Club Finances
Click For Union Financial Policies

- Who is a SARP and E-Board Rep?
- Union Budgeting Guidelines
- Club Deposit Slips
- Club Purchase Request
  - Club Operating Fund
  - Declining Balance Card
- Managing Club Budgets (From CMS)
- Student Charge Sheets
- Purchase Orders
- Check Request

The Union Annual Report can be viewed by clicking here!
Learn how your Activity Fee works for YOU!
Who is your SARP and E-Board Rep?

**SARP: Student Activities Resource Person**
This is the Rensselaer Union Administrator dedicated to helping your club. They can answer questions you have about your budget, how to spend your budget, how to plan events, and how to set up any contracts you may need. All SARP information can be found either on CMS or through the Union Admin Office (RU 3702).

**Executive Board Representative**
This is the E-Board member assigned to your club. They will be in charge of assisting your club through out the year, assisting in budget writing and approval, and can help you form any proposals needed for E-Board approval. E-Board Rep information can be found either on CMS or through the Union Admin Office (RU 3702).
Your Club Account Number Should Look Like:
302001.3137.111.90170.200207

Fund: 302001  6 digit code at the top of your budget

Org: 3137  4 digit code for all Union accounts (does not change)

Sub-Account: 111  3 digit code denoted as “Line #” in your budget

Program: 90170  This number doesn’t change

Activity: 200207  This number doesn’t change
The below document of Student Union Budgeting Guidelines can be accessed by closing the presentation and clicking on the below document.
The Student Charge Sheet is a useful way to allow club members to easily pay club dues, trip fees, equipment usage, etc.

Charges submitted will be charged as part of the Student eBill

Charge sheets should be submitted weekly (!) to Patti at the Mueller Center Front Desk.
Student Charge Sheets

Sheets must be completely filled out by each person including:

<table>
<thead>
<tr>
<th>Student #</th>
<th>SUBCODE</th>
<th>C/P</th>
<th>ACCOUNT REF#</th>
<th>Last Name First</th>
<th>Amount</th>
<th>D/C</th>
<th>TRANS DATE</th>
<th>TERM</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

OFFICE OF THE COMPTROLLER
CHARGE/PAYMENT/ADJUSTMENT

Rensselaer
Student Charge Sheets

Sheets must be completely filled out by each person including:

<table>
<thead>
<tr>
<th>Student RIN</th>
<th>Student Name</th>
<th>Total Amount Charged</th>
<th>Initials</th>
</tr>
</thead>
</table>

- Student RIN
- Student Name
- Total Amount Charged
- Initials

---

**Detail Explanation**

- Form: 10074 (3/76)
  - Prepared by: [Name]
  - Date: [Date]
  - Checked by: [Name]
  - Date: [Date]
Before submitting, Make sure the following areas are complete:

- **Club Name**
- **Explanation Of Charges** and **Club Officer Authorization**
### Student Charge Sheets

A filled out form should look as follows:

<table>
<thead>
<tr>
<th>Student #</th>
<th>SUBCODE</th>
<th>ACCOUNT REF</th>
<th>Last Name</th>
<th>First Name</th>
<th>Amount</th>
<th>Date</th>
<th>Campus</th>
<th>Init</th>
</tr>
</thead>
<tbody>
<tr>
<td>66123456</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>66123456</td>
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<tr>
<td>66123456</td>
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</tr>
</tbody>
</table>

**DETAIL EXPLANATION:** Trip fees RIT 9/05-07/06
Student Charge Sheets

A filled out form should look as follows:

Pro Tip 1: Student Charge sheets can only be used by student. Even though faculty and staff have RINs, they cannot use Student Charge sheets.

Pro Tip 2: The minimum charge for a Student Charge sheet is $10.
The Purchase Requisition form is the used for clubs purchasing equipment, paying for travel, paying competition entrance fees, etc.

There are different ways of filling this form out based on how your club is trying to spend money.
First, let us review the form!

