

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

**Student Activities and Accounting Procedures for
Student Club Funds**

**4-003
STUDENT SERVICES
March 2013**

POLICY

- 1.01 OSU Institute of Technology (OSUIT) has established a uniform method of handling student activities and student club funds. The following activity and accounting procedures must be followed. They are consistent with the guidelines of the university and the State of Oklahoma. The procedures are designed to establish accountability, ensure continuity and protect the club representatives who transact club business.
- 1.02 All funds of recognized student organizations that are derived from the following sources must be kept on deposit with the OSUIT's Fiscal Services Office:
- A. Funds collected by the university on behalf of the organization.
 - B. Funds allocated by the university to the organization.
 - C. Mandated dues, fees, or assessments that must be paid by all members of the organization.
 - D. Funds raised through sales and solicitation.

PROCEDURES

Activity

- 2.01 Authorized student clubs and organizations planning an entertainment event, exhibit, or club activity must complete and submit a "Campus Activities Request" to the Office of Student Life, at least one week (five working days) prior to the event. An "On Campus Facilities Request" must also be submitted if university-owned areas or facilities are needed for the event. Unit leaders must approve fundraising activities prior to submitting the "Campus Activities Request" to the Office of Student Life. The approval must be obtained before advertising, scheduling, making commitments, or related arrangements.
- 2.02 Student clubs/organizations must have an advisor who is a full-time faculty or staff member. The club sponsors are to attend group meetings and activities, assist in program or project development, serve as a resource to the club or organization in regard to university policy and procedures, advise the club on financial matters, and serve as the point of contact between the student group and OSUIT administration, faculty and staff as well as the surrounding community. The club sponsors are to assist the club or organization in completing all required forms and will be responsible for arrangements and supervision of the activity.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

- 2.03 Activity requests must be approved seven calendar days prior to the activity and external public announcements should be coordinated through the Office of Marketing and Communications. The appropriate method of announcement to the media will be determined, and public notification will be made, during the week of the event if deemed necessary. University activities sponsored by a campus club or organization shall have at least one OSUIT employee as sponsor. For off-campus recreational activities, the number of employees assigned, in addition to the sponsor(s), shall be at the discretion of the unit leader and club sponsor.
- 2.04 Activity requests which have contracts that require a signature need to be submitted at least two (2) weeks prior to travel to allow sufficient time to receive approval from OSU-Stillwater.
- 2.05 The sponsor(s) must seek all OSUIT authorizations and should allow one day per office for routing and processing of any trip request.
- 2.06 All campus student activities shall be coordinated through the Office of Student Life.

Funds

- 3.01 Funds of recognized student organizations will not be used for the purchase of alcoholic beverages or to support any activity that would violate university policies or rules.
- 3.02 Club funds will be withdrawn through the Accounting Services Office upon authorization by proper club officer(s) and club sponsor. (Forms for withdrawal of funds are available in the Accounting Services Office.) Disbursements require authorization of at least one club officer and one club sponsor. The club's minutes will reflect authorization of expenditure of club funds. Signature cards of persons who have disbursement authorization are to be on file in the Accounting Services Office. The unit leader should initial the withdrawal form so that he/she might be better informed of club activities.
- 3.03 The Accounting Services Office will issue payments to creditors by check. Invoices must be provided and signed by one club officer and the club sponsor authorizing payment. (If an invoice cannot be provided, an itemized statement may be substituted.) It is the responsibility of the club officers to issue payment to creditors when applicable.
- 3.04 The club treasurer will be responsible for keeping (with the help of the club sponsor) financial records in such a manner that all income and disbursement of club funds can be verified (invoices and receipts should be kept to support these records). Each club's financial records will be audited by the Bursar's Office at least once a year.
- 3.05 Student Life will review the club's account through SCT and provide the student organization a copy of their monthly financial reports. It is the responsibility of the advisor(s) to share this information with the club's active members as part of the club's regular meeting.

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Procurement Card Purchases

- 4.01 It is recommended that advisors obtain a procurement card (P-Card) for their student organizations to make purchases as needed.
- 4.02 Advisors are required to seek pre-approval from their designated approving manager (Director of Student Life) before using their university-provided P-Card to purchase items necessary to do club business, as per all P-Card guidelines.
- 4.03 Pre-approval may be obtained in two ways.
 - A. The P-Card holder may email the Director of Student Life with the details of what is to be purchased, signed minutes approving the purchase, and the estimated amount of the purchase. The Director of Student Life will reply via email the approval or denial of the purchase.
 - B. The P-Card holder may submit a procurement request form showing the amount of the purchase, vendor, and signed minutes approving the purchase. The Director of Purchasing will indicate approval by signing the form.
- 4.04 In the event of an extreme emergency (sickness, wreck, hospitalized advisor, etc.), the Director of Student Life can make a purchase on the Club's behalf. The Club President will contact the Director of Student Life and follow up via e-mail with the emergency request. The club will then provide signed minutes of the emergency request to the Director of Student Life after the next club meeting.

Approved: August 1996
Revised: April 2005
Revised: July 2009
Revised: March 2013