MY GUIDE TO MONEY

Who can answer my questions?

Student Senate Executive Treasurer Office Phone: x6938

What steps should I follow to request money?

• Staying within your budget is your responsibility. If you exceed your budgeted amount, the excessive spending will be deducted from next year's budget. • All expenditures are at the discretion of the Executive Treasurer of Student Senate.

Media, Budgeted, and Allocated Organizations

• Complete Encumbrance Requisition form. Be sure to obtain ALL necessary signatures. • Attach all appropriate documentation to the Encumbrance Requisition form. These may include invoices, receipts, or quotes from a company. (If you have questions about what is proper documentation, ASK!) • Form and documentation must be submitted to the Treasurer's inbox at least ONE WEEK BEFORE MONEY IS NEEDED. • If money is needed for extreme cases or replacement of currently owned equipment, follow steps listed under Recognized Organizations. • Submit Step One form to the Finance Committee inbox. Finance Committee Chair will set up a meeting with you and Finance Committee to discuss your request. IF request is approved by Finance Committee, it will be presented to Student Senate. They will then vote on its approval. IF request is approved by Student Senate, complete Funding Request Step Two form. Attach all appropriate documentation (invoices, receipts, etc.).Submit Step Two form to Treasurer's inbox. Allow at least THREE WEEKS FOR ENTIRE PROCESS.

How do I fill out an Encumbrance Requisition Form?

• Check the box next to your organization. If your organization is not listed, check other and fill in your organization's name. Choose how you want the money distributed. • Check: Provide person/company the check should be made payable to. • Purchase Order: Provide company name and address. • Account Transfer: Provide account number of department within the University. • Write the amount of money you are requesting. Do NOT include tax in this total. We do not pay tax. • Describe specifically what the money is being spent on. Look at a copy of your budget and determine which line item you want this money to come from. • Treasurer or President of your organization must sign the form to show it has been properly authorized. • Organization Advisor must sign the form to show they are authorizing the expenditure. • Provide the date you submit the request and the date you need the funds (if applicable). Provide your contact number in case Executive Treasurer has any questions. • Provide any additional necessary information in the comments section.

NOTE: Any missing information will result in a delay of funding. The process cannot be completed without all of the requested information.

What do I do with money that needs to be deposited?

Submit all checks (Payable to Student Senate of Valparaiso University) to Executive Treasurer. Provide a listing of all checks, amounts, and reasons for payment.

What are my other responsibilities as a Mainline Treasurer?

Payroll • Complete payroll forms for all paid members of organization. Submit to Executive Treasurer by OCTOBER 6. Without this form on file, payroll will not be distributed. If any new, paid members are added to your organization during the year, be sure to complete a form for them also. • Submit a quarterly payroll spreadsheet (via e-mail or disk) listing all people to be paid to Executive Treasurer. Follow the format below:

Last Name First Name SSN Position Title Amount

You will be contacted when the checks are ready for pickup. You will be responsible for distributing the checks to members of your organization.

PAYROLL DUE DATES: OCTOBER 6 DECEMBER 2 FEBRUARY 16 APRIL 25

Inventory • Obtain most recent inventory listing from Executive Treasurer.

• President and Advisor of organization must physically inspect each item of inventory and sign off for each item of inventory.

• If inventory is missing or broken, remove from list and submit an explanation. • If you have new items of inventory, provide the information requested at the bottom of the forms. • Submit these reports on the same date you submit payroll.

Budgets • See MBAR System Guidelines sheet for information on when budgets must be turned in. You will be notified of an exact date as the time approaches. If you aren't sure, ask! • Budgets should be prepared in a spreadsheet format listing line items of needs for money. You should also include anticipated revenue from t-shirt sales, ad sales, etc. • You will meet with Finance Committee to discuss your budget, so be sure to send someone who is knowledgeable and prepared to answer questions. • Budgets must be approved by Finance Committee and Student Senate before they are in effect.

Other things to remember: • Checks will be placed in your organization's mailbox in the Student Senate office. It is your responsibility to pick them up. • You are responsible for mailing out payments for your bills. I will no longer mail these payments for you.

Recognized Organizations

Complete Funding Request Step Two form. Be sure to obtain ALL necessary

(see Section 8 for Student Senate forms)

The PDF Footer