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as Specific as Possible)</th>
<th>Vehicle Rental Pick Up &amp; Drop Off Dates</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**By signing this, I, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**

Club Officer’s Signature ___________________________ Date _____________

Union Staff Signature ___________________________ Date _____________

Total:
There are four different options for a club can spend money.
Student Purchase Requisition Forms

There are four different options for a club can spend money:

**Club Operating Fund:** Used primarily for a club to refund receipts or to obtain up to $100 cash in spending money. This will be commonly used for day to day club business.
There are four different options for a club can spend money:

**Club Operating Fund:**
Used primarily for a club to refund receipts or to obtain up to $100 cash in spending money. This will be commonly used for day to day club business.

**Declining Balance Credit Card:**
This method can only be used for club travel. It is used like a credit card for hotel reservations, car rentals, etc.
There are four different options for a club can spend money:

**Club Operating Fund:**
Used primarily for a club to refund receipts or to obtain up to $100 cash in spending money. This will be commonly used for day to day club business.

**Declining Balance Credit Card:**
This method can only be used for club travel. It is used like a credit card for hotel reservations, car rentals, etc.

**Purchase Order:**
These are used when making orders with companies and vendors. These are commonly used for equipment purchases.
There are four different options for a club can spend money:

**Club Operating Fund:**
Used primarily for a club to refund receipts or to obtain up to $100 cash in spending money. This will be commonly used for day to day club business.

**Declining Balance Credit Card:**
This method can only be used for club travel. It is used like a credit card for hotel reservations, car rentals, etc.

**Purchase Order:**
These are used when making orders with companies and vendors. These are commonly used for equipment purchases.

**Check Request:**
Only available when an Invoice is presented. This method is commonly used for the Union to pay organizations on behalf of a club, such as an entrance fee.
Next, this section focuses on who will be receiving the money.
Finally, this section describes from where in a club’s budget the money is coming from.
# Student Purchase Requisition Forms

![Form](image)

## Contact Info of the Authorizing Club Officer

- **Name**: 
- **Position**: 
- **Phone**: 
- **E-Mail**: 

## Authorizing Signature of the Club Officer

- **Club Officer’s Signature**: 
- **Date**: 
- **Union Staff Signature**: 
- **Date**: 

---

**To Be Filled In By Finance Office:**

- **P.O. #**: 

**Rensselaer Union Purchase Requisition Form**

---

**Vendor ID #**: 

**Corporation Name (If Not Same as Vendor)**: 

**Vendor Address**: 

**Vendor Phone**: 

**Vendor Fax # (Required*)**: 

---

**Club’s Name**: 

**Account # To Be Charged**: 

**Club Acct. #**: 

**Org**: 

**From Budget**: 

**Program**: 

**Goal**: 

---

**Commodity Code**

**Description (Be as Specific as Possible)**

**Vehicle Rental Pick Up & Drop Off Dates**

**Cty**

**Unit Price**

**Extended Price**

**Sub Account**

---

**Club Office Approval**: 

**Name**: 

**Phone**: 

**Position**: 

**E-Mail**: 

---

**Club Operating Fund**

- **Declining Balance Credit Card (For Travel Only)**: 
- **Purchase Order**: 
- **Check Request (Invoice Necessary)**:

---

**Will Pick Up PO**

**Will Pick Up Check @ Union**

---

**Please Check One:**

- **Please Mail PO**
- **Please Mail Check @ Union**

---

**Total**: 

---
Student Purchase Requisition Forms

To Be Filled In By Finance Office:

P.O. # ____________________________

Rensselaer Union
Purchase Requisition Form

All Information Below This Line To Be Filled In By Clubs

Vendor ID # ________________________

Corporation Name
(If Not Same as Vendor) ____________________________

Vendor Address ____________________________

Vendor Phone ________________

Vendor Fax # (Required *) ________________

Today’s Date: ____________________________

Date Required: ____________________________

Please Check One:

- Will Pick Up PO
- Will Pick Up Check at Union
- Please Mail PO
- Please Mail Check
- Please Fax PO
- Hold Check at Rice Bldg.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as Specific as Possible)</th>
<th>Vehicle Rental Pick Up &amp; Drop Off Dates</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

** By signing this, I, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:

Club Officer’s Signature ____________________________ Date ________
Union Staff Signature ____________________________ Date ________

Total: ____________________________
Club information including the club account number and budget section from where the money is to be spent

The sub-account code for the purchase
Club information including the club account number and budget section from where the money is to be spent.

