

**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

Colleges Prospective Students Research Library Community **Students** Alumni Giving

Pomona, California

Lebanon, Oregon

Students

Mission & Tenets

Clubs

SGA

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Meet the staff of the Office of Student Affairs at COMP-Northwest. Please contact us to answer any questions you might have about University life and student activities at WesternU.



Student-Led Events

Reserving & Advertising

[Class/Club Room Reservations](#)

[Club Events Calendar](#)

[Event Advertising](#)

[Food Permit](#)

[Food Safety Training](#)

[Inserting a PDF into an e-mail](#)

[Monday Mail](#)

[Request to Serve Alcoholic Beverages on Campus](#)

Financial

Fundraising

[Fundraising Guidelines](#)

[Mandatory Fundraising Checklist](#)

Financial Affairs

[Banweb: Viewing your FUND](#)

[Deposit Form/ Instructions](#)

[Student Reimbursement Form](#)

[Treasurer Training](#)

[W-9 Form](#)

Resources and Forms

Student Travel

[International Travel Checklist](#)

[Travel Notification Form](#)

[State Dept. Travel Warnings](#)

Officer & Club Applications

[New Club Application](#)

Class: [Officer Responsibilities](#)

Executive: [Officer Responsibilities](#)

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 attached 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

Total Spent:

Total to be Reimbursed:

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.

Signature of Club/Class President

Print Name

Date

Signature of Club/Class Treasurer

Print Name

Date

FOR OFFICE USE

Pay/Transfer from Account Name	Fund	4099 Org	70850 Account	40 Program	\$ Prior Account Balance	Date
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Transfer to Account Name	Fund	4099 Org	70850 Account	40 Program	\$ Prior Account Balance	Date
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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 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



Western University

OF HEALTH SCIENCES

The discipline of learning. The art of caring.

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

Club/Class Fund#	Org	Account	Program	Amount of Checks/Cash	Description
	4099	70899	40		
Notes:					
<ul style="list-style-type: none"> 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 Greene
 - Lebanon – COMP-Northwest Student Affairs
 - Maryam Hubbard

Account Balance: Reading Your Statement

Period Ending Jun 30, 2014

As of Feb 21, 2014

Chart of Accounts:	W Western University of Health Scienc	Commitment Type:	All
Fund:		Program:	All
Organization:	4099 Student Accounts	Activity:	All
Account:	70850 Miscellaneous	Location:	All

Document List

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Jan 10, 2014	Jan 10, 2014	W0464020	American Student Dental Association	(450.00)	CNNI
Dec 05, 2013	Dec 05, 2013	W0440623		(90.00)	CNNI
Jan 31, 2014	Jan 31, 2014	J0048053	Tsfr to 3108 portion of CSHP semintr	450.00	JE16
Jan 30, 2014	Jan 31, 2014	J0048038	Tsfr for Palomares Day	400.00	JE16

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?