Club/Class Treasurer Training
Agenda

- Reimbursements
  - Forms
  - The Process
  - Delays
- Deposits
- Account Balance
  - Reading your statement
- End of Term Responsibilities
Reimbursements: Getting to the FORMS

www.westernu.edu
# Reimbursements:
## Getting to the FORMS

[www.westernu.edu](http://www.westernu.edu)

---

PDF files can only be read using Acrobat Reader. To download a free version of this helper application, please visit the Plug-Ins page.

## Student Events
- Club Events Calendar
- Class/Club Room Reservations
- Event Advertising
- Inserting a PDF into an e-mail
- Health Screening & Physical Examination
- Approval Form

## Fundraising
- Mandatory Fundraising Checklist
- Fundraising Guidelines (PPT)

## Fund Request Forms:
- Alumni Association Financial Support
- Student Government Association
- Collaborative Event Form & Evaluation

## Student Travel
- Travel Notification Form
- International Travel Checklist
- U.S. Dept. of State: Travel Warnings

## Officer Documents
- Executive: Officer Responsibilities
- Class: Officer Responsibilities
- Club: Officer Responsibilities

## Financial Affairs
- Treasurer Training PowerPoint
- Student Reimbursement Form
- Deposit Form/Instructions
- W-9 Form

## Reference Documents
- Student Leader Handbook
- SGA Bylaws
- SGA Constitution
- Photo Competition Image Release
- Photo Competition Image Release

---

**Other**
Student Reimbursement Form

- Please enter all requested information excluding information in sections marked “For Office Use”
- Attach corresponding invoices or itemized/original receipts
- If you are being reimbursed for personalized t-shirts, mugs, etc., you must attach the design approval email
- When completed, please print and bring to the office of University Student Affairs/COMP-Northwest Student Affairs
- You will receive an email when the direct deposit has been processed or when your check is ready for pick up
- Direct deposits will be posted to your personal bank account in approximately one week
- Receipts should be submitted within 10 days of the purchase. Travel receipts within 30 days of travel (and by June 15th)

PAYER INFORMATION

☐ Pay from –or- ☐ Transfer from:
Class/Club Name: ___________________________ Fund # _______________________

PAYEE INFORMATION

Pay to (Print Name of Company or Individual): ________________________________
Address: ______________________________________________________________
City: ___________________________ State: _______ Zip Code: __________
Telephone: ___________________________ Student ID# _______________________
(Required if funds are payable to a student)

Transfer to Class/Club (Print Name): ___________________________ Fund # ___________________

Please process my reimbursement as: ☐ Direct Deposit (Preferred) OR ☐ Check
☐ Mail Check to Payee (address must be provided)
☐ Return Check to University Student Affairs (California)
☐ Return check to COMP-NW Student Affairs (Oregon)
Event/Guest Speaker Name:  

Date:  

<table>
<thead>
<tr>
<th>Description of Purchase/Reason for Transfer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Spent:</th>
<th>Total to be Reimbursed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signatures  
I hereby certify that the above goods, services or expenses have been received, rendered or incurred to my satisfaction. *Invoice(s) and/or itemized original receipt(s) are attached.*

<table>
<thead>
<tr>
<th>Signature of Club/Class President</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Club/Class Treasurer</th>
<th>Print Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR OFFICE USE  

<table>
<thead>
<tr>
<th>Pay/Transfer from Account Name</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>$</th>
<th>Prior Account Balance</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4099</td>
<td>70850</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer to Account Name</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Prior Account Balance</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4099</td>
<td>70850</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Only:  

<table>
<thead>
<tr>
<th>Signature of USA/COMP-Northwest Student Affairs Representative</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Student Travel Notification Form Approved
Reimbursements: Student Reimbursement Form

- **Paying a Vendor Directly**
  - Complete the Student Reimbursement Form
  - Attach an itemized invoice or contract that indicates the amount that will need to be paid and by when
  - A check will be cut directly to the vendor

- **Pay Out Of Pocket & Be Reimbursed**
  - Use your personal credit card or checkbook to pay
  - Obtain an *itemized receipt*
  - Complete Student Reimbursement Form & attach receipt
  - The amount will be direct deposited to your bank account
Reimbursements: The Process

- Complete a Reimbursement Form
- Attach Receipts or Invoices
  - Original, itemized & proof of payment
  - Make sure it includes the sales tax
  - No Alcohol Reimbursements
- Submit to USA or COMP-Northwest Student Affairs
Reimbursements:
The Process

- Reimbursement checks & direct deposits take one to two weeks to process so plan accordingly!

- Checks
  - Cut on Friday after 2 pm
  - Email will be sent to you when ready for pick up at University Student Affairs (Pomona) or COMP-Northwest Student Affairs (Lebanon)
  - Bring your student ID to pick up

- Direct Deposit
  - Electronic Fund Transfer email
Reimbursements:
Delays

• Missing Receipts
• Receipt missing details of purchase
  • Not itemized
• Missing Logo approval e-mail
• Form not signed
• Missing Student Travel Notification form
• Missing w-9 (if required)
• Student signed the contract with vendor
• Missing a Class Vote
Reimbursements:
Student Travel

- Pre-Travel: Fill out “Student Travel Notification Form”
  - Two weeks prior to departure
  - Good academic standing
  - Required to get reimbursed

- During Travel: Keep ALL original itemized receipts

- Post-Travel: Submit Student Reimbursement Form
  - Mileage (Federal rate)
  - Food:
    - $12/breakfast
    - $18/lunch
    - $36/dinner
Reimbursements: W-9

- May be required when reimbursing a business or individual
- W9 - Available on Forms Page

Most common reason
- Guest Speaker Fee:
  - Money MUST come directly out of the club account
  - Speaker MUST provide a contract (detailing their fee) and a W9.
  - The contract, invoice and W9 must be attached to the reimbursement and the check be cut in their name.
Reimbursements:
Contracts

• Make sure you do not sign ANY contracts. This will hold you personally responsible.

