2017-18
Business Manager Training

CJ Van Huben
Students’ Association Treasurer
cvanhube@u.rochester.edu
Wilson Commons, Ruth Merrill, 101E
Student Accountants

Max Kearns ‘20
Online Orders & Recreational Clubs

Corey Chang ‘19
Community Service

Jordy Guntur ‘19
Cultural

Onur Bagoren ‘19
Performance & Networks

Annemarie Kearns ‘20
Awareness & Flat Funded Clubs

Rita Pecoraro ‘20
Online Orders & Intercollegiate Clubs

Gregory Harris ‘19
Entertainment & Publication/Media

Benjamin Dantowitz ‘18
Club Sports

Introductions  Paperwork  Policies  Reminders
SAAC Responsibilities

▪ To ensure that the Student Activity fee is fairly allocated across all SA-funded student organizations
▪ To assist groups in processing paperwork
▪ To track income and expenditures
▪ To provide groups with accurate monthly (or as needed) financial reports
Business Manager Responsibilities

▪ To track income and expenditures
▪ To understand financial standing
▪ To conduct all group’s business through SAAC, which includes, but is not limited to:
  ▪ Paperwork
  ▪ Supplemental Funding Requests
  ▪ Budgets
Our Forms

- SAAC/WCSA Request Form
- Purchase Order
- 312 Requisition
- Copy Center Request Form
- Deposit Tickets
- Petty Cash Request
- Check Request
- Co-sponsorship Form
- Contracts
Red box is where you gain access to all of the forms
Yellow box is where you drop off your filled-in forms for an accountant to complete (folders are sorted by category)
Green box is where you pick up most completed forms after 2-3 business days (folders are sorted by category)
Approved Travel Requests will be placed in the requests folders.
SAAC/WCSA Request Form

- Most commonly used form
- Used to start the process of purchasing/placing an order
- Takes 2-3 business days to process
- NOT needed if an invoice was already created by the vendor
- NOT needed for co-sponsorships
- NOT needed for petty cash requests
**A Closer Look**

### SAAC/WCSA Request Form

<table>
<thead>
<tr>
<th><strong>Group Name:</strong></th>
<th><strong>Date:</strong></th>
</tr>
</thead>
</table>

#### Requesters Name:

<table>
<thead>
<tr>
<th><strong>Preferred Vendor:</strong></th>
<th><strong>Amount:</strong></th>
<th><strong>Event Name:</strong></th>
<th><strong>Event/Service Date:</strong></th>
</tr>
</thead>
</table>

#### Payment Method:

<table>
<thead>
<tr>
<th>WC SA only:</th>
<th>RFP</th>
<th>T&amp;C</th>
<th>JE</th>
<th>PCard</th>
</tr>
</thead>
</table>

Circle the appropriate Payment method.

**Business Manager or Approver will sign & Date.**

For Office Use Only will be completed by the Accountant.

**Reminders**

- Introductions
- Paperwork
- Policies
- Reminders

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**Policies**

- Purchasing
- Travel
- Conference
- Food Service

**Introductions**

- Student Activities Council
- Wendel Center for Student Affairs

**Paperwork**

- Request Forms
- Budgets
- Reimbursements

**Reminders**

- Deadlines
- Meetings
- Announcements

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**Please allow 3 business days for request to be processed.**
Payment Methods

1. Purchase Order – used for outside vendors
2. Requisition – used for Public Safety, URTech Store, Post Office, Barnes and Nobles, Starbucks, etc.
3. Copy Center – used at the Copy Center or at SAAC office if certain conditions are met
4. Credit Card – used to reserve Walmart, Tops, Wegmans, Sunoco, ACMoore, or BJ’s credit card
5. Appt for Online Order – used to complete order with SAAC’s AMEX card, order must be completed in SAAC office and a sign-up sheet is typically emailed to reserve a time slot
6. Facilities or Catering – used to authorize payment of an invoice received by ECM, Facilities, or Catering
**Purchase Order**

Bill To: S.A. Appropriations Committee  
University of Rochester  
600 Joseph C. Wilson Blvd.  
101E Wilson Commons, Box 270281  
Rochester, NY 14627  
(585) 275-3238  
askSAAC@rochester.edu

PO Number

Date:

This purchase order is VOID if "Total" is altered in any way.

