Financial Procedures Guide 2010-2011

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How to Receive Funding from the ASNMSU Senate- A Nutshell Guide

Checklist for funding:

☐ You Must Be Chartered
Organizations applying for funds must first be recognized by the University. The Campus Activities Office (located in Corbett Center across from the information desk) charters organizations. Clubs and organizations are subject to re-chartering each year. Contact Jeanine Jameson at 646-3200 or jejameso@nmsu.edu, if you have questions regarding chartering requirements or your organization’s current status.

☐ Your Organization Must Attend An ASNMSU Financial Procedures Workshop
Workshops are held at the beginning of each semester. Dates and times for the workshops are advertised in the Round Up as well as posted at the ASNMSU office. The president and treasurer of the organization must attend the workshop, substitutes will not be allowed. Representatives from your organization need only attend one workshop per school year, unless there is a change in officers. In this case, the new president and treasurer need to attend the workshops.

☐ You Must Do Two Community Service Hours for every $3000 dollars appropriated
Organizations must complete two different community service projects (one that directly benefits the Las Cruces community and one that directly benefits the NMSU campus). Paperwork for Community Service hours need to be signed and turned into Jenae Golden (Director of Community Outreach. These projects must be completed and turned into no later than the day of the first readings on the Senate floor. Community service forms are available online on the ASNMSU website and in our office. Keep a copy!

☐ You Must Have Matching Funds
The ASNMSU Senate will only provide 49% of the total cost of the project or trip. The club or organization must provide the remaining 51%. This money must be verifiable by the ASNMSU Comptroller. Funds received from the various college councils are exempt from the matching funds requirement. Matching funds can be from another department, from your Club account or from an outside source such as a bank.

~Because Council funding and ASNMSU Senate Bills come from the same source there will be no double dipping. Any money received from an organization’s council (undergraduate or graduate) will be subtracted from your Senate Bill. ~

☐ Ask a Senator to Sponsor a Bill for You
The ASNMSU Senate must pass a bill ordering the transfer of funds. An ASNMSU Senator must write this bill. If you do not know who your Senators are, call 646-4415. The ASNMSU Senator you ask to sponsor your bill must provide the ASNMSU Senate with a breakdown of the expenses, a description of the project, and a rationale for the project. You should be able to provide this information when requested.

☐ A Representative for Your Bill must be present at all Committees
Your bill will go through 3 committees before being approved by the Senate. A representative for your bill must be present at all committees or the bill will be tabled. If the bill is tabled you will have to wait 2 weeks for the next committees, and restart the process.
If the Bill Passes the ASNMSU Senate...

It will be sent to the ASNMSU President for approval. The ASNMSU President has **two weeks** in which to approve or veto the bill. If the President approves the bill, the funds will be transferred into your ASNMSU account by the Comptroller’s office after verifying the club’s matching funds. If the President vetoes the bill, no funds will be transferred unless the ASNMSU Senate overrides the veto by a two-thirds vote.

If the Bill Does NOT Pass the Senate....

It dies. You should consult with your ASNMSU Senator for advice on different alternatives. In this case you (or your organization) will be responsible for all expenses.

**Student Clubs and Organizations Accounts:**

**The ASNMSU Account**
The ASNMSU Senate and various councils appropriate funds to student organizations and clubs. These funds are deposited into restricted accounts called ASNMSU accounts. These funds may only be expended for approved purchases and according to the appropriation. Cash deposits are not made into this account. Any unused funds revert back to ASNMSU on June 30th of each year. All transactions must be completed by June 15th of any given year, to allow for sufficient time to process the transaction.

**The Club Account**
All clubs or organizations are allowed a courtesy account from NMSU called a Club account. These accounts are similar to a checking account with deposits and withdrawals. The money left in the account will be carried over from year to year.

If your club or organization does not have a club account you will need to go to [www.nmsu.edu/~boffice/forms](http://www.nmsu.edu/~boffice/forms); and fill out the FOPAL Agency Questionnaire and the FOPAL New Fund Number Request form. Then you will need to take these forms to Katherine at Hadley.

