2018-2019 Student Organization Funding Contract

Student Organization: ______________________________________________________
President: ________________________________________________________________
Treasurer: __________________________________________________________________
Advisor: __________________________________________________________________

Conditions for Budget Allocation:

1. Student Organization must be in good standing with the Office of Student and Community Engagement.
2. Organization must adhere to all policies and regulations outlined in the Student Organization Handbook, which can be found on the Student Organization Resources webpage (www.capital.edu/student-org-resources)
3. Student Organization must not have an existing negative balance. If student organization has an existing negative balance, a plan must be in place with the Office of Student and Community Engagement to relieve that debt. No new funds allocated may be used to relieve the existing debt.
4. Any program or event that uses Student Activity Fee Allocation funds must be open and accessible to all students. Students may not be charged for events using the Student Activity Fee Allocation funds.
5. Funds may not be used to attend conferences, buy promotional materials, materials for fundraisers, fund recruitment events, private (closed) events, including t-shirts for a specific event.
6. Event must be advertised on campus at least 2 weeks prior to event and must be approved through the Office of Student and Community Engagement.
7. This budget contract must be submitted via email to sg@capital.edu for funds to be distributed to organizations.
8. Invoice and Contract Payment Request
   • Please remember: contracts cannot be signed by student organizations or advisors. Contracts must be approved before submitting the payment requisition form. Student organizations should submit contracts for approval to the SCE.
   • Fill out the payment requisition form (found at capital.edu/student-org-resources), leave account number blank. Please write student organization name in description along with event.
   • Fill out the payment requisition form (found at capital.edu/student-org-resources), leave account number blank. Please write student organization name in description along with event.
   • Make a copy of Payment Requisition Form, and the receipt(s)
     o Turn in original Payment Requisition Form and receipt(s) to the SCE where it will be reviewed and submitted to the Finance Department on the next Wednesday
     o Keep the copy for your records
9. Reimbursement Options when utilizing Student Activity Fee Allocation Funds
   • Option 1: Personal Reimbursement and SG Reimbursement: Use this option if you or a member of your organization used your personal money (via cash, credit, check, etc.) to make a purchase funded through the Student Activity Fee.
• Fill out the payment requisition form (found at capital.edu/student-org-resources), leave account number blank. Please write student organization name as department.

• Make a copy of Payment Requisition Form, and the receipt(s)
  o Turn in original Payment Requisition Form and receipt(s) to the SCE where it will be reviewed and submitted to the Finance Department on the next Wednesday
  o Keep the copy for your records

• Option 2: Use of SCE Credit Card and SG Reimbursement: Use this option if you or a member of your organization used the SCE credit card to make a purchase funded through the Student Activity Fee.
  • Fill out the credit card check out form on the iPad in the SCE
  • After use, fill out the credit card check-in form on the iPad in the SCE
  • Make a copy of the receipt(s)
    o Keep the copy for your records
    o Give the original receipt(s), and credit card to SCE staff

• Option 3: Use of other University Credit Card or other University Charge and SG Reimbursement: Use this option if you or a member of your organization used a university card, other than a SCE staff member’s credit card to make a purchase funded through the Student Activity Fee.
  • Make two copies of the receipt(s)
    o Keep one for your records
    o Give the other to SCE with a SG Receipt form
    o Give original receipt and credit card to the card owner

Money must be spent on campus events and programs open to the entire student population. Off campus events will be approved if transportation options are provided and/or event is within reasonable walking distance.

As representatives for ____________________________________________________, we agree to effective and efficient stewardship of the funds provided to our organization by the Student Activity Fee Allocation and agree to abide by the above stipulations. If the organization does not abide by the above stipulations, future funding allocations may be in jeopardy.

________________________________________________________
President

________________________________________________________
Treasurer

________________________________________________________
Advisor