Vendor:  
Group Name:  
Ship To:  

□ Mail Payment  
□ Pick Up Payment

Vendor: This PO is your Authorization to Invoice the Merchandise Below

<table>
<thead>
<tr>
<th>Account Charged</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended</th>
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</thead>
</table>

S.A. Appropriations Committee is a Tax Exempt Organization  
TOTAL ➔

Seller warrants goods shipped produced in accordance with applicable provisions of Fair Labor Standards Act of 1938.

Signature:  
Business Manager  
E-mail:

For Office Use Only  
Approved By:  
Date:  
Check #:  
White: Vendor  
Yellow: Group  
Pink: SAAC Office

**Reminders**

Give vendor white copy

Keep yellow copy

Bring back the receipt
Requisition

- Give vendor blue copy
- Office keeps yellow copy
Copy Center

Give vendor white copy

Bring back the receipt
Credit Card

1. Business Manager submits SAAC/WCSA Request form for a credit card with a target pick-up date
2. Accountant approves request within 2-3 business days
3. Business Manager picks up credit card on target pick-up date
   - Stay within the amount inputted on the request form
4. Business Manager returns credit card with the receipt the next day
   - A $5 late fee is imposed on the group for every day the credit card is late
After hours credit card drop off box

Fill out manila envelope and enclose the credit card and the receipt(s)

Located near entrance to SAAC office
Appt for Online Order

1. Business Manager submits SAAC/WCSA Request form
2. Accountant approves request within 2-3 business days
3. Accountant emails Business Manager a Google Doc to schedule the appointment
   ▪ Will be moving to website
4. Business Manager meets with Accountant at the scheduled date to place online order
   ▪ Prior to the appointment, Business Manager should either have items in the shopping cart on personal laptop or email hyperlinks to Accountant to expedite the process
Appt for Online Order Cont.

<table>
<thead>
<tr>
<th>Date</th>
<th>9/1/2017</th>
<th>4/4/2017</th>
<th>9/5/2017</th>
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<tbody>
<tr>
<td></td>
<td>Business Manager</td>
<td>Group Name</td>
<td>Business Manager Email</td>
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</tr>
</tbody>
</table>
Facilities or Catering & ECM

Meliora Catering email should be forwarded to Jen for Student Organizations

Facilities email with Invoice attached should be forwarded to Jen for Student Organizations

Order Name: **Breakfast**

**SERVICE ORDER #10298**

*Monday, 3/14/10*

**Last Modified:** 03/14/10 11:17 AM **Confirmed**

**Customer Information**

- **First Name:** Valerie
- **Last Name:** Fleischauer
- **Address:** Student
- **City:** Rochester
- **State:** NY
- **Zip Code:** 14627
- **Department:** Graduate Student Association
- **Email:** vffeic02@ur.rochester.edu
- **Phone:** N/A

**Delivery / Pickup Information**

- **Method:** On Campus
- **Contact:** Valerie Fleischauer
- **Company:** Graduate Student Association
- **Address:** Student
- **City:** Rochester
- **State:** NY
- **Zip Code:** 14627
- **Delivery Phone:** N/A

**Building:** FDB

**Room #:** Name: Ballroom

**Serviceware:** China

**Service Type:** Full Service

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**Message:**

Hi Jen,

I have copied in below the invoice for 10298, please let me know if you have any questions or if I can help with anything else.

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**SABOR LATINO FASHION SHOW**

I have attached a copy of the invoice for SABOR LATINO FASHION SHOW that took place in Douglass Dining on April 9, 2010. The invoice reflects the charges incurred for the rental of items from Nolan's, the Furniture and Property Crew's labor and for Housekeeping support. Please respond with a university account number at your earliest convenience. If you have any questions, feel free to contact me. Thank you for your business!

