



Finance Handbook

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TREASURER- UB STUDENT ASSOCIATION

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Section 1: General Information

Definitions

The first step in successfully managing your budget is being able to understand the financial terms used throughout the process.

Advance: An advance is a check drawn prior to receipt of services. Advances are used for situations in which a vendor will not accept a PO number. Advances are not for goods or merchandises.

Club Budget: The amount of money set aside in SA's accounts and records specifically for one club's use. Also referred to as a club line.

Expenditure: Any money spent from the club's budget through the encumbrance process.

Fiscal Year: Refers to the budget year. SA's fiscal year is August 1 to July 31.

Fundraised Money: Any new, non-SA transferred monies deposited into the clubs account that a club collects or raises for the club's use.

General Ledger: Shows SA's entire starting budget by lines, including clubs' budgets, and any changes including expenses, fundraising, co-sponsorships etc. made to each line throughout the year. The general ledger can be found at <https://safe.sa.buffalo.edu/general-ledger>.

Net Profit: Net profit is used when a club wants to use a fundraising event to donate funds to a legitimate not-for-profit organization. It is calculated by subtracting the total expenses from total revenue of the event, thus showing what has been earned (or lost) at a given event. Any revenue remaining after expenses are subtracted from the revenue is net profit, only net profit may be donated.

Non-Charitable Contribution: Money is considered a non-charitable contribution when the money is given to a club and nothing is received in return. Donor will be unable to claim the contribution as tax deduction on their tax return.

Pre-Encumber: SA uses a pre-encumbrance system. The system verifies that the money is available and proper approval is received before the actual purchase is made. All payments for goods/services need to be pre-encumbered (or requested and approved beforehand) or they will not be paid by the SA accounts.

Purchase Order (PO): A PO is a guarantee of payment given to a vendor in place of payment at the time of purchases.

Receipts/Invoice: Is proof of purchase or proof that goods were provided by the vendor, in other words a transaction has occurred. Original receipts/invoices must be vendor specific, provide an itemized list and must be turned into the Finance Department.

Reimbursement: A reimbursement is repaying an individual when they spend their personal money on club business. Just like any other expense, prior approval is required.

Requisition: The term to define a submission on SAFE during the pre-encumbrance process when requesting funds for a purchase.

Revenue: New money that comes into a club's account from an outside source. This can be money collected through ticket/event sales through the SBI Ticket Office, non-charitable contributions, or bake sale money deposited through the SA Finance Department.

Services Performed / Provided: This type of expenditure occurs when you are paying someone for their services.

Starting Budget: The budget approved for the club's use by the Student Association Senate for use during the fiscal year it was allocated. This excludes any rollover a club may receive.

Student Association: May be abbreviated as SA.

Sub-Board I Inc.: May be abbreviated as SBI.

Tax Exempt: The Student Association is a tax-exempt organization, meaning that we do not pay New York State sales tax.

Concepts

Management of Club's Funds

All recognized clubs of the Student Association are assigned unique budget lines. All of the club's money must be deposited and stored within the Student Association accounts. Any money received must be brought to the Student Association Finance Department (350 Student Union) or SBI Ticket Office (221 Student Union).

The Pre-Encumbrance Process

Step 1: New

Only the Club President and Treasurer will have access to SAFE. Either the club president or treasurer will submit a pre-encumbrance through SAFE and for the request of goods/service. It will say "New" when it is submitted.



Step 2: In Process

The Status will change from "New" to "In Process" once a SA bookkeeper reviews the new request and if all necessary information has been provided the bookkeeper transfers the information from SAFE into KVS (the SBI accounting software). Please make sure to respond to messages on SAFE to ensure the requisition is processed in a timely manner.

- SA Pro-staff reviews and approves
- SA Treasurer reviews and approves
- Student Engagement reviews and approves
- Sub Board releases the PO, this generates a PO number and prints a paper copy
- Sub Board sends paperwork to SA
- SA Eboard gives final approval (President or Vice President)



Step 3: PO Ready

SA bookkeepers update status to “PO Ready” in SAFE. The club may move forward and purchase the item unless the vendor is among a select few such as Amazon or Red Roof (see later for complete list).

Rollover

Rollover is fundraised money that is left over from the previous fiscal year that may be added to the clubs account the following fiscal year, provided requirements are met. Note that rollover from the previous year does not count as fundraised money for the current year and must be used within the fiscal year it is awarded to the club.

Rollover is calculated based on the remaining final balance in a club’s budget and the total amount fundraised at the end of the fiscal year.

A Permanent Club will receive rollover if they complete the following criteria:

1. Satisfied club requirements for the preceding fall and spring semesters.
 - a. Requirements for permanent clubs are 2 club meetings, 2 club events, 2 SA participations, and 2 community service, per semester
2. Fundraised a minimum of 50% of the club’s starting budget.
 - a. This percentage can be reduced through the completion of additional SA Participation, club events, and community service (excluding any requirements that are required of the club by the SA Vice President or Council Coordinator to return a club to good standing).
 - b. Each additional event takes 1% off of the required initial 50%.
 - c. A maximum of 3 additional requirements from each category will be used for the maximum total reduction of 12% of the initial 50% requirement
- a. Any Permanent Club that misses a 2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4 for the year, and fundraises 50% of their budget, are eligible for a maximum of 50% of their rollover.
- b. A maximum total reduction of 12% of the initial 50% requirement can be earned.

A Temporary Club will receive rollover if they complete the following criteria:

1. Satisfied club requirements for the preceding fall and spring semesters.
 - a. Requirements for Temporary Clubs are 2 club meetings, 2 Club events, 2 SA participations, 2 community service, and 2 fundraising events, per semester
 - c. Any Temporary Club that miss a 2-2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4-4 for the year, are eligible for a maximum of 50% of their rollover.

**Note that Rollover is calculated based on the prior year’s track sheets, so it crucial to accurately complete monthly track sheets in order to ensure that all requirements are completed and are properly documented. Edits more than a month after the initial submission of a track sheets will not be accepted.

