Treasurer Training

2006-2007

For questions, please contact our office for clarification

Jamie L. Rehlander, Program Coordinator
0355 Memorial Union
515-294-1633
515-294-6497 FAX

Peg Highland, Accounting Clerk
3606 Administrative Services Building
515-294-6015
515-294-3401

While organizations are free to decide how their funds will be spent without administrative interference, their decisions must comply with state and university policies governing general fund expenditures, Student Information Handbook guidelines, allocation policies governing the money, and acceptable practices of sound financial management.
Our office is located in 0355 Memorial Union…this is in the basement near the bowling alley. Our staff is available to assist you with your account. We provide assistance with:

- Treasurer training
- Credit Card purchases
- Voucher/intramural drop off
- Account balances/project statements
- Basic trademark licensing information
- Gambling permits for raffles, etc.
- Cash boxes/bags are available for check out
Recognition/Registration

Organizations are required to register annually. Registration can be completed online at: [http://www.sodb.stuorg.iastate.edu](http://www.sodb.stuorg.iastate.edu).

GSB allocations will not be released until the group has registered.

Organizations must be registered prior to spending funds in their account.

University organization account funds cannot be used to support the following:

1. Partisan political activity, or for the support of the political campaign of any candidate for public office.
2. Religious activity or organization(s).
3. Activities that discriminate on the basis of age, color, known handicaps (mental or physical), national origin, race, sex, religion, status as a Vietnam Era veteran, disabled veteran, marital status, sexual orientation, or any other classification that deprives a person of consideration as an individual.
4. Contracting for legal services or providing bail bond funds or suing the University or state.
5. Appropriations for personal gain which are not expressly authorized by the organization.
6. The purchase of or reimbursement for the purchase of alcoholic beverages.
Authorizing Signatures

Both the organization treasurer and adviser must approve all forms authorizing an expense. When there is a change in officers, your organization is required to make these changes on the Student Activities Center database http://www.sodb.stuorg.iastate.edu

Changes of officers and advisers must be submitted before the new officers are authorized to sign documents.

COLLECTING MONEY

Organizations should establish procedures for collecting money, but the University has established guidelines for cash handling. Please go to the Iowa State University Treasurer’s office website for cash handling procedures.

ISSUING RECEIPTS

Treasurers or persons in charge of receiving payments should prepare receipts for all cash and checks received. Exceptions are made for small cash sales such as bake sales where it would be impractical to receipt each sale and raffle tickets where the ticket stub acts as a receipt. Receipts should be numbered in consecutive order. Give the original copy to the individual making the payment; the carbon copy should remain intact in the receipt book. Receipt books are provided at no cost by the Campus Organizations Accounting Office.

DEPOSITING MONEY

Deposit all income from all sources into the organization’s account. Make deposits in 1220 Beardshear Hall. Timely deposits reduce the risk of returned checks and lost or stolen cash.

List all checks individually on the deposit slip. Endorse all checks with the name of the organization and the account number. Attach a calculator tape adding all of the checks to the deposit slip. If receipts are for more than one type of item, list the amounts on the deposit slip. Examples of income sources include: dues, fund-raisers, T-shirt sales, banquet contributions, etc.

Deposit Slips are available in the Treasurer’s office, 1220 Beardshear and in 0355 Memorial Union.

Below is an example of a deposit slip.
# Iowa State University
## Campus Organizations
### Deposit Slip

**Organization:** My Club Name  
**Account:** 206-00-35-00  
**Account Number:** 6000

### Deposit Description

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$30.00</td>
<td>Fundraiser</td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
<td>Registration</td>
</tr>
<tr>
<td>Food</td>
<td>$</td>
<td>Travel</td>
</tr>
<tr>
<td>Donations</td>
<td>$</td>
<td>Advertising</td>
</tr>
<tr>
<td>Daycare</td>
<td>$</td>
<td>Misc (describe)</td>
</tr>
</tbody>
</table>

**Cash Total:** $50.00

**List Checks Below (Last name, First name):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, Bob</td>
<td>$15.00</td>
</tr>
<tr>
<td>Miller, Jo</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**Check Total:** $30.00  
**Grand Total:** $80.00

Signed by **The Treasurer**, Date **Today's Date**

Print Name **The Treasurer**

---

*Please submit in duplicate. All checks and drafts must be endorsed with 2 add tapes of checks attached. Please do not include cash total in the add tapes, checks only. All checks are Credited Subject to Payment.*
The university suggests that deposits be made weekly... sooner if the total exceeds $100.00.

An account number is required when making a deposit.