Pro Tip: All of this information can be found in your Club Budget. Click here if you need help locating these numbers.
Student Purchase Requisition Forms

Let’s now look in closer detail how to fill these forms out for common sample requests.

---

![Student Purchase Requisition Forms](image)

---

### Rensselaer Union Purchase Requisition Form

<table>
<thead>
<tr>
<th>To Be Filled In By Finance Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rensselaer Union Purchase Requisition Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Information Below This Line To Be Filled In By Clubs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please Check One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will Pick Up PO</td>
</tr>
<tr>
<td>Please Mail PO</td>
</tr>
<tr>
<td>Please Fax PO</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor ID #</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Corporation Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If Not Same as Vendor)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Address</th>
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</table>

<table>
<thead>
<tr>
<th>Vendor Phone</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor Fax # (Required *)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Vendor's Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Club Office Approval:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>E-Mail</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Account # To Be Charged</th>
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<tbody>
<tr>
<td>Club-Acc. #</td>
</tr>
<tr>
<td>Dept.</td>
</tr>
</tbody>
</table>

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<tr>
<th>** From Budget:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
</tr>
<tr>
<td>Cost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as Specific as Possible)</th>
<th>Vehicle Rental Pick Up &amp; Drop Off Dates</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
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</tbody>
</table>

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*By signing this, the Club Officer signed below, attests that the information provided is accurate and from our current approved budget.*

<table>
<thead>
<tr>
<th>Club Officer's Signature</th>
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<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Union Staff Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
Sample Club Request to reimburse the cost of gas

To be filled in by Finance Office:

P.O. #

Need on Friday 9/15/06

All information below this line to be filled in by clubs.

RENSSALEAER UNION
Purchase Requisition Form

Please Choose One:
- Petty Cash (over $100 need staff signature)
- Credit Card
- Purchase Order
- Check Request (Invoice Necessary)

Vendor ID#

Vendor’s Name: Club Operating Fund
Corporation Name for credit card orders (if not same as vendor)
Vendor’s Address

Vendor’s Phone
Vendor’s Fax # (Required *)

Club’s Name: Racquet Ball
Account # To Be Charged: 30207 - 3137
**From Budget: Program
Club Officer Approval:
Name: Chris Brown
Position: President
Phone: 6925
E-Mail: brown c @

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Vehicle Rental Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gas, Taxis and Parking for Grit Tournament</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $500

*By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.

Club Officer’s Signature: Chris Brown
If Needed, Staff Signature: A. B. Abbott

Date: 9/16/06
Date: 9/16/06
For this fund, the vendor section can simply be filled out as the club’s name.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gas, fuels and parking for U.S. Open</td>
<td>111</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*By signing this, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.

Club Officer’s Signature: Chris Brown
Date: 9/11/06

If Needed, Staff Signature: [Signature]
Date: 9/11/06
This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Vehicle Rental Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gas, Tolls and Parking for RIT Tournament</td>
<td></td>
<td></td>
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</table>

Total: $150

By signing this, I, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.

Club Officer’s Signature: [Signature]
Date: [Date]

If Needed, Staff Signature: [Signature]
Date: [Date]
Pro Tip: Do NOT forget to return the appropriate receipts!

<table>
<thead>
<tr>
<th>Club's Name</th>
<th>Racquetball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account # To Be Charged</td>
<td>30207 - 3137</td>
</tr>
<tr>
<td><strong>From Budget:</strong></td>
<td><strong>President</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Vehicle Rental Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gas, Tolls and Parking for Grit Tournament</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.*
Requisition Forms (Purchase Order)