Keeping Track of Your Club’s Account Balance

The general ledger contains all the transactions that your club makes. It takes time for the general ledger to accurately reflect any status changes. The Treasurer for each club is encouraged to keep track of expenses independently in order to have the most up-to-date information as well as ensure there are no discrepancies with the general ledger.

Budget Packet Proposals and Appeals

The SA Constitution outlines the Budgetary Process for clubs. The SA Treasurer will inform all clubs of the full process at the beginning of the spring semester each year.

Summer Budget Access

All club budgets are frozen from the last day of classes each spring semester until the satisfactory completion of club orientation each fall semester. Each year the SA Treasurer will inform clubs of the process to have summer budget access.

Frozen Budgets

The SA Executive board and SA Council Coordinators have the ability to hold or “freeze” club budgets at any time, if the club fails to meet or fulfill the requirements set forth by their Council Constitution, the Student Association requirements, and/or violation of any policy. The budget will remain frozen until the reason for the freeze has been sufficiently satisfied. The club executive board will be notified through email when their budget is frozen by the SA Treasurer or Council Coordinator.

Section 2: Finance Procedures and Processes

How to Read the General Ledger?

Use the drop-down menu to select your organization/club (club or departments name) and then select the corresponding account. You will be able to view all expenditures from the organization/club.

Title:	This is the descriptor given in the request for funds that appears as the main identifier.
Description	Breakdown of purchases from description mention on SAFE.
Date:	The date that the encumbrance was recorded in SAFE.
Amount:	The amount that the transfer / encumbrance was entered for.
Balance:	The amount of money that is left in the club’s budget after taking into account budget adjustments, encumbrances and any monetary expenses.
Budget Adjustment:	Changes to the balance of a club account including co-sponsorships, fines, or basically any monetary changes that are not processed by a check.
Revenue Adjustment:	Changes to the balance of a club account including fundraising and monetary changes that are processed by a check.

Requesting Funds

In accordance with the State University of New York Fiscal and Accounting Procedure for Mandatory Student Activity Fee Programs, we, the Student Association, have set up and use an encumbrance approval system. In accordance with this system all transactions must have prior approval by the SA President and Treasurer and Campus Designee before any money is spent.

How to log into SAFE?

Only club presidents and treasurers can access SAFE at <https://safe.sa.buffalo.edu/>.

Completing the Form on SAFE

- Club Event:** This is a pull-down menu. If you are putting in a PO for an event with other PO requests, select your event. If this is a new event, select “None” in the pull-down menu.
- Title:** This is the descriptor for the request you are putting in. Don’t submit the same title for 6 different requests for the same event. Be specific “Event Name, Event Date – Vendor”, etc.). In addition, please specify if this is an “Advance”, “Amazon Order”, “Red Roof”, “Raffle/Prizes”, “Alidi Travel” in the title, only if applicable. This assists both the club and Finance Department in location of requests.
- Description:** Use the 5 W’s (who, what, where, when, why) to please provide a description of the requested funds with the corresponding event and attach an itemize list of what will be purchased.
- Account:** If you have access to more than one account, please select which account line you are requesting funds from.
- Enc. Date:** This is the date the encumbrance was recorded in SAFE when entered by club president or club treasurer. It is automatically recorded when the request is submitted.
- Amount:** Please enter the amount requested.
- Vendor:** The pull-down menu to select a preferred vendor. Use the “Custom” option if you are not using a preferred vendor.
- Pay To:** If using a preferred vendor, this information will be auto-filled. If using a custom vendor, input the vendor. This name will be printed on the check.
- Address:** If using a preferred vendor, this information will be auto-filled. If using a custom vendor, input the vendor’s mailing address corresponding to where the check needs to be mailed to.
- City:** If using a preferred vendor, this information will be auto-filled. If using a custom vendor, input city the check needs to be mailed to.
- State/Province:** If using a preferred vendor, this information will be auto-filled. If using a custom vendor, use the pull-down menu to select the state the check needs to be mailed to.
- Zip:** If using a preferred vendor, this information will be auto-filled. If using a custom vendor, enter the zip code the check needs to be mailed to.
- Questions:** Must select “Yes” or “No” to the following questions.
1. Do you need this check in advance?

2. Is this a reimbursement?
3. Delivery Method (Must select “Hold” or “Mail”)

Supporting Documentation:

Documentation for must be uploaded. Required documentation is a flyer for the event (with the SA logo) or proof that the event is happening (e.g. email to the club listserv, Facebook post on the club’s page, UBLinked event).

If services will be provided to the club (hotel, catering, venue, performer, registration for a conference or tournament, etc), or if the club is requesting an advance check; an official quote from the vendor must be uploaded (this cannot be a screenshot of a confirmation).

Additional information will be required for registrations to games/tournaments, and conferences such as an official schedule/program provided by the vendor and a list of attendees.

Save and Upload Click the blue button on the bottom right corner to submit your request.

You MUST include a flyer or event documentation with the request form for EVERY encumbrance. Please allow at least 3-5 business days for your request to be approved from the date it is submitted with all necessary information.

Obtaining Tax Exempt

The Student Association is exempt from New York State Sales Tax.

In some instances, a vendor within New York State will require proof that we are a tax-exempt organization. This proof can be acquired from the SBI Office (341 SU). To receive the proper form, you must complete the following:

1. Bring the Purchase Order number and the vendor’s name and address with you to the SBI office.
2. Ask for the tax-exempt form and give them the required information.
3. SBI will complete the rest of the form for you.
4. Take the form you receive with you when you go to make your purchase of goods or services, and present it prior to purchase.

Tax Exempt forms can be used for approved Purchase Order and advance check purchases from vendors in New York State. Tax exempt forms can only be used for a vendor and not for reimbursements.

Co-Sponsorships

This type of transaction occurs when your club transfers funds to another SA Club. Remember, all Student Association clubs have their own unique account number. Transferring money between clubs is done by completing a co-sponsorship form found in the SA Office (SU 350) or on the SA website (<https://www.sa.buffalo.edu/forms>). All co-sponsorships must be approved by the SA Treasurer and are processed through a budget adjustment that takes about 2 weeks to complete or longer depending on the time of year.

