Welcome

WILDCATS!

Student Organization
Financial Coordinator:

Jeremy Coiner
jwcoiner@csuchico.edu
You NEED to know...

Financial Best Practices
- Budgeting
- Building trust
- Maintaining accurate records

CSU Financial Requirements
- Our forms
- IRS, state, and other federal required regulations
- University specific rules

The Forms and Process
- Getting things done the right way the first time!!!
Financial Best Practices
Be Transparent and Openly Communicate!!

- Give regular updates on your account status and activity
- Ensure all expenses are discussed with the club as a whole
- Gather approval for all transactions
Financial Best Practices:

The University requires all reimbursements to be accompanied with **PROOF** in the form of an itemized receipt.

You Cannot be Reimbursed if you purchase using a gift card or EBT

**Must include:**
- Last 4 digits of card number
- Date purchased
- Show each item purchased

Make Sure to Keep **ALL** Receipts
Budgeting:

What do we spend money on?

How much money do we need to support our club?

Where will our funding come from?
Budgeting: Keep an Up-to-date Ledger

Need help keeping up with your budget, reach out, the Student Org. Financial Coordinator can provide you with an up-to-date expense report.
CSU Financial Requirements:

Student Org. funds **CANNOT** be used to purchase or reimburse for the purchase of:

- Alcohol
- Tobacco Products
- Drugs of any kind
- Firearms/Weapons
CSU Financial Requirements:

Purchases & Reimbursements

Must be initiated by filling out the appropriate forms found on....

Log onto CatsConnect
Search Student Org. Financial Services

Student Clubs & Organizations
CSU Financial Requirements

Approval Required

Approval from your advisor and a designated student officer is required before any transaction can be complete.

The Student Org. Financial Coordinator will handle reaching out to the advisor.

Designated student officers - Treasurer along with either the President and/or the Vice President. Can be any elected officer.

Just three simple steps

1. Designated student fill out the Reimbursement Request Form
2. Wait for Advisor to review
3. If you submitted everything correctly, you will be Approved!!
What you need to know about PURCHASES

**Services** need to be paid directly from the University
Examples: Clothing, Catering, Promotional Materials (stickers, buttons, banners)

We can use these methods to pay right out of your clubs account

- Purchase Order ➔ We send them a Check
- P-Card ➔ Jeremy pays with a credit card directly from your account
Buying Custom Products

1. Choose a Vendor
   - We encourage supporting local businesses!!!

2. Design logo
   - Send to jwcoiner@csuchico.edu for approval

3. Submit order to vendor and request invoice
   - Do **NOT** pay out of pocket

4. Submit Purchase/Payment request form & attach invoice
Use of Logo

All logos are registered trademarks and property of Chico State. Unauthorized use is strictly prohibited.

This is why you get approval before paying!!

If you are not sure, you can always contact the Student Organizations Financial Coordinator, our friends in Student Life and Leadership, or go to the Chico State University Style Guide website.

*For Example; Use of the Athletics logo and new university seal is strictly prohibited.*
Along with the restrictions for the use of Logos, there is also restrictions for the use of the Chico State name.

Please **PLEASE** check the University Style Guide using the QR codes below AND consult with the Student Org. Coordinator **BEFORE** doing anything.

**Rules for name**

**Unacceptable Names**
The following name variations for the University should **NEVER** be used:

- CSUC
- CSU Chico
- CSU-Chico
- CSU-Chico
- Cal State Chico
- Chico University
- Chico State University
- University of Chico
- California State University at Chico

Why are they not allowed? The examples above don't follow University guidelines, are inaccurate or confusing, or create a negative connotation.