• Contracts can be signed by your Student Affairs Professional or College Official
  • Differs by college - check with your SAP

• You will still be the Liaison, however, you will not be held personally responsible
Deposits:

• Form: USA & COMP-Northwest Forms Page

• Make your deposits at
  • Pomona → Business Office → Bursar
  • Lebanon → Monica Guerrero-Acosta

• Deposit any funds collected for your club within 72 hours
  • e.g. from fundraisers and membership fees

• Do not deposit funds collected for an external organization (Legally not allowed - IRS issue.)
  • e.g. if you raised money to donate to Red Cross
Deposits are made at the Bursars Office, Business Center Building (BC), Office #101
BursarsOffice@westernu.edu | 909-469-5403

Date: ___________________________ Subject: Deposit Summary
Your Name: _______________________
Club or Class Name: ________________

☐ Total number of checks for deposit — DO NOT INCLUDE AMOUNT
☐ Total amount of cash for deposit — INCLUDE AMOUNT

<table>
<thead>
<tr>
<th>Club/Class Fund#</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
<th>Amount of Checks/Cash</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
- You do not have to list each check individually. Put a total and a brief description. (e.g. Membership-Dues)
- List total amount of cash and checks separately.
- For fundraisers (Bake sale, etc.) include the event date.

Total

All deposits must be verified at the Bursar’s Office and you must wait for a receipt.
Funding:

• Start fundraising on-campus first!
• Collaborate with another club
• Ask club members for support
• Approach local restaurants & small businesses
• Apply for SGA & Alumni Affairs funding
• With permission from the Office of Annual Giving, approach corporations
SGA Fund Requests

• SGA is LAST source of funds

• Requirements for Financial Request:
  • Attempted fundraiser
  • Attempted to get financial support from club/class
  • Attempted to get financial support from college

• Maximum: $150/person and $450/event

• LAST day to request for 2016-2017 academic year: April 7, 2017 !!!

• Reminder: must request to be placed on Senate agenda BEFORE travel or event
Account Balance:
How to Receive A Statement

- View account balance on Banweb
  - Only treasurers have access
  - Watch for an e-mail with instructions

- Student Affairs
  - Pomona - University Student Affairs
    - Jared Abdus-Shakoor
  - Lebanon – COMP-Northwest Student Affairs
    - Monica Guerrero-Acosta
    - Temporarily: McKenna Olsen (until 1/2017)
## Account Balance: Reading Your Statement

**Period Ending Jun 30, 2014**

**As of Feb 21, 2014**

<table>
<thead>
<tr>
<th>Chart of Accounts:</th>
<th>W Western University of Health Scienc</th>
<th>Commitment Type:</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund:</td>
<td></td>
<td>Program:</td>
<td>All</td>
</tr>
<tr>
<td>Organization:</td>
<td>4099 Student Accounts</td>
<td>Activity:</td>
<td>All</td>
</tr>
<tr>
<td>Account:</td>
<td>70850 Miscellaneous</td>
<td>Location:</td>
<td>All</td>
</tr>
</tbody>
</table>

### Document List

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Activity Date</th>
<th>Document Code</th>
<th>Vendor/Transaction Description</th>
<th>Amount</th>
<th>Rule Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 10, 2014</td>
<td>Jan 10, 2014</td>
<td>W0464020</td>
<td>American Student Dental Association</td>
<td>(450.00)</td>
<td>CNNI</td>
</tr>
<tr>
<td>Dec 05, 2013</td>
<td>Dec 05, 2013</td>
<td>W0440623</td>
<td></td>
<td>(90.00)</td>
<td>CNNI</td>
</tr>
<tr>
<td>Jan 31, 2014</td>
<td>Jan 31, 2014</td>
<td>J0048053</td>
<td>Tsfr to 3108 portion of CSHP seminar</td>
<td>450.00</td>
<td>JE16</td>
</tr>
<tr>
<td>Jan 30, 2014</td>
<td>Jan 31, 2014</td>
<td>J0048038</td>
<td>Tsfr for Palomares Day</td>
<td>400.00</td>
<td>JE16</td>
</tr>
</tbody>
</table>
### Account Balance:
Reading Your Statement

#### Organization Budget Status Report

**By Account**

- **Period Ending Jun 30, 2014**

**As of Feb 21, 2014**

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>Western University of Health Science</th>
<th>Commitment Type</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td></td>
<td>Program</td>
<td>All</td>
</tr>
<tr>
<td>Organization</td>
<td>4099 Student Accounts</td>
<td>Activity</td>
<td>All</td>
</tr>
<tr>
<td>Account</td>
<td>All</td>
<td>Location</td>
<td>All</td>
</tr>
</tbody>
</table>
# Account Balance:
## Reading Your Statement

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Title</th>
<th>FY14/PD14 Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>70850</td>
<td>Miscellaneous</td>
<td>(527.93)</td>
</tr>
<tr>
<td>70899</td>
<td>Clearing</td>
<td>1,998.59</td>
</tr>
<tr>
<td>Report Total (of all records)</td>
<td></td>
<td>1,470.66</td>
</tr>
</tbody>
</table>
End of Term Responsibilities

The following must be done upon completion of your term as Treasurer

• Review all transactions

• Sign Certificate of Organizational Funds (CoF) indicating that the account is in good standing

• Submit CoF to the Business Office (Pomona) or Monica Guerrero-Acosta (Lebanon)
Questions?