If a club feels it needs additional funding, money can be requested through the SA Senate. The club should fill out a Senate Co-Sponsorship request which can be obtained from their council coordinator. Then the council coordinator will schedule the club on the agenda to present at a Senate Meeting.

All requests for co-sponsorships must be made to the SA Treasurer at least 14 days prior to the needed funds being made available on SAFE. Please allow additional time to submit a request through safe after funds become available.

Section 3: Making Purchases

Payment Types

These are some of the different types of expenditures you may incur when making a request to purchase a good or service.

Purchase Order

Every approved request for funds is assigned a Purchase Order (PO) that has a PO number. Each transaction, whether they are directly through PO's, advances, or reimbursements have a unique PO number.

This number is also used for purchases in place of a different type of payment. However not all businesses or vendors will accept a PO. If the vendor is not a preferred vendor then it is prudent to check with the vendor to see whether or not they accept purchase orders before requesting funds in SAFE. This is the simplest way to make a purchase and clubs will be encouraged to use vendors that accept PO's. When making a purchase with a business using a PO, give the vendor the PO number and/or a copy of the PO in place of payment at the time of the purchase. The vendor should, in return, give you the goods/services requested and an acceptable receipt or invoice with an itemize list for your purchase.

Receipt/invoice is required in order to process the payment for the vendor to be paid. Purchase Orders should be paid within 30 days of receipt of goods/services. Do not just give a vendor a PO and forget about it. You must immediately return your acceptable invoice or receipt to the SA Finance Department for processing.

If a PO is not used, please notify the SA Finance Department promptly so that we may cancel it in our system. If an unused PO remains in the account, the club will not be able to use the encumbered funds until it is voided, be aware the process to void a PO is can take up to a week or more.

Advance Check

This type of expenditure is when a check is given to a vendor before services have been completed. The Finance Department requires at least 2 weeks to a month for an advance check to be processed. A quote from the vendor or contract signed by the SA Eboard is required to process an advance check.

After the check is received by the vendor and the goods or services are provided, documentation must be acquired from the vendor to settle the advance. Examples of required documentation may be a "paid in full" invoice with or without a \$0.00 balance or a contract signed by the artist/vendor in original ink. For events, proof of attendance may be required (as well results from a tournament, conference booklet, etc.). Required documentation is due to the SA Finance Department within 5 business days of receipt of goods or services, and failure to provide this documentation will result in the freezing of the club's account.

In the case of performers, advances should only be processed for those over \$1000 and should never be mailed out prior to the event. The check should be given to the performer only after their have completed their performance (e.g. at the event but after the performers services are finished).

Reimbursement

The only time reimbursement should be done is after all other avenues have been exhausted. Reimbursements will not be processed for preferred vendors or for goods/services that could be reasonably provided by a preferred vendor. Reimbursements need to be set up for the individual that is actually making the purchase as the vendor. If multiple people are making purchases, multiple reimbursements need to be requested on safe as a separate requisition. Prior approval is required meaning reimbursements follow the same encumbrance process as any other purchase, **verbal approval does not satisfy this**. The Student Association is a tax-exempt organization, therefore New York State sales tax will not be reimbursed. In order to avoid being charged NYS Tax for club purchases in the first place, you must obtain a tax-exempt form from the SBI Corporate office (341 SU) prior to your purchase.

Reimbursements will not be honored if you paid with cash (e.g. you can't pay for gas with cash and expect to be reimbursed, even if you had it approved properly in SAFE).

SA will void out any reimbursements 30 days after the date of the event, if proper documentation has not been turned in.

Once a reimbursement is voided there is no guarantee that it will be approved again.

Documentation Required for Reimbursements

1. Itemized/Vendor Specific Receipt/Invoice (must be itemized - no prepaid and original receipt – no copies).
2. If paid by personal check, copy of front and back of cashed check (this can be obtained from your bank).
3. If paid by credit/debit card a Card statement is required. All information may be blacked out *except*:
 - i. Last four digits of card number
 - ii. Name of cardholder – must match name of person being reimbursed
 - iii. Charge(s) being reimbursed

AND/OR

- b. A Copy of the Credit Card that made the purchase. All information may be blacked out *except*:
 - i. Last four digits of card number
 - ii. Name of cardholder – must match name of person being reimbursed
 - iii. Required documentation is dependent on the information that is printed on the receipt/invoice*

Original Invoices and Receipts

Most receipts are provided when you purchase goods while in a store and are generated by the register. Paper receipts will also be given to the club for money deposited in the SA Finance Department. Invoices generally are provided when you purchase a good or service from a vendor not while in their store. The invoices and receipts must be an itemized bill showing the details of the purchase. Emailed invoices from the vendor must be forwarded to the finance department with the PO Number as the title.

The receipt/invoice must be brought to or mailed to the SA Finance Department within 5 business days of purchase. Invoices and receipts need specific information on them for the documentation to be acceptable. Invoices and receipts should be original and should at minimum include: detailed description of purchase (vendor name/information, itemized purchase, date of transaction, etc.) and show the transaction was completed (paid) as well as what payment method was used.

If the vendor does not issue an invoice or receipt at the time of purchase it is the responsibility of the club to ensure an invoice or receipt is mailed or received in a timely manner. Your club budget may be frozen or have other actions taken against it if this is not done.

****Only vendor specific, itemized receipts/invoices are accepted! ****

Essentially, vendor specific itemized receipts/invoices include the vendor name printed or stamped (not handwritten or a business card stapled to) on the receipt/invoice. They should also break down the purchase item-by-item. In other words, instead of listing only the total cost, it lists every item purchased and their corresponding price. Make sure you always ask for an itemized receipt, especially from small, family-owned, local establishments. Original receipts only, copies will not be accepted.

This means you will **NOT** be reimbursed and/or payment to a vendor will not be processed if you do not provide a vendor specific itemized receipt/invoice.

