# Club Finances

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<td></td>
<td></td>
<td></td>
<td>Declining Balance Card</td>
</tr>
</tbody>
</table>

**Click For Union Financial Policies**

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 throughout 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).
Club Account #

Your Club Account Number Should Look Like:
302001.3137.111.30400.201602

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: 30400  This number will change – Ask your SARP for number
Activity: 201602  This number doesn’t change

For more on managing your budget, Click Here!
The below document of Student Union Budgeting Guidelines can be accessed by closing the presentation and clicking on the document below.

![Image of Student Union Budgeting Guidelines]

Top Menu
Student Charge Sheets

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 Michele at the Union Admin Office Front Desk.
Student Charge Sheets

Sheets must be completely filled out by each person including:

- Student RIN
- Student Name
- Total Amount Charged
- Initials
Before submitting, Make sure the following areas are complete:

- **Club Name**
- **Explanation Of Charges**
- **Club Officer Authorization**
A filled out form should look as follows:

<table>
<thead>
<tr>
<th>Student #</th>
<th>SUBCODE</th>
<th>ACCOUNT REF.</th>
<th>Last Name First</th>
<th>Amount</th>
<th>TERM</th>
<th>Init</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>456</td>
<td>789</td>
<td>Jones, Amber</td>
<td>7500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>567</td>
<td>890</td>
<td>123</td>
<td>Smith, Casey</td>
<td>7200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>987</td>
<td>321</td>
<td>654</td>
<td>Johnson, Linda</td>
<td>7800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Record Count (Lines): Trip fees, RIT 9/15-1/15/04.
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.
Student Purchase Requisition Forms

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.
Student Purchase Requisition Forms

First, let us review the form!
There are many different options for how a club can spend money.
Student Purchase Requisition Forms

There are many different options for how 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 many different options for how 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 many different options for how 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 many different options for how 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

Contact info of the authorizing Club Officer

Authorizing Signature of the Club Officer
Student Purchase Requisition Forms

Description of purchased item(s), quantity and cost

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Club Account</th>
</tr>
</thead>
</table>

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

CLUB OFFICER'S SIGNATURE

UNION STAFF SIGNATURE
Student Purchase Requisition Forms

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
Student Purchase Requisition Forms

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.
Let’s now look in closer detail how to fill these forms out for common sample requests.
Requisition Forms (Club Operating Fund)

Sample Club Request to reimburse the cost of gas

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**SPECIAL INSTRUCTIONS:**

- Rush
- Mail Attachments
- To be filled in by finance office:
  - Pick Up Arrangements
  - Need Friday 9/18/15

**PLEASE PRINT NEATLY:**

- Vendor ID#
- Vendor Name: COF
- Corporation Name for credit card orders (if not same as vendor)
- Vendor Address
- Vendor Phone
- Vendor Fax # (if required)
- Club Name: Racquetball

**RENSSELAER UNION**

**Purchase Requisition Form**

**PRE-APPROVAL**

- [ ] Purchase Order/Blanket
- [ ] Declining Balance Credit Card (For Travel And Entertainment (Food) Only)
- [ ] Check Request (Invoice Necessary)

**PLEASE CHOOSE ONE:**

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

**Club Officer Name:** Joe Smith
**Phone:** 618/296-6505
**Email:** smith13

**Club Office Number:** 3137 3137 3137 3137
**Program Code:** 3137
**Activity:** 3137

**Acct # To Be Charged:** 3137 3137 91040 3137
**From Budget:** 3137 3137

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</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>3 cards</td>
<td>3</td>
<td>50.00</td>
<td>150.00</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:** Joe Smith
- **UNION STAFF SIGNATURE:** D. M. Allard

**Today's Date:** 9/14/15
**Date Required:** 9/18/15
**TOTAL:** 150.00
**DATE:** 9/14/15
Requisition Forms (Club Operating Fund)

Sample Club Request to reimburse the cost of gas

For this fund, the vendor section can simply be filled out as the club’s name.