Sample requisition for equipment purchase through Purchase Order.

```
RENSSELAER UNION
Purchase Requisition Form

P.O. # PO12015

PLEASE PRINT NEATLY

Vendor ID# ________________________________

Vendor’s Name: REI
Corporation Name for Credit Card Orders (if not same as vendor): ________________________________

Vendor’s Address: 1700 45 Street E
Syracuse, WA 98352

Vendor’s Phone: 800-258-4567
Vendor’s Fax # (Required*): 253-891-2638

Today’s Date: 8/23/2012
Date Required: 

Club’s Name: Outing
Account # To Be Charged: 302026-3137

**From Budget: A
Club Acct #: 2
Program: __________

Club Officer Approval:
Name: Garrett Gross
Phone: 716-360-0446
E-Mail: ggragg@rit.edu
Position: Treasurer

Commodity Code | Description | Vendor Quantity | Unit Price | Extended Price | Sub Account |
--- | --- | --- | --- | --- | --- |
831308 | GoPro HD Hero 2 Black Edition | 1 | 249.49 | 249.49 | 869 |
838181 | GoPro HD Hero Rocker3 Battery | 1 | 249.49 | 249.49 | 869 |

Total 249.49

Club Officer’s Signature: ________________________________
Union Staff Signature: ________________________________

Date: 8/23/2012
```
For this requisition, it is important to fill out the Vendor information and to make sure the vendor is an approved vendor with a vendor number.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>831308</td>
<td>GoPro HD Hero 2 Classic Edition</td>
<td>1</td>
<td>249.99</td>
<td>249.99</td>
</tr>
<tr>
<td>838184</td>
<td>GoPro HD Hero Rogue LE Battery</td>
<td>1</td>
<td>249.99</td>
<td>249.99</td>
</tr>
</tbody>
</table>

By signing this, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.
This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.
Pro Tip: Fill out any necessary paper work to make your vendor of choice an approved vendor early. This approval could take several weeks.
Requisition Forms (Declining Balance Card)

Sample Club Request for Hotel Reservation

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
<th>Pick Up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hotel Rooms</td>
<td>2 nights</td>
<td></td>
<td>$550.00</td>
<td></td>
<td>111</td>
</tr>
<tr>
<td></td>
<td>under: Chris Brown</td>
<td>check-in 9/14/06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>check-out 9/17/06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmation # 7PS61P7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**By signing this, I, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**

Club Officer’s Signature: Chris Brown
Date: 9/17/06
Make sure that all the Hotel information (address, phone #, and fax #) are clearly written.

### Requisition Forms (Declining Balance Card)

**Vendor ID#**

**Vendor’s Name:** Holiday Inn  
**Corporation Name for credit card orders** (if not same as vendor)  
**Vendor’s Address:** 2 Main Street  
**Vendor’s Phone:** 585 473 1256  
**Vendor’s Fax # (Required):** 585 473 1258

**Club’s Name:** Racquet on 11  
**Account # To Be Charged:** 3602 W 3137  
**From Budget:** 8  
**Program:**  

**Club Officer Approval:**  
**Name:** Chris Brown  
**Position:** President  
**Phone:**  
**E-Mail:** brown2@.edu

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hotel Rooms</td>
<td>2 nights check-in 9/6/2006 check-out 9/7/2006</td>
<td>5RM $57/night</td>
<td>$550.00</td>
<td>111</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Confirmation #: 7PS561P7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $550.00

**Club Officer’s Signature:**  
**If Needed, Staff Signature:**

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**  
**Club Officer’s Signature:** Chris Brown  
**Date:** 9/6/2006  
**Staff Signature:**  
**Date:** 9/7/2006
This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
<th>Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hotel Rooms</td>
<td>2 nights</td>
<td></td>
<td>$150/night</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>under: Chris Brown</td>
<td>check-in 9/4/706</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>check-out 9/7/06</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Confirmation # 7PS1P7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.

Club Officer's Signature: Chris Brown

Date: 9/8/06
Sample Club Request for Car Rental

**Club's Name**: Racquetball

**Account # To Be Charged**: 302075-1137

**From Budget**: Goal Org

---

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Vans to Rochester</td>
<td>9/15 pickup 9/17 dropoff</td>
<td>2</td>
<td>149.50</td>
<td>299.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**Total**: 299.00

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**

Club Officer's Signature: [Signature]

Date: 9/11/06

If Needed, Staff Signature: [Signature]

Date: 9/11/06
There are usually specific vendors to be used for car rentals.