Preferred Vendors

SA has preferred vendors that can be found on the drop-down list in the vendor section of SAFE if it is not found within the list you must manual enter a legitimate business/organization.

Here is a list of some preferred vendors we have:

AC Moore	Center for the Arts	Party City
Amazon	Enterprise Rent-a-Car	Red Roof Inns
Al-Ross Screen Printing and Embroidery	Franco's Pizza	Robot Market Place
Alidi Travel	Ridge Road Express Grand Tours	Staples
Ball Toilets & Septic Service	Home Depot	The UPS Store
Buffalo Party Rental	McMaster-Carr Supply Co.	Walmart
Campus Tees	Metal Supermarkets	Wegmans

Once you have requested a PO and have received prior approval, clubs may request the following cards for purchases:

- AC Moore
- Wegman's
- Home Depot
- Walmart

SA has vendors in which the SA Staff will place the orders or make the reservations for the club:

- Alidi Travel (for flights)
- Red Roof Inn
- Enterprise Rent-A-Car
- Staples
- Amazon

For Alidi, Red Roof, and Enterprise there is a form on the SA Website that you must fill out and submit so the reservation can be made. Once SA makes the reservation for the club, the details will be emailed to the club president and treasurer.

For Staples and Amazon, set up the request through SAFE like any other transaction but make sure to take a screen shot of the shopping cart (including the items and quantities), showing exactly what is needed to be ordered. Also make sure to include the standard shipping amount with the request. Once the purchase order is ready a SA representative will place the clubs order in a reasonable amount of time using the attached shopping cart. If there are any questions regarding the order, the club will be contacted.

Alidi Travel

These are the steps to have SA purchase flights for your club through Alidi Travel:

- 1) Club members must fill out the “Flight Request” form on the SA website to begin the process by visiting <https://www.sa.buffalo.edu/form/flight-request>. The form requires the following information:
 - a) Full Names of the individuals traveling (as it appears on the individual’s ID with middle names included)
 - b) The gender for each of the individuals traveling
 - c) The date of birth for each of the individuals traveling
 - d) The destination
 - e) The date
 - f) Needed arrival times (example your conference starts at 6pm so you need to fly in before that)
 - g) Reason for travel
- 2) Once the flight request form is filled out properly, obtain a price quote either through email or by a club member coming into the SA office to ask for an update on the procedure. Price quotes are generally only good for 2 days and may fluctuate after that, so time is of the essence.
- 3) Use the price quote and enter a requisition on SAFE for request of club funds. The request must be filled out for Alidi Travel (listed in vendor pull down list) as the vendor. Itinerary details of (why, who, where and when) travel must be attached to the request for funds in order for the request to be processed.
- 4) Once the PO is ready, a club member must come into the SA office or make an appointment in advance to sit down with the SA staff member and book the flights. Please note that no flights will be booked unless the PO amount is equal to or more than the cost of the flights. At this time final flight times will be decided (if there are options) and the final list of club members traveling will be given to the travel agent. Once the flights are booked there is no way to cancel the flights so you must make sure that you have the final list of ALL people traveling.

Any airline ticket purchases outside of SA will not be reimbursed.

All flights being paid using the club’s budget must be booked through Alidi Travel by SA Pro-Staff.

SA will not pay for additional charges incurred including baggage fees and cancellation fees. If we receive an invoice that includes any additional charges, SA will freeze your club’s budget until deposit(s) have been made into the club’s line to cover the charges.

Enterprise Rent-A-Car

These are the steps to have SA reserve a van for your club through Enterprise Rent-A-Car:

1. Club members must fill out the “Enterprise Rental” request form on the SA website to begin the process by visiting <https://www.sa.buffalo.edu/enterprise>. The form requires the following information:
 - a) Requestor contact information
 - b) Trip information including desired vehicle type, description of why the requested vehicle is necessary for the trip, destination, pick up and return date, estimated mileage for the entire trip
 - c) Documentation must include proof of event, date of event, time of event, location of event, maps to and from the event showing mileage

- 2) Once the enterprise rental request form is filled out properly, obtain a price quote either through email or by a club member coming into the SA office. Price quotes are generally only good for 2 days and may fluctuate after that, so time is of the essence.
- 3) Use the price quote and enter a requisition on SAFE for request of club funds. The request must be filled out for Enterprise (listed in vendor pull down list) as the vendor. Itinerary details of (why, who, where and when) travel must be attached to the request for funds in order for the request to be processed.
- 4) Once the PO is ready, a club member must come into the SA office or make an appointment in advance to sit down with the SA staff member and reserve the vans. Please note that no vans will be booked unless the PO amount is equal to or more than the cost of the vans.

Ridge Road Express Grand Tours

These are the steps to have SA reserve a bus for your club through Ridge Road Express Grand Tours:

- 1) Club members must fill out the “Bus Request” form on the SA website to begin the process by visiting <https://www.sa.buffalo.edu/form/bus-request>. The form requires the following information:
 - a) Requestor contact information
 - b) Event information association with this service request event name, date of event, time of event, location of event, venue address, venue representative contact information, etc.
 - c) Bus information including the type of bus, how many UB students will be transported, pick up location, pick up and return time, type of trip, bus captain information, etc.
- 5) Once the bus request form is filled out properly, obtain a price quote either through email or by a club member coming into the SA office. Price quotes are generally only good for 2 days and may fluctuate after that, so time is of the essence.
- 6) Use the price quote and enter a requisition on SAFE for request of club funds. The request must be filled out for Ridge Road Express Grand Tours (listed in vendor pull down list) as the vendor. Itinerary details of (why, who, where and when) travel must be attached to the request for funds in order for the request to be processed.
- 7) Once the PO is ready, a club member must come into the SA office or make an appointment in advance to sit down with the SA staff member and reserve the bus. Please note that no bus will be booked unless the PO amount is equal to or more than the cost of the bus.

Party City

Once the club has an approved PO for a Party City purchase, the club will then need to come into the SA Office to pick up a copy of the PO and ask the bookkeepers for a Party City request form. Fill this form out, have it signed by a bookkeeper, assistant treasurer, or SA treasurer and bring it to the 1565 Niagara Falls Blvd Party City (this is only Party City that takes our purchase orders) to make your purchase.

