

STUDENT ORGANIZATION FINANCE MANUAL



TABLE OF CONTENTS

PURPOSE OF THE STUDENT ORGANIZATION FINANCE MANUAL	3
STUDENT ACTIVITIES FEE GUIDELINES OVERVIEW AND PURPOSE	3
PURPOSE OF THE STUDENT ACTIVITIES FEE	3
PRIMARY GOALS OF THE STUDENT ACTIVITIES FEE	4
STUDENT ACTIVITIES FEE OVERSIGHT AND GOVERNANCE	4
STUDENT ORGANIZATION RECOGNITION	6
FUNDING ELIBILITY	7
METHODS OF FUNDING FOR STUDENT ORGANIZATIONS	8
STUDENT ACTIVITIES FEE FUNDING LIMITATIONS	10
REQUESTING A STUDENT ORGANIZATION ACCOUNT	11
VIEWING YOUR STUDENT ORGANIZATION BUDGET LEDGER	11
DEPOSITING STUDENT ORGANIZATION FUNDS	11
PAYMENT METHODS FOR STUDENT ORGANIZATIONS	12
PAYMENT REQUEST VOUCHER PROCESS	12
STUDENT ORGANIZATION REIMBURSEMENT FORM	13
STUDENT ORGANIZATION AUDIT PROCESS	13
APPENDIX A-1: COMPLETING THE PAYMENT REQUEST VOUCHER FORM	15
APPENDIX A-2: SAMPLE PAYMENT REQUEST VOUCHER FORM	16
APPENDIX B-1: COMPLETING THE STUDENT ORGANIZATION REIMBURSEMENT FORM	17
APPENDIX B-2: SAMPLE STUDENT ORGANIZATION REIMBURSEMENT FORM	18

PURPOSE OF THE STUDENT ORGANIZATION FINANCE MANUAL

The Student Organization Finance Manual is designed to educate all student organization leaders and advisors on all applicable guidelines, policies, and procedures governing student activities fees. This manual will help to further explain the following topics and procedures:

- Purpose of the Student Activities Fee (SAF)
- Student Organization Recognition Requirements
- Funding Eligibility for Student Organizations and Clubs
- Types of Funding Offered by the Student Government Association
- Specifics of the Grant Request and Budget Allocation Processes
- Guidelines on How Student Activities Fees Can and Cannot Be Used
- How to Access Your Organization's Online Account
- How to Spend the Funds Your Organization is Allocated
- Examples of the Important Financial Forms
- Frequently Asked Questions

Please use this manual as a reference tool throughout the year when spending any student activities fees allocated by the Student Government Association.

STUDENT ACTIVITIES FEE GUIDELINES OVERVIEW AND PURPOSE

The Student Government Association of Widener University adheres to the Student Activities Fee Guidelines established by the University. The Student Activities Fee Guidelines are designed to (1) provide guidance and clarification in the formation of operational procedures and directives, (2) define a transparent operating practice that governs the distribution, use and expenditure of the Student Activities Fee to ensure the accountability of funds, and (3) to endorse student involvement and engagement at Widener University.

The Student Activities Fee (SAF) was created in 2005 by a Student Government referendum with the intent to create an activities fee of a \$100 per semester for all main-campus traditional undergraduate students that would be allocated by students for students. During spring 2005 Student Government Election, the student body approved the referendum with a majority support (51% +) of the participating voters. The University Board of Trustees then approved the fee, and the fee was introduced in fall 2006. The fee is collected at the beginning of each academic year and is pooled into a University Fund where it awaits allocation by the Office of Finance and Administration; the Student Government Association oversees a portion of the total Student Activities Fee.

The current Student Activities Fee is \$330 per academic year or \$165 per semester.

PURPOSE OF THE STUDENT ACTIVITIES FEE

The specific purpose of the student activities fee is to provide funds to improve the co-curricular and extracurricular environment for undergraduate main campus students.