In order to make deposits or withdrawals from the Club account, forms may be obtained on the website [www.nmsu.edu/~boffice/forms](http://www.nmsu.edu/~boffice/forms); you will find Deposit Slips and Cash Withdrawal Forms. These transactions can be made at the cashier’s office in Educational Services. The withdrawal form needs to be signed by the person withdrawing the funds and approval from the organization’s advisor, and **Karen Montoya** with Accounting Financial Reporting (located in Hadley).

**ASNMSU Account**
- Restricted; done through the ASNMSU Comptroller office only
- Senate Bills and Council Appropriations only
- Must be used ONLY for the purpose of appropriation
- Can not make deposits in these accounts
- All accounts revert to a zero balance on June 30th
- Requires signatures from the President or Treasurer, ASNMSU Comptroller, ASNMSU President, and Scott Moore (Vice President of Student Services)
- Accounts not used for one to two years will be deleted
Club Account

- Unrestricted; President and Treasurer can open this account if you do not have one
- Courtesy Account for Student Organizations
- Deposit and Withdrawals
- Allows you to charge on campus—— Bookstore, Aramark/Catering, NMSU Vans, Round Up
- Must be used like Checking Accounts and not Charge Accounts (not to exceed total amount in account)
- Delinquent accounts will be frozen and reported to credit departments
- Do not revert
- Requires signature from Advisor only
- Accounts not used for one to two years will be deleted

TRAVEL

Any bill for travel should be written and presented to the Senate approximately 2 months prior to leaving. All Senators must have their bills in by Tuesday for that week of Senate; therefore organizations must turn in all necessary information for your bill prior to this.

These forms will be used upon your organizations return from the trip.

1. Team Travel Advance Request — This form can be used when you need to prepay for your registration or lodging. It must be turned in with a Team Travel Authorization form. This can only be done if your Senate Bill has passed.

2. Reimbursement Voucher — This form is used to reimburse a person who works for the university. This includes students who have a university student job.

3. Direct Pay Request — It is also used when the check for reimbursement is going to the organization or an individual who does not work for the university. For the reimbursement of multiple people from one Senate Bill the organization as a whole will be reimbursed.

To receive reimbursements you must have the following:

1) Either the organization or individual being reimbursed MUST be on the Banner system. If not, you will have to fill out a Vendor questionnaire form.

2) Original receipts for all expenses.

3) If you work for the University and receive Direct Deposit your reimbursement check will be directly deposited into your account. You will be notified by email.

4) Reimbursement Voucher or Direct Pay Request — filled out with Treasurer or President’s signature. The expenses should match the bill.

5) Turned in no later than 1 week after returning.

***SAVE ALL ORIGINAL RECEIPTS***
PURCHASING

Funds provided by ASNMSU (Senate Bills or Council Appropriations) may never be used for the purchase of computers, furniture, food, gifts, flowers, cards, alcoholic beverages, office decorations, coffee, or other refreshments for general office use. Additionally, they may not be used for donations or scholarships. You may use these funds to purchase awards, plaques, office supplies, rental of facilities, etc. Consult the Comptroller when unsure of a purchase. ASNMSU is exempt from state taxes when purchasing goods (but not for rentals or services). **Be sure to verify that your organization is not being taxed when purchasing goods. Talk to your council about this funding since every council has their own by-laws and requirements.**

*Purchasing items $1-$50 should be done in the following manner:*

1. Pay for the item(s) with personal funds and get reimbursed using petty cash.

2. Fill out a *Petty Cash Voucher* form from the ASNMSU Comptroller’s office. **Be sure and attach all receipts.**

3. After approval from the ASNMSU Comptroller is obtained, present the forms to the cashier at Educational Services (Mon-Fri 8:00-5:00).

**This must be completed within 60 days of the dated receipts.**

*Purchasing items over $50.00*

1. Fill out a *Purchase Requisition Form.*

2. After obtaining signatures from your President or Treasurer, take the Purchase Requisition to ASNMSU Comptroller’s Office.