---

**Requisition Forms (Declining Balance Card)**

---

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td>Vans to Rochester</td>
<td>9/15 pickup 9/17 dropoff</td>
<td>2</td>
<td>149.55</td>
<td>299.10</td>
</tr>
</tbody>
</table>

---

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget.**

- **Club Officer’s Signature:** [Signature]
- **Date:** 9/16/06

---

**Club Name:** Racquetball
**Account #:** 3020-25-3377

---

**Club Officer Approval:**
- **Name:** Chris Brown
- **Position:** President
- **Phone:** x6505
- **E-Mail:** brown2@p
This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Vehicle Rental Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td>Vans to Rochester</td>
<td>9/15 Pickup, 9/17 drop off</td>
<td>2</td>
<td>149.56</td>
<td>299.12</td>
<td>111</td>
</tr>
</tbody>
</table>

**By signing this, I, the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**

Club Officer’s Signature: [Signature]
If Needed, Staff Signature: [Signature]
Pro Tip: Make sure all Union Travel Policies are being followed **before** attempting to book hotel rooms or car rentals!

- **Club's Name:** Racquetball
- **Account # To Be Charged:** 302025-3137
- **Club Officer Approval:**
  - **Name:** Chris Brown
  - **Position:** President
- **Phone:** x6505
- **E-Mail:** brown@rpu

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Vehicle Rental Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td>Vans to Rochester</td>
<td>9/15 Pickup 9/17 Dropoff</td>
<td>2</td>
<td>149.95</td>
<td>299.90</td>
<td>111</td>
</tr>
</tbody>
</table>

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**

- **Club Officer’s Signature:**
  - **Date:** 9/1/06
- **If Needed, Staff Signature:**
  - **Date:** 9/1/06
Sample Club Request for a check to pay club entrance fee

To be filled in by Finance Office:
P.O. #

All information below this line to be filled in by clubs:

PLEASE PRINT NEATLY
Vendor ID# 160743140

Vendor's Name RIT
Corporation Name for credit card orders
Vendor's Address
Vendor's Phone 675-475-7742
Vendor's Fax # (Required)

Club's Name Request Ball
Account # To Be Charged 302025 3137
**From Budget: Goal Program

Club Officer Approval:
Name Chris Brown
Position President
Phone x65205 E-Mail bounce@rit.edu

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description (Be as specific as possible)</th>
<th>Vehicle Rental Pick up &amp; Drop Off Days &amp; Dates</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>%Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entry Fees</td>
<td></td>
<td>9</td>
<td>$45.00</td>
<td>$405.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>will hand carry check to RIT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:

Club Officer's Signature Chris Brown Date 9/17/04
If Needed, Staff Signature

Total $405.00
Make sure that all the Hotel information (address, phone #, and fax #) are clearly written.
This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entry Fees</td>
<td>9</td>
<td>45.00</td>
<td>405.00</td>
</tr>
<tr>
<td></td>
<td>will hard carry check to RIT</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**By signing this, I the Club Officer signed below, affirm that the information provided is accurate and from our current approved budget:**

Club Officer’s Signature: [Signature]
Date: 9/1/04
Pro Tip 1: Make sure your vendor is approved and has an ID# **before** trying to cut a check or purchase order.

Pro Tip 2: Checks may take **several days** to cut. Do **NOT** request them on the same day that they are needed!
It is more than likely that your club will be depositing money to your account as well as just spending it. To do this, please complete the following form.
Deposit Slips

To start: Fill out the date, your club name, and the total amount of money that is being deposited into your account.
Next, input your club account number.

Forgot your Club Account #?
Click here for details
Next, designate how the money is broken up. These numbers should correspond to the line items in your budget.
Finally, list the reason for this deposit for future reference and remember to have an officer sign for deposit approval!
Thank you!

Thank you for reviewing the information in this document.

The hope is that this has effectively assisted you as a SARP, Club Officer, or even a club member of one of the active Union Clubs of our Student Union.

Any questions you may have that were not included in this document can be directed to your SARP and/or E-Board Rep.

Any suggestions or problems found in this presentation can be directed to Martha McElligott.