As part of this action, the University has agreed to the following guiding principles:

- A. Any fees collected will remain at the campus in which they are generated and will be kept separate from any student fees collected at other satellite campuses
- B. Fees collected will not replace current operating funds intended for student activities and programs

- C. Revenue generated by the activities fee will be used to support student activities and programs
- D. The student activities fee will not be folded into general tuition funds
- E. A portion of the student activities fee will be allocated to the Division of Student Affairs and will be distributed through the Dean of Student's Office and the Student Government Association
- F. The use of the student activities fee should be public knowledge and made available to students
- G. The funds generated through the Student Activities Fee will be applied to areas that will:
 - a. Improve the overall quality of the campus experience including enhancing student life and the overall student experience from the student's perspective
 - b. Increase opportunities for student involvement and engagement in the educational process, particularly focusing on the out-of-class experience
 - c. Enhance the appropriate out-of-class services and programs on the main campus based on identified student needs and feedback
 - d. Improve the educational climate by maximizing opportunities for academic success supported by out-of-class student program, initiatives, and experiences

PRIMARY GOALS OF THE STUDENT ACTIVITIES FEE

The primary goals and usage of the Student Activities Fee shall include:

- a. Working with the campus strategic planning process to enhance the campus environment and improve the co-curricular activities and programs offered at the main campus
- b. Implementing or improving new and existing student activities and programs designated to increase student satisfaction and retention, and enrich the out-of-classroom environment
- c. Assisting in providing specialized services or programs for a diverse population of students based on identified student needs and feedback
- d. Enriching the campus environment and encouraging the involvement of students, thereby promoting academic achievement and the development of student potential

STUDENT ACTIVITIES FEE OVERSIGHT AND GOVERNANCE

- A. The Division of Student Affairs shall have the responsibility for the oversight and allocation of a portion the funds generated by the Student Activities Fee
- B. The Dean of Students will divide the allocated portion of the student activities fee between the Student Government Association and a multitude of other divisional priorities, programs, and services that will directly benefit the Widener University student community
- C. The Student Government is an entity of the Office of Student Engagement and shall be advised and overseen by the Assistant Dean of Students as outlined in their professional responsibilities

- D. The Student Government Association, under the advisement of the Assistant Dean of Students will fairly and equitably distribute funding to student organizations, clubs, and other campus initiatives directly benefitting students in accordance with Student Activities Fee guidelines
- E. The Vice President for Finance shall develop the Student Government Association budget (including allocation and expenditure) in consultation with the Executive Board and Advisor(s).
- F. The Executive Board must review and endorse by majority vote the proposed budget and then present the budget to the Senate of the Student Government Association for approval
- G. The approved budget will be presented to the Council of Representatives (COR) for approval during the second Town Hall meeting in the fall semester each year
- H. The Finance Committee of the Student Government Association shall administer the budget allocation process and vote on funding allocations for recognized student organizations and clubs.

STUDENT ORGANIZATION RECOGNITION

(Information **excerpted** from the *Recognized Student Organization Handbook*. For additional detailed policy information, please review the *Recognized Student Organization Handbook* in its entirety.)

WHAT IS STUDENT ORGANIZATION RECOGNITION?

Student organization recognition applies to all main campus undergraduate groups proposing or maintaining recognition through the Office of Student Engagement. In order to comply with University regulations and procedures, all student run groups should be recognized through the Office of Student Engagement. **In addition, groups who intend on receiving any funds from the Student Government Association must be recognized through the Office of Student Engagement.**

MAINTAINING RECOGNITION

Groups wishing to maintain their recognition with the Office of Student Engagement must adhere to several expectations and standards each semester grounded in the values of Widener University – leadership, civic engagement, career preparation, and multiculturalism. Recognized student organizations that meet all of the expectations and abide by all policies outlined in this document will be granted active status and may enjoy the privileges and rights granted to recognized student organizations at Widener University.

Groups that fail to fulfill all semester expectations will be placed on inactive status and have their benefits and privileges revoked. A final list of RSO's are shared with University Administration as it relates to space reservations, funding, etc. If an organization is inactive, space requests and funding allotments will be revoked. **The status of all student organizations are subject to review by the Assistant Dean of Students. The University holds the right to remove any student organization when deemed appropriate and necessary.**

SEMESTER EXPECTATIONS & RESPONSIBILITIES

If a student organization fails to complete any of the following expectations, they will become **inactive**. Student organizations that are placed on **inactive status** may apply for reinstatement through the Office of Student Engagement during the reinstatement process period. Organization benefits and privileges will remain revoked until the Office of Student Engagement reinstates the group. An organization that has been **inactive** for two (2) or more consecutive semesters must follow the New Organization Recognition Process.

