



# STUDENT COMMONS AND ACTIVITIES



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## Finance and Personnel

Student Organization  
FINANCE TRAINING

(Required for all Student Organization Presidents & Treasurers)

Updated July27 , 2016

# The Purpose of this Training is to:

- Advise of the criteria needed before accessing funds
- Explain the types of funding available to student organizations
- Communicate the deadlines involved with submitting a purchase request
- Clarify your responsibilities as a student organization throughout the purchase request process
- Travel Requirements
- Advise on VCU Trademark and Licensing
- Advise how to be more productive with future purchase requests
- Provide helpful resources and links



# Disclaimer

Funding is only available to student organizations from the campus they originate. So there are no funds for MCV Campus student organizations from the Monroe Park Campus funding and vice versa.

# USC&A Student Organization Finance Training

Prior to accessing allocated organization funds, the following criteria must be met:

- Must be a registered student organization during current school year
- Must have access to RamsConnect (<http://vcu.collegiatelink.net/>)
  - Will need to use your VCU eID
  - The Organization officer is responsible for updating themselves to the roster page
- The President and Treasurer must attend finance training
- Successfully pass our mandatory 10 question quiz with a passing score of 80



# 2-Part Process to Student Organization Finance

Part 1: Applying for Funding – Go through your appropriate funding body to request student organization funding.

Part 2: Using the Funding – Create a purchase request to use the funding for whatever you need.

# Responsibilities of the Organization

- Communicate with Coordinator for Student Organization Finance (CFSOF) early on if there will be any potential conflicts that may arise.
- **Ensure that all of the paperwork necessary for the request is turned in a timely manner.**
- Contact the vendors
  - Get the initial quote for products/services requested
  - Place the order
  - Obtain the final invoice **(IMMEDIATELY AFTER the event)**
  - Advise the vendor they will be paid within 30 days after Accounts Payable receives the final invoice and confirmation your student organization received their goods/services
    - To ensure that the vendor receives payment in a timely manner, make sure to confirm each vendor is self-registered in eVA and have an updated Substitute W-9 on file. This includes your student organization. eVA Self-Registration information can be found here: <https://eva.virginia.gov/pages/eva-registration-buyer-vendor.htm>
- Educate your organization members on the appropriate financial processes.

# Purchase Request: What is It?

- Main form required to request a purchase or reimbursement
- For any financial transaction, **a purchase request is required**
  - Purchase requests are submitted through RamsConnect
- You are not able to submit a reimbursement request for yourself.

Each purchase request must be **completely documented and filled out**, including, but not limited to:

- The purpose of this purchase/reimbursement
- How your student organization is using the items that are being purchased/reimbursed
- The purpose of the event the organization is hosting
- The purpose of the travel the organization is going
- When and where is the event or travel
- How many people are attending/traveling
- Be very descriptive in the Subject Line
  - Bare minimum: Who and What?

Every purchase made using your awarded funding must be for the **legitimate business use of your student organization**

# USC&A Finance Paperwork Deadlines

- **45 Days in advance (purchase requests for contracts and honorariums)**  
(under **NO** circumstance should you sign a contract)
- **30 Days in advance (purchase requests for vendor payments, journal vouchers, and travel authorization)**
- **7 Days after notification (any missing documentation pertaining to a specific purchase request)**  
(you **MUST** reference your purchase request number in all communications regarding missing documentation)
- **Within 5 Business Days: All reimbursements**  
After purchase date on receipt or event date (whichever is later)  
After event: all event-related reimbursements  
After return from travel: all travel-related reimbursements

**NO EXCEPTIONS, NO EXCUSES**



# After I click submit...

\*\*\*Your order is not paid for until you receive your order, Stage 4 is complete, & we get the final invoice\*\*\*

- Print, Sign and Date, and Turn in the Purchase Request with supporting documents to Student Leadership and Involvement Center (SLIC) in Commons 018 (**Stage 1**).
- Upon receipt of the paperwork, the CFSOF will review, approve your PR, and deliver the paperwork to an Account Specialist (**Stage 2**).
- When an EP (confirmation VCU will pay) is created, you will be able to access this in RamsConnect (**Stage 3**). Also, you will be able to provide this when you place your order with the vendor.

# How to Get Your Vendor Paid

**\*\*\*THIS IS CRITICAL\*\*\***

Once you receive your order, send an email to your Account Specialist with the following **(Stage 4)**:

- The final invoice from the vendor, and
- Confirmation that you have received what you ordered
  - For purchase requests that involve food, you will need to also send an event flyer and attendance list.

Upon Accounts Payable receiving the final invoice **and** confirmation you received your order, a check will be generated and sent out to the vendor **(Stage 5)**.

# Who is My Account Specialist?

- MK = Marchelle Key ([mkey@vcu.edu](mailto:mkey@vcu.edu))
- TT = Tina Turner ([turnertm2@vcu.edu](mailto:turnertm2@vcu.edu))
- TJ = Tierrie Jones ([tdjones@vcu.edu](mailto:tdjones@vcu.edu))

Always reference your purchase request number

# Trademark and Licensing

- Anything bearing VCU's key trademarks will need to be purchased from a licensed vendor
- Key VCU trademarks
  - Virginia Commonwealth University®
  - VCU®
  - VCU Rams ™
  - Rams ™
  - Medical College of Virginia ™
  - MCV ™
  - VCU Health System ™
  - Havoc ™
- Link to view current licensed vendors for VCU trademarked merchandise:  
<http://www.bsv.vcu.edu/TrademarkLicensingVendors/Default.aspx>  
-Select "Internal Campus Supplier (for give-a-way items)

For additional questions or concerns, please visit the VCU Trademarks & Licensing website: <http://www.bsv.vcu.edu/trademarks-and-licensing/>

# Travel

The minimum GPA requirement for travel with SGA funding is a 2.5

- Airfare and rail **should be arranged by the finance office**
- Registration can either be arranged by the finance office or paid by the student organization
- Be prepared to pay for lodging, gas, and rental car expenses
  - With lodging, VCU operates under government per-diem. Lodging will be reimbursed up to the per-diem amount for the destination you are traveling to.