Red Roof

We have an account with Red Roof Inn and encourage clubs to stay at one of their locations to make the process easier. These are the steps to reserve rooms at Red Roof using SA’s account.

1. Put in a request for funds as you would for any other expenditure request.
2. Fill out additional Red Roof form found on the SA website.
3. Once the status is PO ready, the finance staff will make your reservations using the information you have provided on the Red Roof form. The club DOES NOT make the reservation themselves.

The reservation confirmation will be emailed to the club once completed.

Hotels

It is recommended to submit request of club funds for hotel at least 4 weeks in advance of your hotel stay.

Most hotels will require an advance check, so follow the advance check procedure. We will need an accurate quote from the hotel including all taxes (if outside of NY State) and fees. Be sure to ask when the check needs to be given to the hotel, this could range from the checkout date to 30 days before the stay. The hotel may require your club to bring a tax exempt form which you can obtain from the SBI Corporate office (341 SU) to avoid being charged NYS Tax.

Hotel Charges

Clubs budgets can only be used to pay for the base rate of the hotel charge. Any additional charges are the responsibility of the individual club members. If the club incurs additional charges while staying at a hotel and SA receives a bill for the additional charges, SA will freeze the club's budget until deposit(s) have been made into the club's line to cover the charges.

Third Party Rental Sites

Third party rental sites such as AirBnB and Home Away are not to be used by any clubs because of the inconsistency in the level of services provided (bed bugs, fire escapes, insurance, etcetc...)

Gas and Tolls

Clubs budgets can only be used to pay for the gas and tolls as a reimbursement. All original receipts must be collected and turned into the SA Finance department within 5 business days. A PO must be approved prior to trip.

Cashless Tolls

A separate requisition must be submitted on SAFE for cashless tolls as a reimbursement. It is important that cashless tolls are entered as a separate reimbursement to prevent future charges without an approved PO.

Prizes / Awards

All prizes, must be pre-approved. No advertisement for prizes or awards can be put up unless approved by the SA Treasurer with an approved request in SAFE. For the winners to collect their prizes the prize awarded form and W-9 must be filled out.

There will be no cash or check prizes given out! Also, pre-paid Visa cards are not allowed as prizes.

How to give awards:

1. First decide what type of prize you want to give for the event. The best sort of prize is a vendor-specific gift card or a physical item.
2. Put in a requisition for club funds specifically requesting the prizes that you want to give out. Meaning the requisition should be titled "Prizes."
3. The club should then follow the progress of the request for funds. Once the PO is ready, then the prizes can be advertised. At this time if the club needs to purchase prizes from the store the club should follow the normal purchasing process.
4. Clubs should stop by the SA office to pick up the Prize Awarded Form and W9 form for goods given away. This form must be signed and filled out (with full name and permanent address and society security number) by the winner before receiving the prize. The forms must be turned into the Finance department within 5 business days. All forms not turned in may result in the club being fined and account frozen.

- a. There may be Tax implications on winnings depending on who the recipient is and the value of the prize awarded.

Club Merchandise

If your club plans on purchasing any kind of club merchandise (t-shirts, sweatshirts, hoodies, uniforms etc.) you must have the Student Association Logo visible. This is mandatory whether or not you use your club budget because you are still representing the SA sponsored club. Failure to do so will result in sanctions that will reflect negatively on your clubs' finances for budgetary hearings.

Club merchandise will require prior approval by the UB Trademark and Licensing Office if using the university marks and logos which have the ® or ™ symbols. Please refer to the Student Association Group's Identity Guidelines by visiting <https://www.sa.buffalo.edu/forms>. For any additional questions or concerns contact the UB Trademark office at UBTrademarks@buffalo.edu.

Club budgets cannot be used to purchase merchandise for club member personal possession. A merchandise sale is required through the SBI Ticket Office if apparel is for personal possession. The only exception are club uniforms which will require inventory verification at the beginning and end of each semester. New club uniforms can be purchased every 3 years.

Unacceptable Expenditures

Here is a list of some general unacceptable expenditures:

Alcohol

Your Club budget cannot and will not be used to reimburse or pay for the purchase of any alcohol under any circumstances.

In accordance with the Alcohol Policy, clubs will be allowed to have cash bars at pre-approved events, but no Mandatory Student Activity Fee money can be used for the purchase of alcohol.

Personal Property

Clubs cannot purchase item(s) for exclusive use by an individual (jerseys, costumes, helmets, gear, apparel, gear, etc.). All items purchased by the club must be securely stored by the club at large.

Scholarship & Tuition

The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships or tuition assistance.

Sizeable E-Board Gifts

Items or services bought exclusively for the personal use and ownership of club E-Board members shall not exceed \$25.00 in value. Complimentary tickets are restricted to the e-board of the club hosting the event. Clubs are encouraged to speak with the SA Treasurer for additional information.

Spending Restrictions

Clubs may generally use their discretion when purchasing items for use in furthering the group's purpose / holding events **but the SA Treasurer reserves the right to reject any expenditure that is not a responsible use of the club's funds or reasonably within their club purpose.** Additionally, some items may never, under any circumstances, be purchased.