Kimberly S. Taylor
Service Coordinator, River Campus Events and Furniture and Property
PO Box 278445, Rochester, NY 14627-8445
(585)275-4150 - office
(585)275-8474 - cell
ktaylor@facilities.rochester.edu

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**Introductions**

**Paperwork**

**Policies**

**Reminders**
Facilities or Catering & ECM

ECM email with Invoice attached should be forwarded to Jen for Student Organizations
Deposit Tickets

Indicate the type of deposit and the source of funds

Include important details, i.e. Payment from who?, What Event? Etc.

Funds are typically reflected in the account balance within 2-3 business days of deposit
Petty Cash Request

Petty Cash requests are used to create change for an event. The full amount must be returned within a *reasonable amount* of time after the event.

**FOR OFFICE USE ONLY**  
APPROVED BY: ___________________________  DATE: ____________  CHECK #: ____________

***NOTE: Additional Petty Cash Requests will NOT be accepted until receipts and remaining funds have been returned from previous requests***

Exceptions to this rule are granted on a case by case basis.
Check Request

Used when a PO was NOT generated but an Invoice is now in hand. For example, Balloon Effects, National Advertising, etc.

PLEASE NOTE: A Purchase Order is preferred over this method as it allows us to encumber the transaction in advance, providing a more accurate account balance.
Co-sponsorship Form

Used to transfer funds between Student Organizations to help sponsor events.

$50.00 Minimum
Contracts

Used to legitimize agreements between groups

If cancellation is necessary, must inform SAAC, the Advisor(s), and the other group 48 hours before the scheduled date
### Monthly Report

**Available Balance**

**Remaining Obligations:** Funds that have been spent or deposited but have not “Cleared” the account yet.

<table>
<thead>
<tr>
<th>Dept. Attribute</th>
<th>Rollup</th>
<th>Budget</th>
<th>Current Month</th>
<th>Total Expenses to Date</th>
<th>Rem. Obl.</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ramblers Revenue</td>
<td></td>
<td>$0.00</td>
<td>($2,342.00)</td>
<td>($17,657.53)</td>
<td>($2,314.38)</td>
<td>$19,971.91</td>
</tr>
<tr>
<td>Revenue Total</td>
<td></td>
<td>$0.00</td>
<td>($2,342.00)</td>
<td>($17,657.53)</td>
<td>($2,314.38)</td>
<td>$19,971.91</td>
</tr>
<tr>
<td>Ramblers All Other Costs</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$512.00</td>
<td>($513.00)</td>
</tr>
<tr>
<td>Ramblers Communications/Printing</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$996.76</td>
<td>$258.88</td>
<td>($455.64)</td>
</tr>
<tr>
<td>Ramblers Custodial/Facilities</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$165.39</td>
<td>($165.39)</td>
</tr>
<tr>
<td>Ramblers Professional Expenses</td>
<td></td>
<td>$0.00</td>
<td>($1,206.00)</td>
<td>($4,800.00)</td>
<td>$0.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>Ramblers Supplies</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$529.00</td>
<td>$145.00</td>
<td>($485.00)</td>
</tr>
<tr>
<td>Ramblers Travel</td>
<td></td>
<td>$0.00</td>
<td>$1,851.50</td>
<td>$1,401.30</td>
<td>$0.00</td>
<td>($1,401.50)</td>
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<tr>
<td>Non-Salary Total</td>
<td></td>
<td>$0.00</td>
<td>$515.50</td>
<td>($2,881.74)</td>
<td>$1,082.27</td>
<td>$1,799.47</td>
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<tr>
<td>Ramblers Budget Adj</td>
<td></td>
<td>$7,943.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,943.40</td>
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<tr>
<td>Budget Adjustments Total</td>
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<td>$7,943.40</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,943.40</td>
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<tr>
<td>Ramblers Unknown</td>
<td></td>
<td>$0.00</td>
<td>$957.00</td>
<td>$19,728.67</td>
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<td>($18,778.97)</td>
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<tr>
<td>Unknown Total</td>
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<td>$0.00</td>
<td>$957.00</td>
<td>$19,728.67</td>
<td>$0.00</td>
<td>($18,778.97)</td>
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<tr>
<td>Direct Costs</td>
<td></td>
<td>$7,943.40</td>
<td>($333.50)</td>
<td>($811.30)</td>
<td>($1,232.18)</td>
<td>$9,885.01</td>
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<td>IDC: OI Indirect Costs</td>
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<td>Total</td>
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<td>$7,943.40</td>
<td>($333.50)</td>
<td>($811.30)</td>
<td>($1,232.18)</td>
<td>$9,885.01</td>
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<tr>
<td>Available DC Balance</td>
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<td>$5,985.01</td>
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<td>$5,985.01</td>
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<td>Adjusted Available DC Balance</td>
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<td>$5,985.01</td>
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<td>$5,985.01</td>
</tr>
</tbody>
</table>

