WHAT’S NEW

Student Financial Services (SFIN)
Student Services Center 230
Open Mon-Fri 8am-5pm
No Service Fee

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OVERVIEW

• Updated Forms
• Knowing the process
  Purchases
  Withdrawals
  Deposits
  Reimbursement
  Travel
• Keeping a budget
• Utilizing Resources
ACCESS YOUR FUNDS

Activate Your Financial Account

1. Authorized student club members listed and sign the form:
   Treasurer + Officers

2. The Advisor must sign the form

3. Student Life and Leadership representatives will review and sign

4. Final stop: SSC 230
BEST PRACTICES

✓ Be transparent
✓ Have a witness for withdrawals
✓ Keep receipts
✓ Keep an up-to-date ledger
DEPOSITS

Donation FYI’s

- All donations processed through University Foundation
- A 5% admin fee will be applied
- Tax valid receipts available
- Can take up to a month for funds to be available

Donation Details Required:
- Circle Cash or Check
- Donor Name
- Check #
- Donor Address (Cash Only)
TRANSACTION REQUEST

• **Cash Advance/Change Fund**
  • $250 max

• **Reimbursement**
  • Cash up to $500
  • $500+ via check

• **Payment for Services via Purchase Order or Credit Card**
  • T-shirts/Promotional Materials
  • National Membership Dues
  • Conference Registration
  • AS Catering

• **Travel Expenses**
  • Flights
  • Hotel
  • Gas/Car Rental
  • Food
• Withdrawal $250 per transaction

• When is this transaction type used?

• What to know:
  • Full Cash Amount OR Itemized Receipts returned to SSC 230 within 3 business days of your event/meeting.
  • Locked Cash Box available upon request.
Up to $500 cash in hand at time of transaction request.

- MUST include itemized receipts for purchases of $25+/proof of payment
**Missing Receipt?**

1. Request new receipt from vendor
2. Use Lost Receipt Notification Form (if vendor cannot provide replacement receipt.)

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**Lost Receipt Notification Form**

**PURPOSE:** If a student club purchase receipt is lost, a duplicate copy of the receipt shall be requested from the vendor. If the vendor cannot provide a duplicate copy, complete this form as verification of the purchase and present with signed Transaction Request Form.

**PURCHASER AND VENDOR INFORMATION**

- **Date:**
- **Date of Purchase:**
- **Purchaser’s Name:**
- **Club/Org Name:**
- **Vendor’s Name:**
- **Vendor’s Address/Phone:**
- **Reason(s) itemized receipt was not obtained:**

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**DESCRIPTION OF PURCHASE**

<table>
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<tr>
<th>Quantity</th>
<th>Detailed Description of Purchase</th>
<th>Unit Price</th>
<th>Extended Price</th>
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**TOTAL**

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**AUTHORIZED**

Please accept this memo as evidence of purchase in lieu of the original itemized receipt.

- **Club/Org Office:**
  - Name:
  - Signature:
  - Date:

- **Advisor:**
  - First Name:
  - Signature:
  - Date:

- **FIN Req:**
  - First Name:
  - Signature:
  - Date:

**Created November 2017**
What does your club spend your money on?

The process of payment differs based on the purchase.
NO

- Alcohol
- Tobacco products
- Drugs of any kind

may be purchased/reimbursed with club funds.
PURCHASES

Is it a service?

Pay that directly from your club funds with the University credit card.

Example: Custom t-shirts, banners, promotional items, etc.

**IMAGE APPROVAL:** ALL designs must be submitted to the coordinator prior to order for review.

To use any of the following they must ALWAYS be pre-approved through University Creative Services.

- CSU, Chico
- Chico State
- CSUC

The use of the athletic cat logo is restricted.
COMMON TRANSACTIONS

**Campus Events**
- No driving is allowed on campus.
- Catering businesses will require a county health certificate, waiver of liability (insurance) form and must be paid via purchase order.

**Thank You Gifts**
Should be of no monetary value.
Examples of good thank you’s: Flowers/Plants, Chico State swag, Candy, Personalized placard.

**Gift Cards**
- Must always be pre-approved before being purchased.
- They cannot be purchased from a business/store where alcohol can also be purchased.
- They cannot be given to Staff or Faculty.

**Sales Tax**
Clubs are responsible for collecting sales tax any time they conduct sales on behalf of the club. The local sales tax is 7.5% on item sales, and will be recorded on applicable deposits made into club accounts.
FUNDRAISING

Need ideas? I can help!

**EXAMPLES**

- Car wash
- Bake sale
- Spaghetti dinner
- Golf tournament

*Raffle’s are NOT permitted as California views it as a form of lottery and illegal by state law.*

Fundraising events may be subject to facility use fees and are regulated by certain campus policies.
FUNDRAISING RESOURCES

Credit Card reader available to reserve for events
• Easy to use
• Deposits directly into club acct.
• Must be scheduled in advance
• Sales: State tax (7.5%) must be applied

- No Square card readers
- No Venmo/$ Sharing Apps
QUESTIONS?