Section 4: Contracts Policy

1. Applicability. This Contracts Policy shall apply to the Student Association and all clubs recognized by SA. As used in this Contracts Policy, the term “contract” shall be interpreted to include agreements of any nature and promises of any kind (whether or not the word contract appears), including but not limited to agreements that do not involve the exchange of money.
2. Signing Authority.
 - a. Clubs may not enter into contracts or undertake legal obligations; only SA itself may enter into contracts.
 - b. No one shall have a right to execute any contract on behalf of a club or undertake any legal obligation on behalf of a club by virtue of his/her position as an officer, member, advisor or coach of such club.
 - c. A contract may be executed on behalf of SA only if such contract is executed by the SA Treasurer (or designee appointed by the Treasurer in writing) and either the SA President or the SA Vice President. No SA Officer shall ever be required to approve any contract, and no term of this policy shall be construed to require approval of any contract.
 - d. Contracts must be reviewed by the University President’s designee, when so required by applicable University policy(ies).
 - e. The pre-encumbrance process must also be followed with respect to any expenditure before SA may commit to such expenditure in a contract.
3. Legal Compliance. No contract entered into by SA may violate, or cause anyone to violate, any applicable federal, state or local law or regulation, State University of New York at Buffalo policy, or SA policy.
4. Reasonableness. All terms of each contract must be reasonable under the circumstances.
5. Standard Contract Forms. SA shall utilize, review from time to time, and modify as appropriate, standard form contracts to be used in various situations, including but not limited to the engagement of performing artists, venues and caterers. Use of SA’s standard forms is strongly preferred but not required by this policy, though the SA Officers may require any such form be used as a condition of their approval of any agreement.
6. Vendor-Supplied Contracts. Vendor-supplied contracts must not violate any of the rules of this policy. Further, the following rules shall apply to vendor-supplied contracts:
 - a. All Essential Terms. The contract must contain all the terms that are essential components of the deal (for example, and without limitation, a full description of goods or services, price, length of performance, and dates and times for performance or delivery).
 - b. Deposits. Contracts may not require SA to pay advanced deposits or (full or partial) pre-payments.
 - c. Breach. Each contract entered into by SA should state that in the event the other party alleges a breach by SA, SA must be provided with written notice of the alleged breach and a reasonable opportunity to cure the alleged breach.

- d. Notice. If the contract contains a provision providing for notice, it should state that notice will be sent to the SA Office (350 Student Union) or SA Entertainment (363 Student Union). If the contract provides for email notice, the contract may allow such notice to be sent to the official UB email address of a SA Officer or member of SA's professional staff.
 - e. Governing Law and Venue. Each contract entered into by SA should state that it is governed by the laws of the State of New York, and should designate that the sole and exclusive proper venue for any dispute arising out of the contract shall be located in Erie County, New York.
 - f. Confidentiality Clauses. No contract may contain any confidentiality provision that would require SA to violate any law.
 - g. UB is NOT a party. The contract must not state or imply that UB is a party to the contract. SA (rather than the club) should be listed as the party to the contract.
 - h. No Unreasonable Limitations on Vendor's Liability. The contract must not contain unreasonable limitations on the vendor's liability for negligence, breach of contract or other wrongful act or omission.
 - i. Indemnification Clauses. The contract must not contain any unreasonable indemnification clause binding upon SA. The SA Officers may require the Vendor to indemnify, hold harmless and/or defend SA, the club, the State University of New York at Buffalo, and their respective officers, directors, employees and agents.
 - j. Insurance. As a condition of approval, the SA Officers may insist that the contract require the vendor to provide a certificate of insurance in a reasonable amount listing as additional insureds: SA, the State University of New York at Buffalo, and any other affiliates of either of them as the SA Officers deem reasonably appropriate under the circumstances.
 - k. Term. Contracts and fiscal commitments may not be for a term longer than one (1) year, unless SA shall have the right to terminate the contract (without penalty) upon reasonable notice to the other party at any time thereafter.
7. Method and Dates of Submission. Clubs should submit contracts for review via the following website: www.sa.buffalo.edu/form/contracts. Contracts should be submitted for review at least two (2) weeks prior to the applicable event/activity, whenever reasonably possible.
 8. Exceptions. Subject to Sections 3 and 4 of this Contracts Policy, the SA Officers may grant exceptions to Sections 6(b), 6(c), 6(d) and 6(e) of this Contracts Policy if (1) required as a condition of a contract with a league or other recognizing body for clubs engaged in intercollegiate competitions, or (2) necessary or prudent in order to obtain goods or services at a better value (either lower price or higher quality) than would otherwise be available, after reasonable consideration of all risks. The exceptions allowed under this paragraph may be granted by the authorized SA Officers' execution of the applicable contract. The Officers shall never be required to grant an exception.
 9. Role of Professional Staff in Review Process. All proposed contracts shall first be reviewed by the SA Administrative Director (or another Professional staff member designated by the Administrative Director), Associate Administrative Director or Entertainment Coordinator prior to execution. All proposed contracts may be submitted for attorney review in the reasonable discretion of any SA Officer or any member of the Professional Staff. If a member of the Professional Staff has concerns

about a proposed contract, he/she shall communicate those concerns to the SA Officers, and if a member of the Professional Staff has concerns that a proposed contract presents significant risk to the Student Association, he/she may communicate those concerns to the University President's Designee, as well.

10. Waiver of Liability Agreements. The SA Officers may require participants in SA and club activities to sign waiver of liability agreements as a requirement of participation in such activity(ies). SA shall develop, and may modify from time to time as appropriate, standard form(s) to be used for such purpose.

Section 5: Fundraising

All fundraising must be deposited with the Finance Department or the SBI Ticket Office. Clubs are not allowed to keep petty cash accounts or any money outside of their SA Club Budget. Money must be turned in within 5 business days of a fundraiser. Some examples of fundraising are:

- Non-Charitable Contributions
- SBI Ticket Office Sales (event tickets, merchandise, and raffle sales)
- Food/Bake Sales
- Fundraising through vendors (Blaze Pizza, Panera Bread, Buffalo Wild Wings)
- Working at SA events, such as concerts, elections, carnivals, etc...., This is the only exception to the non-SA money rule

Things that do not count towards fundraising are: co-sponsorships from coordinators, co-sponsorships from other clubs, Senate co-sponsorships, SBI grants, money that was never deposited, etc.

All new fundraising ideas should be brought to the Finance Department to make sure that they do not violate any policies, laws, or university rules and regulations. Some fundraising is not allowed to be done on campus.

SBI Ticket Office Sales

The SBI Ticket Office shall serve as the revenue control service for ticket event, merchandise, and raffle sales for the Student Association. All sales must be set-up with the SBI Ticket Office prior to the start of the sale. Failure to do so will result in a fine by the SBI Ticket Office. For more information regarding the procedures, policies, rules, and regulations from the SBI Ticket office please visit <https://www.sa.buffalo.edu/forms>.