The following tasks must be completed each semester in order to maintain organization recognition:

- Complete the online semester recognition form **each** semester
- Host or co-host at least three (3) programs or events consistent with the organization's mission
- Report **all** programs using the online event reporting form
- Attend Monthly Executive Leaders Workshops (any Executive Team Member)
- Gain at least (3) leadership development program credits by having any organization member attend approved or designated programs. Each program attended counts as one program credit.
- Send the appropriate organization designee to Fall Student Organization Training
- Maintain a membership of at least 10 undergraduate students (exceptions will be considered)
- Maintain an organization advisor that is an on-campus full-time Widener University employee
- Understand and adhere to all policies and procedures as implemented by Widener University or the Office of Student Engagement in relation to student organizations and club sports programs.
- Comply with all federal and state anti-hazing laws and Widener University's Anti-Hazing Policy
- Meet all financial obligations to Widener University

To receive funding from the Student Government Association, an undergraduate student group must adhere to and complete the following expectations per semester:

- Maintain official recognition with the Office of Student Engagement (see expectations list above)
- Appoint an organization member to serve as the Student Government Association representative and attend all monthly SGA Town Hall meetings
- Fulfill all community service hours expectation (please refer to the “Community Service Event Hours Expectation and Calculation” section in the RSO handbook for more information)

FUNDING ELIBILITY

Student clubs and organizations seeking student activity fee funding from the Student Government Association must adhere to the following guidelines implemented by the Student Government Association:

1. Meet all recognition requirements as defined by the Office of Student Engagement (see section above)
2. Appoint an active organization member to serve on the Council of Representatives (COR) for the Student Government Association and attend all monthly Town Hall meetings.
 - a. Appointed representatives shall have the following responsibilities:
 - 1) Represent only one student organization at a time during Town Hall meetings
 - 2) Attend the entire meeting and sign-in at the conclusion of the meeting. Representatives are permitted to miss only one meeting per semester
 - 3) Relay important information learned during the Town Hall meeting back to the general membership of the organization the individual is representing
 - 4) Provide important organization updates to the Council of Representatives
3. Fulfill all community service hours expectation (please refer to the “Community Service Event Hours Expectation and Calculation” section in the RSO handbook for more information)

METHODS OF FUNDING FOR STUDENT ORGANIZATIONS

Recognized student organizations that are active and in good standing with the Office of Student Engagement each semester are able to receive funding from the Student Government Association (SGA) and have an on-campus account. There are two avenues for recognized student organizations to receive funding through the Student Government Association; either through the budget allocation process or a grant request.

GRANT REQUEST PROCESS

Process Description: The Grant Request Process is used when a recognized student club or organization requests funding for a specific one-time programming need or attendance at a conference directly related to the mission of the student club or organization.

The Grant Request Process is governed by the following rules and guidelines:

- Grant requests must be submitted online using the Grant Request Form located on the Student Government Association website or RSO Task Center on myWidener. All fields on the form must be completed. The quality of the information submitted is a critical factor in the process
- Grant requests must be completed and submitted at least 30 days prior to the date of the activity. All grant requests will be reviewed on a rolling basis to ensure timely processing
- Only one Grant Request can be submitted per recognized student organization per academic year
- Faculty and staff members are not permitted to submit grant requests. However, student organization leaders must have the approval of their Organization Advisor for each request made
- Grant requests must be used within the fiscal year they are approved, or any approved funds will be returned to SGA. The fiscal year starts on July 1 and ends on June 30 of each year.
- Grant requests cannot be submitted after April 30 or before the first day of classes. The Student Government Association does not recognize the summer months as a semester period.
- Grant requests submitted for conference travel and registration fees will not be approved for an amount greater than \$1,000. Requests for conference funding must include supplemental information explaining all necessary fees and how conference participation will benefit the student experience. Conference expenses will not be funded during the budget allocation process.
- All grant request and budget allocation processes must adhere to the list of student activities fee limitations used to determine how the student activities fee will be allocated.
- If the grant request is approved, then the Finance Committee Chairperson will send an email correspondence to the requestor and the organization's Advisor.
- After the program or conference, the organization is required to submit a report describing what was accomplished and how the funds were spent to the SGA Finance Committee.

