

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Student Activities and Accounting Procedures for Student Club Funds</b>	<b>4-003 STUDENT SERVICES JANUARY 2017</b>
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POLICY

- 1.01 Oklahoma State University Institute of Technology 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 Business 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

- 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. The Director of Student Life must approve fundraising activities prior to submitting the "Campus Activities Request" to 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.
- 2.03 University activities sponsored by a campus club or organization shall have at least one

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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 school dean or Dean of Students, as appropriate, and club sponsor.

- 2.04 All campus student activities shall be coordinated through the Office of Student Life. Student Life will forward any requests or other required authorization to the appropriate office for approval.

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.
- 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 The Bursar's office and/or Accounting Services may perform random audits.
- 3.06 Student Life can review the club's account through Banner's university financial system and will provide the student organization a copy of their financials monthly.

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

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the purchase. The Director of Student Life will 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.

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