## Required Travel Authorization Paperwork

- USC&A Travel Authorization – Cover Sheet for Travel Authorization Packet
- Travelers Statement of Responsibility and Authorization – signed by each member traveling
- Travel Waiver – signed by each member traveling to authorize GPA check.

# Traveling Abroad

- Students traveling abroad with a VCU student organization must complete the Global Education Office's [online travel registry](#).
- GEO serves as one centralized source for contact information in case of an emergency abroad involving a member of the university community; furthermore, the office will ensure that all registered travelers receive necessary health and safety pre-departure information as well as international insurance coverage.
- Contact VCU Education Abroad at [abroad@vcu.edu](mailto:abroad@vcu.edu) or 827-7882 if you have any registration questions.

# Moving Funds Around (Budget Reallocation)

Student Organizations are permitted to move funds around, within your available accounts as listed in RamsConnect

- Moving funds under 10% of the total budget awarded will be reviewed and processed by the CFSOF on a daily basis
- Moving funds exceeding \$500.00 or over 10% will need to be reviewed by the appropriate funding body for approval
  - Organizations CANNOT move funds from the spring to the fall semester
  - Reallocation to and from Operational, Travel, Event, or Fundraising are prohibited

Funds can only be moved into lines that have been previously funded, unless otherwise approved by your appropriate funding body

# Revenue & Outside Bank Accounts

Student organizations are encouraged to fundraise to allow more flexibility in planning their events and accessing funds

- Group generated funds may be kept either in the university account (subject to VCU/State of Virginia procedures) or in an outside bank account
- To open a bank account under your organization's name, the organization must have a federal tax ID number.
  - You can apply by going to [www.irs.gov](http://www.irs.gov)

Student organizations are **prohibited** from establishing outside bank accounts with "Virginia Commonwealth University" or "VCU" AND using the University's tax ID number



# Revenue Through Ticket Sales

Student organizations that wish to generate funds through event ticket sales on campus must do so through **Break Point**, located in the lower level of the Commons

- Student organizations will be charged an **Administrative Fee** for ticket sales in Break Point. Fees will be assessed as follows:
  - FREE for events with FREE admission
  - \$25.00 for events with admission charge

At the organization's discretion, proceeds from ticket sales may either be kept:

- In the organization's University account
- Generated in the form of a refund check to the organization

**A purchase request needs to be submitted for payment to Breakpoint**

# Important Reminders

- Each separate payment transaction **must include a purchase request** and be **printed & turned into the Student Leadership and Involvement Center**. Failure to do so could result in delay of processing and even denial of your request.
- Any email correspondence sent regarding a specific purchase request **MUST** include the **purchase request # in the Subject line** of that email.
- Be mindful to respond to ALL emails from the finance staff in a timely manner.
- Make sure your contact information is **up to date** with eServices/VCU Self Service.
- VCU operates under government Per Diem with food and travel.
- When requesting funding towards food, please be mindful of gratuity, which is limited to 20% of the total bill.
- Follow through with your requests (provide final invoices, confirmation of goods, etc.).
- **Do not** tape over the numbers and letters on your receipts.
- Make copies of the paperwork submitted for your records (not required, but encouraged).
- If you have been approved for funding and it is not there when you are ready to enter a purchase request, STOP and contact the CFSOF, who will set up the account(s).

**COMMUNICATE AND PLAN ACCORDINGLY**

# Funding for Student Organizations

[Monroe Park Campus \(MPC\)](#)  
[Student Government Association Appropriations \(SGA\)](#)

[Medical College of Virginia \(MCV\)](#)  
[Student Government Association \(SGA\)](#)

[Fraternity and Sorority Life \(FSL\)](#)

[Graduate Student Association \(GSA\):](#)

**All funding decisions are made by your Appropriations Committee, not by anyone in the Finance office. Any questions regarding the status or decision of your approved budget should be directed to your Appropriations Committee.**

# Additional Links

## **University Student Commons and Activities Finance Page**

- <http://www.usca.vcu.edu/finance/>

## **RamsConnect**

- <https://vcu.collegiatelink.net/>

## **Know What You Can and Cannot Buy**

- <https://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/>

## **eVA Vendor List**

- [https://logi.epro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001\\_Data](https://logi.epro.cgipdc.com/External/rdPage.aspx?rdReport=Public.Reports.Report9001_Data)

# Next Steps

## **Visit the USC&A Student Leadership and Involvement Center**

- 018 Suite of the University Student Commons
- Resources for student orgs available for your use
- Register your Student Organization

## **Review Finance Deadlines with Student Organization Members**

- It is your responsibility to share this information and ensure that your organization follows the guidelines.

## **Complete your mandatory quiz to be USC&A Finance Approved**

Any additional questions, please email [csof@vcu.edu](mailto:csof@vcu.edu)