BUDGET ALLOCATION PROCESS

Process Description: The Budget Allocation Process is an annual process that occurs in the spring semester each year and gives a recognized student club or organization the opportunity to request funding for a series of programs and initiatives for the following academic year.

The Budget Allocation Process is governed by the following rules and guidelines:

- All recognized student clubs or organizations will have the opportunity to submit a budget allocation proposal in the spring semester of each academic year. The Finance Committee of the Student Government Association will review all budget allocation proposals.
- The Student Government Association will recognize a separate budget allocation process for the Club Sports Organization Program, which will follow all established budget allocation process rules. The Club Sport Organization budget allocation process will occur in the spring semester each year and will include the professional staff of the Pride Recreation Center.
- The Student Government Association will fund programs, lectures, special guests or speakers, supplies, and other operational expenditures that are deemed beneficial to the organization and the undergraduate student community at Widener University.
- All requests for budget allocation funding requests are required to be documented on the Budget Allocation Proposal template. All fields on the form must be thoroughly completed. The quality of the information submitted is a critical factor in the review and approval process.
- Budget Allocation Proposals must include a detailed description of each event or activity, a financial breakdown of all expenses and costs, and the number of students who will benefit. Figures must be clearly shown and as accurate as possible. Quotes, estimates or other documentation that can attest to the dollar amounts submitted is helpful.
- Student organization leaders should be prepared to document any past fundraising activities held or future fundraising activities that will be planned. The intent of the organization to fundraise will be factored into the budget allocation review and approval process.
- Student organization leaders should be prepared to respond to a request from the SGA Finance Committee to appear and speak on behalf of the organization to clarify any questions that arise from the review and approval process.
- A preliminary budget allocation decision will be communicated by the end of the spring semester. Final budget allocation funding will be disbursed by the first week in October of the fall semester.
- **Financial commitments should not be made until your budget allocation has been reviewed and the organization receives a preliminary funding decision from the Finance Committee.**
- All decisions made and approved by the SGA are final and cannot be appealed.

STUDENT ACTIVITIES FEE FUNDING LIMITATIONS

The disbursement of the Student Activities Fee (SAF) is subject to the following limitations:

- SAF funds cannot be used as contributions to organizations or activities which discriminate on the basis of race, color, creed, sex, age, religion, sexual orientation, disability or national origin; or any other event or activity that limit participation by Widener University students.
- SAF funds cannot be used to pay debts incurred by an individual, organization, or organization accounts that have fallen below zero. Any organization in debt at the time of a given grant request or budget allocation process is ineligible for funding.
- SAF funds cannot be used as a financial support for personal non-contractual gain of any student, faculty, staff member, or other person.
- SAF funds cannot be used to fund events, programs and services with the intended purpose of making a profit; if an event were to charge for admission, the funds would only be able to go toward paying off the costs for that event.
- SAF funds cannot be used to purchase alcohol or illegal drugs. Exceptions can be made for approved and sanctioned University events with the permission of the Vice President for Administration and Finance and the Dean of Students Office.
- SAF funds cannot be used for donations for charities, philanthropic events, or any other similar entities or causes. However, funds can be used to sponsor events that are held to raise funds for charities or similar entities.
- SAF funds cannot be used in the hiring of legal services or providing bail bond funds.
- SAF funds cannot fund scholarships or other university-sponsored development activities.
- SAF funds cannot be used to fund political campaigns, publicly declared candidates, or groups that are found to have a partisan agenda.
- SAF funds cannot be used to pay for membership dues or fees associated nationally affiliated organizations of entities
- SAF funds cannot be used to purchase any property or supplies that can be obtained from the University at no charge or any items that are deemed unnecessary to the organization; equipment, furniture, and electronics expenditures will be reviewed on a case by case basis.
- SAF funds cannot be used for the purchase or rental of firearms or ammunition.
- SAF funds cannot be used to fund employee salaries unless a designated security or facilities official is required to be present during an event due to University policy.
- Allocated monies cannot be transferred to an external account at a banking institution.
- Expenses for conference registration, travel, and lodging will not be funded during the Budget Allocation Process; conference expenses can be funded through the Grant Request Process.