If your event (apparel sale, banquet, trip, etc.) is cancelled, buyers may seek refunds for 30 days following the date of the proposed event. For example, if a banquet is scheduled for April 10th, and the event is canceled April 8th, buyers may seek refunds for 30 days following April 10th.

To set up a sale, a SBI Ticket Form can be obtain from the SBI Ticket Office or on the SA Website. All forms must be completed and submitted to the Student Association for review and approval. All sales require a patron type specifically for undergraduates. Sale prices for undergraduates must be at a lower rate than any other patron type. Please allow 1-2 business days for SA approval after all the completed form is submitted with required documentations.

Event Ticket Sales

A flyer or description of the event associated with the sale (who, what, where, when, why). In addition, reserve tickets will only be restricted to the top 4 officers (tickets reserved for other groups should be brought up to the SA treasurer and will require approval).

Merchandise Sales

All merchandise sales must adhere to the club merchandise regulations as specified in Section 3 (Making Purchases). The following documentation is required for all merchandise event data forms:

- A screenshot of the merchandise with artwork and logos included (the Student Association logo must be visible)
- A quote from the vendor specifying the value price
- UB Trademark approval if applicable

Raffles

All raffles must adhere to the regulations regarding prizes/awards as specified in Section 3 (Making Purchases). Raffles must not be advertised prior to approval. A raffle event data form must be submitted with a screenshot of the prize in its final condition, meaning the prize must be purchased. Only individuals of 18 years or older shall purchase raffle tickets. No 50/50s are not allowed.

Food/Bakes Sales

If you are planning on fundraising through the sale of foods, you may need to obtain a proper food permit while reserving the space for your event, and it cannot be in conflict with something that FSA (Faculty Student Association) also called CDS produces for sale. For example, you cannot sell pizza because FSA sells pizza. Visit <http://www.buffalo.edu/administrative-services/forms-catalog/facilities/food-service-permit.html> for more information.

Fundraiser through Vendors

Examples of fundraisers through vendors with Blaze Pizza, Panera Bread, Buffalo Wild Wings where a certain percentage of the proceedings from meals purchased by members will be donated to your organization. All agreements for this fundraiser must follow the policies in Section 4 (Contract Policy) and must be submitted via the SA Website (<https://www.sa.buffalo.edu/form/contracts>) for proper review and approval.

The check must be addressed to the “UB Student Association and the memo on the check should be addressed to the club (Example: Women’s Volleyball). In addition, provide SA's mailing address as specified below using your club name on the first line:

Attn: [Insert Club Name]
UB Student Association
350 Student Union
Buffalo, NY 14260

Charitable/Non-Charitable Contributions

Any non-charitable contribution must have a SA non-charitable contribution agreement form and in some cases the SBI verification form when submitted to the SA Finance Department. Non-charitable contributions turned into SA are not tax deductible, this is spelled out on the non-charitable contribution agreement the contributing party signs.

If the contributor wants to claim a donation on their taxes as a charitable contribution there is a separate process through the SBI office. Charitable donations do not count towards fundraisers as the donation will be

deposited into a separate account through the SBI Developmental Fund. To learn about this process please visit to 341 Student Union.

Giving a Non-Charitable Contribution

The club can only donate the net-profit of a fundraising event. This means that once the total cost of the event is subtracted from the total revenue that was made from the fundraising event, the remaining amount (the net-profit) can then be donated to a not-for-profit organization.

$$\text{Total Revenue} - \text{Total Cost} = \text{Net Profit}$$

If the net profit is calculated at a loss than the club will not be able to donate.

If it is calculated that the club has made a net profit they must enter a request in SAFE in order to give the donation. In addition, a donation agreement to a charitable organization form that must be filled out and signed by the receiving organization. Never verbally agree to donate money If you are planning on donating money you must have your advertising materials approved by SA before you start marketing your event. The advertising materials must specify where any net-profits will be donated.

The Mandatory Student Activity Fee allocated to your club as the club's budget may not be donated under any circumstance.

If you advertise that you are raising money to donate to an approved organization and make a net profit you must make the donation in accordance with your advertising.

Donation of Goods

This is when an organization/company donates goods to your club to help better the quality of the club. Examples includes books, equipment, tools, materials, etc.

A material donation will not count as a fundraising event or towards the 50% fundraising requirement. For the club to receive a donation of goods the appropriate forms must be filled and submitted to the SA Finance Department before the receipt of goods.

Fundraising Event Criteria

Note that this is only relevant for temporary clubs.

In some cases when a club fundraises, it will not be considered a fundraising event (e.g. receiving a monetary donation or collecting practice fees is fundraising but not a fundraising event). A temp club needs 2 fundraising events per semester where documentation will be required confirming the event took place (such as a room reservation confirmation).

If multiple fundraisers are in 1 event it will count as one fundraising event. An example of this is ticket sales at the door and raffles sales at the same event.

Section 6: Fines

Fines are subject to any violations to any financial policy. Some fines are detailed below:

SA Equipment Rental Fines

More information regarding equipment rental can be found in the club handbook. If equipment is returned after 12 pm on the due date, the following consequences will occur:

1. 1st occurrence of lateness: Club will receive a warning and club budget will be frozen until the equipment is returned.
2. 2nd and beyond occurrences of lateness: Club will receive a \$75 fine for everyday it is not returned.
3. A large number of late returns may result in the club's ineligibility of the use of production equipment.

When checking out equipment, please verify condition of each piece of equipment with the SA staff member processing the equipment. Clubs are responsible for everything that comes with each rental, including equipment, cables, stands, etc. At the time of return condition of equipment will again be checked by a SA staff member and the club will be made aware of this condition report.

If equipment is returned damaged, broken, or missing any parts, the club will be financially responsible for the cost of each item broken/missing meaning the club's budget will be used. In the event the club budget does not have sufficient funds, the club budget will be frozen until the club officers pay for the damages. Failure to pay for damages will result in the club being put on probation.