Deposit slips are available for pick up in 0355 Memorial Union and in 1220 Beardshear Hall.

Calculators with paper tape are available for your use in 0355 MU and in 1220 Beardshear Hall.

**DO NOT INCLUDE CASH ON THE CALCULATOR TAPE**

Take your completed deposit slip, cash and checks to be deposited to **WINDOW 1** (this is the only window that can assist you) in the Treasurer’s office, 1220 Beardshear Hall.

---

**SPENDING MONEY**

All funds spent from an organization’s account must be for the benefit of the organization. No funds may be spent for personal benefit of individual member(s) without the express consent of the organization. **NOTE:** Wages, fees for service, honorarium and stipends require special forms. Expenses incurred must comply with the Student Organizations Spending Guidelines.

---

**Campus Organization Vouchers**

Off-campus purchases are made with a Campus Organizations voucher. Many local vendors will accept the voucher as a guarantee of payment. We recommend direct payment to vendors with vouchers, but if a vendor does not accept vouchers then the individual can be reimbursed using the same voucher form.

If the vendor gives the voucher back to you, submit it **INTACT** to Campus Organizations Accounting for processing. Payment processing can take up to days after the Campus Organizations Accounting Office receives the voucher.

Organizations are exempt from Iowa’s state and local retail sales tax when payment is made directly to the vendor from the organization’s account. Payments made by an individual on behalf of the organization are subject to all sales taxes.
Voucher completion

Invoices or reimbursements to be paid should be submitted on a Campus Organizations Voucher. They MUST have the treasurer and advisor signatures. No one else is authorized to approve expenses on the account. Please prepare ahead of time, so this doesn't leave you in a bind when trying to purchase goods/materials. These forms are available in the Campus Organizations Accounting office in 0355 Memorial Union and are also available for pick up after hours directly outside 0355 Memorial Union.

We have provided a copy of a voucher with some tips for completion of the voucher following the sample form.

Additionally, here are some guidelines for documentation for reimbursements:

<table>
<thead>
<tr>
<th>YES!</th>
<th>NO!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original, itemized receipts</td>
<td>Visa/MC slips with total only</td>
</tr>
<tr>
<td>Confirmation of online purchases and payments</td>
<td>Photocopies of receipts</td>
</tr>
<tr>
<td></td>
<td>Copies of bank statements/credit card stmts./front and back of checks - (these can only be used as back-up to itemized receipts to show payment has been made)</td>
</tr>
<tr>
<td></td>
<td>Stamped signatures</td>
</tr>
</tbody>
</table>
Please follow these steps to complete a Campus Organizations Voucher.

1. Name of organization
2. Date you are submitting the voucher
3. Name and address of payee
4. If paying for a service that has been provided such as judging or performing an act, a social security number or federal ID number (from vendors) is REQUIRED to process a payment this form will be returned to the group adviser to secure the required information and processing will be delayed. For services from an individual, a W-9 form must also be submitted with voucher.
5. If a purchase was made with personal fund, attach ORIGINAL, ITEMIZED receipts and supply the University ID# for the individual being reimbursed. Failure to provide this documentation and information will delay the processing of payment.
6. Simple description of purchase
7. Cost of items purchased
8. Total to be paid on this voucher
9. Treasurer’s signature
10. Treasurer’s e-mail address
11. Treasurer’s telephone number
12. Adviser’s signature
13. Adviser’s e-mail address
14. Adviser’s telephone number
15. The last four digits of the organization account number

Submitting a voucher for payment

Campus Organizations Vouchers are printed in 4 parts. Please submit the top three copies to the Campus Organizations Accounting Office in 0355 Memorial Union. You may keep the bottom (blue) copy for your records.

After processing, the original white copy will be imaged for future reference, the yellow copy is included with the payment, and the goldenrod copy will be placed in the organization’s file for pick up in 0355 Memorial Union by the organization treasurer.

If the voucher is complete, the payment will be issued in approximately 5-7 days.