- Shirts, uniforms, jackets, and other forms of individual apparel will not be funded through the Budget Allocation Process due to the limited impact to benefit the student body.
- SAF funds cannot be used to purchase food for closed meetings or events that are limited strictly to an organization's membership or elected officers.
- Limited funds for the fundraising efforts of recognized student organizations may be granted with the expectation that any funding issued must be replaced at the conclusion of the fundraising activity. The organization must provide documentation of the deposit showing a replacement of the funds that were originally granted for the fundraising activity.

REQUESTING A STUDENT ORGANIZATION ACCOUNT

*(Information **excerpted** from the Recognized Student Organization Handbook. For additional detailed policy information, please review the Recognized Student Organization Handbook in its entirety.)*

Recognized student organizations do not automatically receive campus accounts; they must be requested through the Office of Student Engagement and the Accounting Department through an approval process.

A recognized student organization's faculty/staff advisor should email a completed "**Account Request Form**" and "**Advisor Confidentiality Agreement**" (if not already on file) to studentlife@widener.edu. Processing timelines could range from 1 – 2 weeks. Once all documents are received and processed, the Organization Advisor will gain access to view the organization's ledger online.

VIEWING YOUR STUDENT ORGANIZATION BUDGET LEDGER

Due to University policy, students are not able to access their organization account and budget ledger on their own and should work closely with their Organization Advisor to monitor account spending. If there is a change in the Organization Advisor, then it is the responsibility of the student organization to update this information by using the Organization Officer / Advisor Update form located on myWidener.

The Organization Advisor can access the budget information by following the steps below:

1. Login to **myWidener** and search for myBudget Selection
2. You will see the screen below that requires you to enter your account number
3. Please ensure that you have selected the current fiscal year
4. Please enter "1" in the Fund field
5. Please enter your four-digit account number in the Acct field
6. Please enter 19902 in the Dept field
7. Select the "all accounts" box and select the submit
8. Click the hyperlinked amount under the **Actual** column to view transactions

DEPOSITING STUDENT ORGANIZATION FUNDS

Recognized student organization members, leaders, or faculty/staff advisors are required to deposit checks or cash from membership dues or fundraising activities into their student organization account. Deposits can be made by visiting Business Service Center in Lipka Hall. A deposit memo must be submitted with your deposit and should include the account name and account number.

Organizations must deposit funds into their account prior to submitting any requests for payment and are required to have enough funds within the account to cover the expense incurred.

PAYMENT METHODS FOR STUDENT ORGANIZATIONS

Widener University provides two methods for student organizations to pay for items or services:

1. Payment Request Voucher (used to pay the vendor directly)
2. Student Organization Reimbursement Form (used to reimburse individual organization members)

All forms can be found on the SGA website or the RSO Task Center on myWidener.

PAYMENT REQUEST VOUCHER PROCESS

*(Information **excerpted** from the Recognized Student Organization Handbook. For additional detailed policy information, please review the Recognized Student Organization Handbook in its entirety.)*

HOW TO PAY COMPANIES OR VENDORS FOR SERVICES

Student organizations can use the "Payment Request Voucher Form" to directly pay companies and vendors for services out of their on-campus organization account. A request should be submitted at least three weeks before the payment is needed. Please adhere to the following steps to complete the form:

1. Request an invoice or bill from the company or vendor that is providing the services.

If the company or vendor has yet to be authorized by the University Purchasing Department, then they are required to fill out a "New Vendor Form" before a check payment will be processed. The New Vendor Form should be submitted at least three weeks prior to a payment is required.

2. Complete the "Payment Request Voucher Form" and attach the original invoice to the form. Detailed instructions on how to complete this form are found in the Appendix section.
3. The organization member submitting the form should print and sign their name in the "requestor" field and the form will be approved the Assistant Dean of Students.
4. Submit the completed form with original invoice or bill attached to the Student Government Association FORMS BOX located outside of the SGA Office. Please do not hand financial paperwork directly to another student or the Office of Student Engagement.