3. The purchase requisition will be assigned a Requisition number; and then it must be approved by the ASNMSU Comptroller. The Requisition is then approved by the Purchasing Office, and is assigned a purchase order number in 3-4 working days. **Items may not be purchased until a valid purchase order number has been assigned.**

*Purchasing items greater than $2500 or the purchase of services should be done only in consultation with the ASNMSU Comptroller, as various additional guidelines apply.

**REMEMBER ASNMSU COMPTROLLER’S OFFICE IS ALWAYS OPEN AND WILLING TO HELP!!!**
Info You Need to Tell Your Senator

- When you are going on a trip
- Where you are going
- How many days you plan on going
- How many people are going
- How many hotel rooms you will need
  - Men and women CANNOT room together
  - Advisors are not paid for by ASNMSU
- The cost of the hotel rooms
- How are you going to get there
- If by plane:
  - Remember to ask for mileage to and from the airport
    - Only one round trip per vehicle will be paid for
  - If you are not being picked up and dropped off ask for parking money
- If by van:
  - Are you renting from the university
  - If so, ask for the van rental on your bill
  - Also ask for gas money for the van
- Mileage is given for the use of private vehicles
  - If you rent a vehicle you will need gas receipts
- Once you get there will you need a taxi or shuttle
  - If so ask for money to cover the costs
- Will you be needing any supplies for the trip or event
  - What kind
  - How many
  - How much
  - Will it be reusable
- Supplies, equipment, uniforms, etc. may be funded differently
  - These items if they will be reused by a group can be paid 49% by ASNMSU and 51% by the organization
- Do you need to rent anything for your trip or event
- Do you have registration costs or entry fees
- What is the purpose of your trip
  - Generally only two people can be funded to go to a conference
  - For team events check with your Senator to see how many alternates you can take
  - If it is an educational trip, check with your Senator to see if you can go on the trip since there are different rules in the law book
- For Foreign travel outside of North America
  - You will need two bills
  - One for U.S. expenses
  - One for Foreign expenses
  - Bring exchange rates for receipts not in U.S. Dollars
What You Need to Know when Getting Your Funds

1. The ASNMSU Comptroller **DOES NOT** have a check book
2. A check will not automatically be cut in the amount of your Senate Bill or Council Appropriation
3. You MUST bring all of your original receipts into the Comptroller’s office
4. Simply turning in receipts does not trigger a reimbursement
5. You MUST fill out either a reimbursement voucher or check request
   a. Reimbursement vouchers are used if the person receiving the check works for the university in any capacity (including students)
   b. Direct Pay requests are used if the check is being made out to the organization
   c. Direct Pay requests are also used if the check is being made out to a person who does not work for the university
6. Your organization must have a Club account in order to get funds
7. Do not give your receipts to your Senator
8. Do not attach your receipts to your council bills
9. This process can take up to three weeks

Important Reminder
For all trips prior to June 15th, receipts and reimbursement vouchers or check requests must be turned in no later than 5:00 p.m. on June 15th.

For all trips after June 15th, receipts must be turned in no later than 5:00 p.m. thirty (30) calendar days from the date or your return.

If these deadlines are not met, the funds allocated will revert back to the ASNMSU Surplus account.
2010-2011 Financial Procedures Workshop

The undersigned representative of __________________________ agrees the organization will:
(club name – no abbreviations)

1. Follow the revised ASNMSU Financial Procedures Guide, in its entirety, in dealing with ASNMSU monies appropriated to the organization;

2. Failure to follow these procedures will result in the organization’s forfeiture of any rights to the allocated funds;

3. If your organization is part of a college council, has approached the council for funds, and subsequently been denied, your organization must provide to ASNMSU Senate, in writing, the reason behind being denied these funds.

______________________________
ASNMSU Senator
(Printed)

______________________________
ASNMSU Senator Signature

______________________________
Organization’s President
(Printed)

______________________________
President’s Signature

______________________________
Organization’s Treasurer
(Printed)

______________________________
Treasurer’s Signature

Email Address: ____________________________
Phone #: ____________________________
Date Attended: ____________________________