P6LE PRINT NEATLY
Vendor ID# C0F
Vendor Name
Corporation Name for credit card orders
Vendor Address
Vendor Phone
Vendor Fax # (Required)

Acct # To Be Charged 5026.T1 3137 91040 411553
**From Budget: 1 Box. Program code Activity

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</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 KIT Tournament</td>
<td>3 cars</td>
<td>3</td>
<td>50.00</td>
<td>150.00</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: Joe Smith
Union Staff Signature: D.M. Allred

Date 9/4/15
Sample Club Request to reimburse the cost of gas

This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.
Sample Club Request to reimburse the cost of gas

Pro Tip: Do NOT forget to return the appropriate receipts!
Sample requisition for equipment purchase through Purchase Order.

For this requisition, it is important to fill out the Vendor information and to make sure you have that your vendor is an approved vendor with a vendor number.
Requisition Forms (Purchase Order)

Sample requisition for equipment purchase through Purchase Order.

This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.
Requisition Forms (Purchase Order)

Sample requisition for equipment purchase through Purchase Order.

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

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**SPECIAL INSTRUCTIONS:**
- Rush
- Mail Attachments
- To be filled in by finance office:
  - P.O. #
  - Pick Up Arrangements

**RENSSLEAER UNION**

**Purchase Requisition Form**

- Purchase Order/Blanket
- Declining Balance Credit Card
  - (For Travel And Entertainment (Food) Only)
- Check Request (Invoice Necessary)

**PRE-APPROVAL**

- FTR
- PayPal
- Money Order
- Child Albany Travel
- Club Operating Fund

**PLEASE PRINT NEATLY**

**Vendor ID#**

**Vendor Name**: Holiday Inn

**Corporation Name for credit card orders**

**Vendor Address**: 2 Main Street, Rochester, NY 14603

**Vendor Phone**: (585) 478-1256

**Vendor Fax # (Required)**: (585) 478-1258

**Club Name**: Racquetball

**Account # To Be Charged**: 31028175, 31137, 01040, 0242003

**From Budget**: Club Acct. #

**Program code**: Activity

**Club Officer Name**: Joe Smith

**Officer Position**: Treasurer

**Phone**: (585) 275-6585

**Officer Email**: smithj16

**Today's Date**: 9/14/15

**Date Required**: 

---

**Item #**

- Hotel Rooms
  - under Joe Smith
  - 2 nights
  - check in 9/18
  - check out 9/20

**Specific Details**

- Confirmation emailed to JBP

**Qty.**

- 5

**Unit Price**

- $55/night

**Extended Price**

- $550.00

**Sub Account**

- 0/0/0

---

**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**: Joe Smith

**Union Staff Signature**: B.D. M. Altman

**Date**: 9/14/15
### Requisition Forms (Declining Balance Card)

#### Sample Club Request for Hotel Reservation

**Special Instructions:**
- Rush
- Mail Attachments

**To be filled in by finance office:**
- Pick Up Arrangements
- P.O. #

**PLEASE PRINT NEATLY**

**Vendor ID#**

**Vendor Name:** Holiday Inn

**Vendor Address:** 2 Main Street, Rochester, NY 14603

**Vendor Phone:** (585) 473-1256

**Vendor Fax # (Required):** (585) 473-1258

**Acct # To Be Charged:** 310317

**Program Code:** 31137

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</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 under Joe Smith</td>
<td>2 nights</td>
<td>5</td>
<td>$557</td>
<td>$2785.00</td>
<td>1 1 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>check in 9/18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>check out 9/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>confirmation email</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>to say</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:** Joe Smith

**Union Staff Signature:** B.D.M. Allard

**Date Required:**

**Today’s Date:** 9/4/15

Make sure that all the Hotel information (address, phone #, and fax #) are clearly written.
Requisition Forms (Declining Balance Card)

Sample Club Request for Hotel Reservation

This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.