SUBMISSION DEADLINE: All payment request vouchers are due by 5:00 p.m. on Thursdays. Forms will be reviewed by the Assistant Dean of Students and approved each week on Fridays. Checks will be available for pickup in the Accounts Payable Office each week on Wednesdays.

RETURNED FORMS: Occasionally, forms will be returned from the Accounts Payable Office with a request for more information. If a request for more information is made, the Vice President of Finance will contact the requestor via email to resolve the issue. If more information or documentation is needed, then it is possible that a processing delay will occur.

GENERAL DEADLINES: All payment request vouchers are required to be submitted within the fiscal year the expense is incurred and must be approved by the last day of classes each semester. Forms will not be processed during the weeks of Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

STUDENT ORGANIZATION REIMBURSEMENT FORM

(Information **excerpted** from the *Recognized Student Organization Handbook*. For additional detailed policy information, please review the *Recognized Student Organization Handbook* in its entirety.)

HOW TO BE REIMBURSED FOR OUT-OF-POCKET EXPENSES

Recognized student organizations can use the “Student Organization Reimbursement Form” to directly reimburse members or their on-campus faculty/staff advisor for out-of-pocket expenses.

Please adhere to the following steps to complete the form:

1. An organization member or advisor must make all purchases prior to completing the form.
2. Complete the “Student Organization Reimbursement Form.” Detailed instructions on how to complete this form can be found in the Appendix section of this manual.
3. Attach all original itemized receipts.
4. The member or faculty/staff advisor who made the purchases should sign as the requester and leave the approver signature blank. All Student Organization Reimbursement Forms will be reviewed and approved by the Assistant Dean of Students.
5. Submit the completed form with original invoice or bill attached to the Student Government Association FORMS BOX located outside of the SGA Office. Please do not hand financial paperwork directly to another student or the Office of Student Engagement.

SUBMISSION DEADLINE: All Student Organization Reimbursement Forms are due by 5:00 p.m. on Thursdays. Forms will be reviewed by the Assistant Dean of Students and approved each week on Fridays. Checks will be available for pickup in the Accounts Payable Office each week on Wednesdays.

RETURNED FORMS: Occasionally, forms will be returned from the Accounts Payable Office with a request for more information. If a request for more information is made, the Vice President of Finance will contact the requestor via email to resolve the issue. If more information or documentation is needed, then it is possible that a processing delay will occur.

GENERAL DEADLINES: All student organization reimbursement forms are required to be submitted within the fiscal year the expense is incurred and must be approved by the last day of classes each semester. Forms will not be processed during the weeks of Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

STUDENT ORGANIZATION AUDIT PROCESS

PURPOSE: Student Organizations are allocated a portion of the Student Activities Fee through the Student Government budget allocation process and grant request process. The Student Government Association has a responsibility to distribute all funds in a manner, which supports the mission of the Division of Student Affairs and endures that funds **are being used for the intended purposes reported**. The Student Organization Audit Process will not only confirm that funds are used appropriately but will ensure that funds are reclaimed and reissued to student organization program and initiatives. The following timelines will be implemented each year.

FALL SEMESTER AUDIT: In the fall semester during the month of December (prior to finals week), the Vice President of Finance, Treasurer, and the Finance Committee will audit all clubs with 50 members or more. An email notification will be sent to the Executive Team and Advisor for each selected organization notifying them of the upcoming audit in December.

SPRING SEMESTER AUDIT: Five recognized student organization will be chosen at random in the beginning of during the first Town Hall meeting in the spring semester. Members of the Council of Representatives (COR) will help full select the organization name out of a hat. The Vice President of Finance, Treasurer, and the Finance Committee will conduct the audit. An email notification will be sent to the Executive Team and Advisor for each selected organization notifying them of the upcoming audit later in the spring semester. Student organization that were selected in the fall semester audit are still subject to random selection in the spring semester audit to prevent groups from being exempt from the audit process.

