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
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:**

**Description of Purchase/Reason for Transfer**

**Amount**

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**Total Spent:**

**Total to be Reimbursed:**

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**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.*

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**Signature of Club/Class President**

**Print Name**

**Date**

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**Signature of Club/Class Treasurer**

**Print Name**

**Date**

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**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>
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<th>Prior Account Balance</th>
<th>Date</th>
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<td>70850</td>
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</table>

**Transfer to Account Name**

<table>
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<th>Fund</th>
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</table>

**Travel Only:**

**Signature of USA/COMP-Northwest Student Affairs Representative**

**Date**

**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
  - 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 Wednesday and 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
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 → Student Affairs – OR

• 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

<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>
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<tbody>
<tr>
<td>4099</td>
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<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.

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 Greene
  - Lebanon – COMP-Northwest Student Affairs
    - Maryam Hubbard
## Account Balance: Reading Your Statement

<table>
<thead>
<tr>
<th>Period Ending Jun 30, 2014</th>
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<tbody>
<tr>
<td><strong>As of Feb 21, 2014</strong></td>
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**Chart of Accounts:** Western University of Health Sciences  
**Commitment Type:** All  
**Fund:**  
**Program:** All  
**Organization:** 4099 Student Accounts  
**Activity:** All  
**Account:** 70850 Miscellaneous  
**Location:** All

### 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>
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<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>
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<td>Dec 05, 2013</td>
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<td>W0440623</td>
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<td>(90.00)</td>
<td>CNNI</td>
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<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>
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<td>J0048038</td>
<td>Tsfr for Palomares Day</td>
<td>400.00</td>
<td>JE16</td>
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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 Student Affairs – OR (Lebanon)
Questions?