![Image of Requisition Form]

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</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 under Joe Smith</td>
<td>2 nights</td>
<td>5</td>
<td>$557</td>
<td>$2,785.00</td>
<td>1 / 1 / 1</td>
</tr>
<tr>
<td></td>
<td>Confirmation emailed to SARP</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: Joe Smith
Union Staff Signature: BD M. Allred

**Today's Date:** 9/4/15
**Date Required:**

---

1. **RUSH** Mail Attachments
2. **Pick Up Arrangements**
Requisition Forms (Declining Balance Card)

Sample Club Request for Car Rental

RENSSELAER UNION
Purchase Requisition Form

SPECIAL INSTRUCTIONS:
Rush __________ Mail Attachments
To be filled in by finance office:
P.O. #
Pick Up Arrangements

PLEASE PRINT NEATLY
Vendor ID#
Vendor Name
Enterprise
Corporation Name for credit card orders
(If not same as vendor)
Vendor Address
Hoosick Jt
Troy, NY 12180
Vendor Phone
(518) 279-9130
Vendor Fax # (Required)
(518) 279-9130

Club Name
Lacrosse
Acct # To Be Charged
202075 2137 91040 201802

**From Budget:
Goal
Program code
Activity

Item #
Description (be as specific as possible)
Van Rentals

Specific Details
Pick up 9/18
Renault

Qty.
2
Unit Price
149.99
Extended Price
$299.98
Sub Account
1 1 1

**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
Joe Smith
DATE 9/14/15

UNION STAFF SIGNATURE
BDM, Anderson
DATE 9/14/15
There are usually specific vendors to be used for car rentals.
Requisition Forms (Declining Balance Card)

Sample Club Request for Car Rental

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>Club Name</th>
<th>Racquetball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct # To Be Charged</td>
<td>020275 3147 9/1/15 20/3002</td>
</tr>
<tr>
<td><strong>From Budget:</strong></td>
<td>Goal Program # Activity</td>
</tr>
<tr>
<td>Item #</td>
<td>Description (be as specific as possible)</td>
</tr>
<tr>
<td>Van Rentals</td>
<td>Pick up 9/18 to Rochester</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: Joe Smith
UNION STAFF SIGNATURE: B.M. Lund

Pre-Approval:

- Will Pick-Up PO
- Will Pick-Up Check at Union
- Please Email PO
- Please Fax PO

Vendor Fax # (207) 822-9180

Club Officer Name: Joe Smith
Office Position: Treasurer
Phone: (618) 276-6645
Email: smithj@15
Requisition Forms (Declining Balance Card)

Sample Club Request for Car Rental

Pro Tip: Make sure all Union Travel Policies are being followed before attempting to book hotel rooms or car rentals!
## Sample Club Request for a check to pay club entrance fee

**Club Name:** Racquetball

**Vendor Address:** Lomb Memorial Drive, Rochester, NY 14623

**Vendor Phone:** (585) 475-7762

**Vendor ID#:** 1001434 Y

**Vendor Name:** RIT

**Club Officer Name:** Joe Smith

**Club Officer Position:** Treasurer

**Date Required:** 9/4/15

**Today’s Date:** 9/4/15

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entry fee for RIT Tournament</td>
<td>Will hand cash check to RIT</td>
<td>1</td>
<td>400.00</td>
<td>$400.00</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:** Joe Smith

**Date:** 9/4/15

**Union Staff Signature:** D.M. Allen

**Date:** 9/4/15

**Total:** $400.00
Requisition Forms (Check Request)

Sample Club Request for a check to pay club entrance fee

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description (be as specific as possible)</th>
<th>Specific Details</th>
<th>Qty.</th>
<th>Unit Price</th>
<th>Extended Price</th>
<th>Sub Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry fee for RIT Tournament</td>
<td>Will hand over check to RIT</td>
<td></td>
<td>1</td>
<td>$400.00</td>
<td>$400.00</td>
<td>0 &amp; 9</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 9/4/15

UNION STAFF SIGNATURE

[Signature]

DATE 9/4/15

Make sure all the information (address, phone #, and fax #) are clearly written
Requisition Forms (Check Request)

Sample Club Request for a check to pay club entrance fee

This section is filled out in detail as described earlier: using the proper budget numbers, adequate description of the purchase and club officer authorization.
Requisition Forms (Check Request)

Sample Club Request for a check to pay club entrance fee

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!
Deposit Slips

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.
Deposit Slips

Next, input your club account number.

Forgot you Club Account #?
Click here for details
Deposit Slips

Next, designate how the money is broken up. These numbers should correspond to the line items in your budget.

For more on managing your budget, Click Here!
Finally, list the reason for this deposit for future reference and remember to have an officer sign for deposit approval!
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.