Vendor Cards

Any preferred vendor card (Wegmans, Walmart, Home Depot, etc.) and receipt that is not returned to the Finance Department by a club before noon within 2 business days following the date of receiving the card will be subject to a \$50 per day (by noon) . The fine will be transferred out of the corresponding club budget. Ex: If a card is checked out on Monday, the card must be returned before noon on Wednesday.

The only exception are cards checked out by clubs on Thursday or Friday which must be returned before noon by on Monday. Example: If card is checked out on Friday, card must be returned by noon on Monday. Clubs and organizations will not be penalized for due dates and fine accruals on days the office is closed..

Overspending of Purchase Orders

Overspending more than the PO is approved for is not permitted. There will be fines and/or penalties for exceeding your requested amount.

Section 7: Undergraduate Student Association Financial Policies

It is against Mandatory Student Activity Fee guidelines for any Undergraduate Student Association constituent to maintain an outside bank account, or to perform any other financial transactions outside of their established club or department account.

1. All club budgets and budget adjustments must be approved by the Senate as a whole (or EPC) and the SA Treasurer must approve all budgets and budgetary matters.
2. **Contracts: Anytime someone or some company is brought to any event by a SA club to do something, and money is involved, an approved contract between that party and the SA is required. Example – Performance artists (speaker, bands, DJs, etc.). Contracts or a request for a contract must be submitted through the SA website at least 2 weeks prior to the event.**

3. **Club officers or members CANNOT sign ANY contracts. All contracts must be submitted through the SA website for review and approval by the SA Executive Board. Any club who enters into a contract be it VERBAL OR OTHERWISE will be subject to a fine, the loss of the remainder of their budget, and / or other sanctions that may include the de-recognition of the club.**
Only the officers of the Undergraduate Student Association, (the SA President and SA Treasurer) may make commitments or sign contracts on behalf of the Student Association or any of its clubs or departments.
4. All club expenditures must be pre-encumbered for through SAFE and approved BEFORE the date of purchase or before the date the services are provided. If a club makes a purchase that was not pre-encumbered the Student Association is not responsible for the expenditure, therefore making the purchaser solely responsible for the expense.
5. Clubs putting in for a PO must allow at least 3-5 business days advanced notice from the date the PO is needed. The 3-5 business day time period does not begin until the request is entered correctly and all necessary documentation is included. If the request is incomplete in any way it will not be processed. The message feature on SAFE will be used to request additional information if submission is incomplete. The 3-5 business day timeframe can be subject to change if additional information is needed, high volume of requests is being processed, or the server is down.
6. The Student Association Treasurer and Finance Department hold the right to void any Purchase Order at any time.
7. If invoices, receipts, and/or any required documentation for reimbursements are not brought in to the Finance Department within 30 days of the event and/or purchase, the request will be voided out.
8. All clubs and departments must give receipts for any money received. Free receipt books may be obtained in the Sub-Board I Office (341 Student Union).
9. All income must be deposited in the Undergraduate Student Association office or the SBI Ticket Office. If a fundraising event is held, the funds raised must be turned in to the Finance department no later than the 5 business days.
10. All property purchased with SA funds is the property of the Undergraduate Student Association. The SA Treasurer will keep an inventory of all Capital Equipment, items over \$500.
11. Food may be ordered for club meetings in proportion to the members attending the meeting. An attendance record may be requested by the SA Finance Department to ensure that there is no abuse of this privilege
12. Ticket sales must be overseen by the SBI Ticket Office. See the SBI Ticket Office rules for all guidelines.
13. Student Association Logo: All signs and publications made by organizations must have the **Student Association Logo** or the words, "**Paid for by your Mandatory Student Activity Fee**" clearly printed.
14. **Club Apparel:** If your club intends to purchase either club uniforms or any kind of club apparel (t-shirts, sweatshirts, hoodies, etc.) you must have the Student Association Logo visible on those items in a location that is visible while they are worn. This is mandatory whether or not you use your club budget because you are still representing the SA sponsored club.
15. As per SUNY Mandatory Activity Fee Guidelines, the Student Association is not allowed to fund any organization whose membership is not open to its constituency; therefore no exclusive organization can be recognized or receive funding of any kind through the Student Association. Meaning all clubs/organizations must be open for full participation of all undergraduate University at Buffalo Students.

16. The SA Executive board and SA Council Coordinators have the ability to freeze club budgets at any time, if the club fails to meet or fulfill the requirements set forth by their Council Constitution, the Student Association requirements, and/or violation of policy. The club e-board will be notified and the budget will remain frozen until the reason for the freeze has been sufficiently satisfied.
17. No money from your club's account may be used to purchase alcohol or pay bar tabs. Open bars are not allowed at any club events. Please see the alcohol policy for more information.
18. After parties/after celebrations/anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.
19. A club cannot use "GoFundMe" or similar money-raising tactics (kickstarter, indiegogo, venmo, etc....)
20. Any misuse of an approved PO by purchasing items not approved for the event will result in penalties for exceeding your requested amount. Any charges are the responsibility of the individual club members. SA will freeze the club's budget until deposit(s) have been made into the club's line to cover the charges or club provides confirmation of the entire balance paid. Failure to pay for damages will result in the club being put on probation.



Finance Statement of Understanding

Date: _____

We have been given, read, and understand the Finance Club Handbook. We understand that as an E-board member of

_____, a club recognized through the Student Association, we are required to uphold all the rules, regulations, and policies outlined in the handbook. I understand that not following the rules in the 2018-2019 Finance Handbook could lead to my club being placed on probation, suspension or ultimately de-recognized. By signing below, we swear to do our utmost to follow all rules, regulations, and policies for the betterment of our club and the Student Association.

President:

Signature: _____ Date: _____

Print Name: _____

Vice President:

Signature: _____ Date: _____

Print Name: _____

Treasurer:

Signature: _____ Date: _____

Print Name: _____

Secretary

Signature: _____ Date: _____

Print Name: _____

RETURN TO THE SA FINANCE DEPARTEMNT BY FEBRUARY 8TH, 2019