Intramural Purchase Orders

The Intramural Purchase Order (green form) is used to transfer funds from one organization to another on campus or to purchase goods or services on from a department on campus.
Campus Organization Name 2
(Making Payment)
Account Number 206-00-35-00 3

PAYEE:
Dept. Account to Receive Payment 4
Account Number 5

OR
Campus Org to Receive Payment 6
Account Number 206-00-35-00 7

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description - specify each item clearly</th>
<th>Est. cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>12</td>
<td>Organization Treasurer</td>
<td>13 Telephone number</td>
</tr>
<tr>
<td>15</td>
<td>Organization Advisor</td>
<td>16 Telephone number</td>
</tr>
</tbody>
</table>
1. Date of submission
2. Your group name
3. The last 4 digits of account number
4. Department name if purchasing from a department on campus
5. The department’s account number if you know it – if you do not know the account number the intramural must be submitted to the department that is receiving payment for processing. (If you know the account number the intramural can be processed by our staff.)
6. If you are paying another organization with a 206-00-35-00- _ _ _ _ account number please put the organization name here
7. The last four digits of the account number for the organization you are paying
8. The number of items purchasing (if applicable) otherwise, leave blank
9. Description of what you are paying for
10. Cost of items paying for
11. Total amount to be paid
12. Treasurer signature
13. Treasurer telephone number
14. Treasurer e-mail address
15. Adviser signature
16. Adviser telephone number
17. Adviser e-mail address

Submitting an intramural for processing

Campus Organizations Intramural Purchase Orders are printed in 3 parts. Please submit all three copies to Campus Organizations Accounting Office in 0355 Memorial Union.

After processing, our office will keep the original Intramural Purchase Order for future reference; one copy will be placed in the payee’s file and one copy in the payor’s file for pickup by organization treasurers.

If the intramural is complete, the payment will be issued in approximately 5-7 days.

Credit Card Purchases

The staff members of Campus Organizations Accounting hold credit cards that can be used to assist in making purchases. Please make an appt. by calling 294-1633 and bring your completed credit authorization form with appropriate signatures with you to 0355 Memorial Union to complete your purchases.
Project Statements

Each month, if an account has activity, (meaning that money was put in the account or expenses were paid out of the account) a Project Statement is printed. This is similar to a bank statement and should be used as such to compare expenses you have recorded in your ledger to those charged against your account. This is an important function of the treasurer to ensure the accuracy of your account. Just as with a bank statement, the Treasurer must verify that all charges and receipts appearing on the Project Statement also appear in the ledger. Campus Organizations Accounting can answer questions on discrepancies.

Our office will mail copies of your project statement to the adviser for the organization after the 11th of each month. The treasurer is asked to pick up a copy of the Project Statement in 0355 Memorial Union along with copies of the vouchers and charge tickets paid from that account.

Raffles and Other Ticketed Events

Contact the Campus Organizations Accounting office before conducting a raffle. The State of Iowa requires payment of 6% sales tax on total raffle ticket sales. Raffle authorization forms are available from 0355 Memorial Union.

Trademark Licensing

BEFORE ordering or purchasing items with the Iowa State logo, please read the official guidelines trademark licensing web site. If your group is planning to have items printed with Iowa State University printed on the item, you must FIRST get approval from the Trademark Licensing Office. This includes items such as t-shirts, mugs, ball caps, etc. Reimbursements for personal payments for such items, must include a copy of the artwork used to create the item.

See this site for additional information or contact staff at:

Iowa State University
Trademark Licensing Office
1350 Beardshear Hall
Ames, IA 50011-2038
Telephone: 515-294-4402
Fax: 515-294-8926
Email: trademark@iastate.edu
Web: http://www.trademark.iastate.edu
Travel

All travel expenses must comply with University policy regarding travel but organizations may establish more restrictive policies. For reimbursements, you must provide all original, itemized receipts for all expenses, including meals. University travel procedures are found at:

http://www.adp.iastate.edu/vpbf/prod/docs/OPG/OPG.htm

If your transportation funds are covered by GSB allocations the following guidelines have been established by GSB and will be enforced by this office.

Funding for transportation can only be used for GSB or University vehicles.

For vehicle reservations and driver authorizations, please visit our website for the appropriate forms. Please plan 2 weeks ahead to avoid any delays in processing your requests.

Travel Advances

Travel advances can be issued to travelers for expenses which cannot be paid prior to the trip. Conference and tournament registration fees should be paid in advance whenever possible. Any airfare or non-GSB vehicle rental should be paid by voucher directly to the vendor.

Travel advance request forms must be received by the Campus Organizations Accounting Office at least ten working days before the payment is issued. Travel advances will appear as a charge on the requestor’s U-bill until re-paid.

The payee for the travel advance must keep original receipts documenting all expenses (including meals). Upon return from travel, the advance must be repaid within 30 days of return or a finance charge will be added to the requestor’s U-Bill. To repay the advance, the treasurer should issue a voucher payable to the person receiving the advance showing the amount actually spent on the trip. The voucher must include an itemization of funds used and corresponding receipts for these expenses. All unspent funds should be applied to the requestor’s U-Bill.

Congratulations for completing treasurer’s training.