**Rules for Logos**
Submit a Reimbursement Request Form
- Found on CatsConnect

MAKE SURE TO INCLUDE:

- Itemized Receipt/Proof of Purchase
- Full Name of the Club/Org. **No** Abbreviations
- Payee First and Last Name
- Student ID#
- Current Mailing Address
| Reimbursement for cash is only up to $500 | Any Request over $500 defaults to a check payment. |

Make sure all your payment supports the mission of your Club!
Gift Cards

The Student Org. Financial Coordinator must always pre-approve gift card purchases

- They must not exceed a $50 limit per card.
- Gift Cards cannot be purchased from a primary alcohol/tobacco retailer. *ex: Bevmo, total wine*
- They cannot be given to staff, faculty, or as payment to speaker or for a service

You must also fill out the Student Clubs & Organizations Award/Gift Card Distribution Tracking Form, located on the Student Financial Services website under Student Clubs and Organizations.

You must submit the form with your reimbursement request for approval to purchase a gift card.
PLEASE consult with the Student Org Financial Coordinator THREE (3) weeks prior MINIMUM to make any reservations OR payments to ensure that campus travel policies and procedures are being followed.

- Reimbursement for travel will happen only AFTER travel is complete.
- Registration Fees - The Coordinator can pay directly for event registration fees or you're out the money until the travel is complete.
- Student organizations MUST adhere to campus travel policies.
- A "Travel Expense Claim" Will need to be completed and signed after travel occurs.
- If the club advisor is traveling as well, they MUST fill out a travel request form through their department.
The CSU, Chico Accounts Payable Office Handles all travel elements, from the request form approval to distribution of reimbursement. -  [https://www.csuchico.edu/ap/travel.shtml](https://www.csuchico.edu/ap/travel.shtml)

CSU, Chico guidelines state that travel reimbursement request must be submitted with **60 DAYS** of travel. - If not submitted within 60 days, you will have to justify why to Accounts Payable, not Jeremy.

Travel expenses take about 2-3 weeks to process - be patient

**MAKE SURE** you submit all Travel Reimbursement Requests all on the **same claim.**

We are still in a pandemic - Check CDC Travel Guidelines before traveling as well.
Deposits and Donations

Electronic Deposits AVAILABLE
- Dues
- T-Shirts/Apparel Costs

Online E-Market Set Up For Every Club
https://commerce.cashnet.com/cashneti/selfserve/BrowseCatalog.aspx

Accepts Payments Via:
- Credit/Debit Card
- Electronic Check

Must be processed through UNIVERSITY FOUNDATION
- Example: Fundraisers, golf tournaments
- Tax Valid Receipt sent to donors
- Ensure your donor specifies your Student Org. Name on Check
- 5% admin fee will be deducted
- Check in with SLL when planning fundraiser

MAIL TO
The University Foundation
400 W. First St.
Chico, CA 95929-0999
What if we bank off-campus?

If your club/org is:
- National Affiliated
- OR
- 501(c)3 Nonprofit Organization

You may qualify for Off-Campus Banking Exemption

Banking Exemption

You must fill out the Banking Exemption Form in CatsConnect
The Banking Exemption Form for approval must be submitted ANNUALLY

or

Student Officers Change
Do and Do nots for off-campus banking exemption

DO:
- Ask for permission via off-campus banking exemption form
- Name the bank account under Chico Chapter
EX: Harry Potter Club - Chico Chapter

DO NOT:
- Name your bank account using the term: Chico State, CSU Chico, California State University Chico, etc.
- EX: Harry Potter Club Chico State Chapter
LASTLY

Remember to get your club expenses in **ON TIME**

Do not wait until the last minute of the semester or academic year!!!

Make your life easier get your money **SOONER**, submit on time!!! Pick up your reimbursement ASAP!!!

Also: Do not use Venmo, Cashapp, or paypal.
You are now a Student Club & Org. finance expert!!!

Let's Get Started

Activate your Financial Accounts!!!

Account Activation (Agreement) Form

- Found on CatsConnect or the Student Financial Services - Clubs & Orgs webpage

You Need:

- Sign in using your Chico State Email address for access
- Full name of your club/org: **NO Abbreviation**
- First/Last name - Treasurer + 2 other Student Officers & Advisor
- All Student ID #'s

[Bank Account Activation form, Off-campus Banking Exemption form]
THANK YOU!

Questions?
Never hesitate to reach out to me!

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Ask for my business card, I love to give those out