AUDIT PROCESS:

- SGA will gather the budget presentations from the organizations that received funding for the academic year(s) in the audit.
- The Office of Student Engagement will provide the Finance Committee with copies of the organization's most current budget ledger and access to programming forms submitted by each organization.
- SGA will compare the allocated funds letter and budget proposal presentations to actual spending. Discrepancies will be matched against the Change in Use of Funds Form.
- All items of concern will be documented, and the organization will be assigned one of two scenarios; (1) No money has been spent to date; or (2) Significant discrepancies exist between allocated funds and actual spending.
- Any money that is not spent to date and significant discrepancies between allocated funds and actual spend will result in the loss of 50% of the funds after the Fall Audit.
- Any money that is not spent to date and significant discrepancies between allocated funds and actual spend will result in the loss of 100% of the funds after the Spring Audit.
- Funds may be removed from the current budget or upcoming allocation at the discretion of SGA depending on the reasoning of the misuse of the allocated funds. SGA will reallocate any funding reclaimed from the audit process to other organization events or student initiatives.
- Any funds removed from a student organization with approval of the Assistant Dean of Students will be transferred to the SGA general fund to be used for grant requests or new events.

APPENDIX A-1: COMPLETING THE PAYMENT REQUEST VOUCHER FORM

1. First obtain an official copy of the invoice from the vendor or company.
2. In the upper left section labeled **"PAY TO"** insert the full business name and address of the vendor or company as listed on the official invoice provided. (If this information is not on the invoice, then ask the vendor for a new invoice with the address listed.)
3. In the section labeled **"ACCOUNT TITLE"** insert the name(s) of the organization(s) paying for the product / services provided. You can add multiple accounts to the same document if different amounts will be drawn from different accounts for the same vendor payment.
4. Insert the organization(s) account number and the amount the organization will pay the vendor. *(Please Note: Formulas has been embedded in the electronic version of this form, and the upper right corner with automatically display the total amount.)*
5. The "Vendor #" section can be left blank, if the information is not known.
6. In the explanation section, please provide a description of why the services or products are needed. Be as clear as possible, providing too much information is not a bad idea.
7. In the section, **"Special Instructions to Accounts Payable"** please write any special instructions that should be carried out once the check is available.
8. In the section, **"1099 Tax Reporting Information"** insert the information from the W-9 supplied by the vendor. This information is required for vendors that have never worked for Widener University. However, this section can be left blank if the organization has already submitted the New Vendor Form prior to submitting the payment request voucher form.
9. In the section **"Requested By"**, please have the organization's President or Treasurer print and sign their names. The Organization Advisor should initial the form to acknowledge their awareness of the expense submitted for payment. The Assistant Dean of Students will review and complete the "approver" section.
10. Submit the completed form and attached documentation to the SGA forms box located outside the Student Government Association by 5:00 p.m. on Thursday each week.
11. All forms must be typed. Handwritten forms will be returned to the requestor.

<h1 style="margin: 0;">WIDENER UNIVERSITY</h1>			
<h2 style="margin: 0;">PAYMENT REQUEST VOUCHER</h2>		\$500.00	
		04/03/19	
		(DATE)	
PAY TO: Catharsis Productions, Inc.		Vendor #: _____	
2523 Broadway Street		(if known)	
New Castle, Delaware 19720			
Explanation:			
Payment for vendor services and supplies for Japanese Anime Night Program			
Special instructions to Accounts Payable:			
Please call the Office of Student Life at ext. 4411 when ready for pickup			
1099 Tax Reporting Information for Accounts Payable (if applicable)			
Name: _____			
SS#: _____ or EIN #: _____			
Other info: _____			
Requested by:		Approved by:	
<i>Student Leader Signature</i>		<i>Assistant Dean Signature</i>	
Signature of Requester		Signature of Approver	
Student Leader Name	Cell #	AUSTIN L. DUCKETT	4412
Print Name of Requester	ext.	Print Name of Approver	ext.

