and Civic Responsibility for judicial action.

### SECTION 8: A FINAL WORD

All the information requested by the voucher process must be submitted at the time of voucher completion. Please understand that due to the volume of vouchers processed each week, the Comptroller’s Office does not have the time to track down this information. Please be complete and specific to avoid the Comptroller denying the incomplete voucher, which in most cases will delay when your check is cut. This will substantially delay payment to a vendor with whom you wish to do business.

A delay in payment can have devastating effects on a program, for most vendors and performers will not deliver or perform without timely payment. In the event that you are uncertain, we encourage you to contact the Comptroller to ensure you have provided the required information before completing the voucher.

If you fix a rejected voucher with the Comptroller, Deputy Comptroller, or Assistant Comptroller by Thursday office hours, we may be able to avoid any delays. It will then be processed the
following week, as initially intended. Otherwise, as stated in the previous paragraph, the processing of your group’s voucher will be delayed.

I wish you all the best of luck with the Finance Exam and a good year to come!