APPENDIX B-1: COMPLETING THE STUDENT ORGANIZATION REIMBURSEMENT FORM

1. Insert the name of the individual being reimbursed and provide the individual's student or employee ID number. If multiple individuals are being reimbursed, then please complete a reimbursement form for each individual seeking reimbursement for expenses.
2. Insert the name of the Student Organization in **"Name of Student Organization"** field
3. For each receipt, insert the **month, day, and year** listed on the receipt, provide the place (name of store or vendor), and **purpose** (reason for the purchase). Example: 12/4/19 | Walmart (Event Supplies)
4. Enter the amount of the receipt in Sections 1 – 10 accordingly based on the type of expense. (Note: the form will automatically total all amounts in all rows and columns on the form).
5. If you inserted amounts in Sections 4 or 10, then please complete Section A and give a more detailed explanation of the expenses. Example: "Balloon string was purchased for the involvement fair; which occurred on 12/4/19 in the University Center Atrium."
6. If you inserted amounts in Sections 6, 7, 8 and/or 9, then please complete Section B.
7. In the section titled **"Cash Expense Summary,"** please total amount the receipt amounts for each corresponding column, record the total amount, and add the account number to be charged.
8. Student Organization President or Treasurer will print their name and sign the "requestor" section. The Assistant Dean of Students will review and complete the "approver" section.
9. Submit the completed form and attached documentation to the SGA forms box located outside the Student Government Association by 5:00 p.m. on Thursday each week.
10. **All forms must be typed. Handwritten forms will be returned to the requestor.**

APPENDIX B-2: SAMPLE STUDENT ORGANIZATION REIMBURSEMENT FORM



STUDENT ORGANIZATION REIMBURSEMENT FORM

Charlie Smith 15232355

NAME (please Type Above Line) Employee or Student ID Number

Student Government Association 610-499-4444

Name of Student Organization (please type above line) Cell Phone #

DATE Month Day Year	PLACE & PURPOSE	#MILES	MILEAGE @ 0.58	TRANSPORTATION				LODGING	MEALS			ENT.	MISC.	TOTAL \$
				(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)	(9)	
3 31 19	Student Conference Mileage - ASCE	55	\$31.90											\$ 31.90
4 1 19	Conference Transportation (Antrack)				\$55.00									\$ 55.00
4 1 19	Conference Transportation (Enterprise)					\$125.00								\$ 125.00
4 1 19	Conference Lodging (Hilton)							\$322.00						\$ 322.00
4 1 19	Conference Meals (Chipotle)										\$23.00			\$ 23.00
4 5 19	Walmart (Pride Night Program Supplies)												\$55.00	\$ 55.00
4 10 19	Target (Homecoming Pep Rally Supplies)												\$110.00	\$ 110.00
														\$ -
														\$ -
	TOTALS	55	\$31.90	\$55.00		\$125.00		\$322.00			\$23.00		\$165.00	\$ 721.90

CASH EXPENSE SUMMARY

Description	Column	Amount	Account Number
Total Mileage	1	\$31.90	1-3XXX-19902
Total Transportation	2-4	\$180.00	1-3XXX-19902
Total Lodging	5	\$322.00	1-3XXX-19902
Total Meals	6-8	\$23.00	1-3XXX-19902
Total Entertainment	9		
Total Miscellaneous #1	10		
Total Miscellaneous #2	10		
Total Miscellaneous #3	10		
Total Miscellaneous #4	10		
Total Miscellaneous #5	10		
Total Expense		\$556.90	*MUST AGREE WITH GRAND TOTAL
Less: Cash Advance (enter as positive number)		-	
Less: Uniglobe Airfare (enter as a positive number)		-	
Balance Due WIDENER		0.00	Deposit at Bursa's office
Balance Due EMPLOYEE		\$556.90	

(A) Please provide explanations for column 4 and column 10 (required)
Programming supplies for late night movie event hosted by Pride Activities Council
Paper goods and supplies for Homecoming Pep Rally event

(B) Define the business purpose: Please provide explanations for columns 6, 7, 8 and 9 (required)				
Name & Location of Business Meals & Entertainment	PERSONS AT MEAL / BEING ENTERTAINED	Business Purpose: Subject of business discussed	Amount	
	NAME/Company			

STUDENT LEADER NAME
 Requester's Name
 AUSTIN L. DUCKETT
 Appraver's Name

Ext #
 4412
 Ext #

Date
 Date
 Date

Student Leader Signature
 Requester's Signature
 Appraver's Signature

Check #
 Date

Approval of this form certifies that the transactions being reimbursed above have been reviewed and are approved by you, contain the appropriate receipts, documentation, definition of business purpose, are reasonable and meet university policies.