In these columns ( ) indicate Income

05/23/2016

- 1 of 9 -
Supplemental Funding

- Money set aside and distributed by SAAC for expenditures not accounted for in a group’s budget
- Funding for program & travel, equipment, conference, and post-season play
- Forms can be found at: http://sa.rochester.edu/sa/page_services_for_clubs.php
- Will hear up to 2 requests (excluding conference and post-season) per academic year or grant up to $4,000 per academic year per group, whichever happens first
  - Club sports cannot apply for program and travel
Supplemental Funding

1. Meet with your Primary Advisor and Student Accountant to discuss the request
2. Submit form electronically
3. Attend scheduled SAAC Supplemental Hearing on a Tuesday evening
   - Will be emailed a specific date and time beforehand
   - Not guaranteed that the request will be heard at the next hearing – plan ahead
4. If successful, visit SAAC office during business hours to learn how to collect new funds
Supplemental Funding cont.

5. Fill out assessment form (found on CCC) within two weeks
   ▪ Failure to complete this form will result in the forfeit of a supplemental request, and can negatively impact your organization at the time of budgeting
Supplemental Funding

- 9/12 - First Supplemental Meeting
  - Request forms will go live on CCC starting 8/30
- 12/5 - Final Supplemental Meeting for Fall Semester
- 1/23 - First Supplemental Meeting For Spring Semester
Instructions for submission and SAAC leadership contact information

Overview and specific questions
### Advertising/Marketing Plans
If applicable, please describe your advertising plan. Note that you must register your program on the SGC.

We are forcing them to come :) 

### Travel Related Requests ONLY

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<thead>
<tr>
<th>Destination:</th>
<th>Means of Transportation:</th>
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<table>
<thead>
<tr>
<th>Length of Stay:</th>
<th>Number of Attendees:</th>
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### Is there Potential for Monetary Prizes?:

#### Income Sources
Please indicate income sources for this conference, competition or program.

N/A

### Itemized Budget
Please include ALL costs that you are requesting that SA Supplemental cover

<table>
<thead>
<tr>
<th>Item Descriptions</th>
<th>Cost $</th>
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<tbody>
<tr>
<td>1. Mollora Catering</td>
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</table>

- **Ticket Sales/Admissions** – Please indicate anticipated ticket income: $0
- **Other Income Sources** – As detailed in above “Income Sources” box (Tax-exempt) $0

**TOTAL AMOUNT REQUESTED** – Must match amount requested on Page 1 $4,000

Revised 08/16
Group Travel

- Group Travel Pre Approvals must be approved by the advisor prior to submitting forms to the SAAC Office.

- Once approval is granted, Sam Lovejoy will place approved SAAC request forms in the wall file. Business Manager can retrieve the forms from the file and complete the forms/begin the transaction process as they normally would.

- PLEASE NOTE: Travel related transactions (gas cards, registration payments, hotels, etc.) will not be accepted if they do not have the transportation office's approved stamp on them.
Group Travel

▪ All students traveling must have completed the Individual Travel Waiver prior to departing for trip.

▪ NEW THIS YEAR individual Travel waiver is only required ONE time. So if you know that you'll be traveling with your organization, fill it out now to simplify the process later on.
Group Travel

Talk with Advisor

Complete Group Travel- Pre-Approval Form

Retrieve and complete forms for purchases in the SAAC office (Transact as normal)

Have all attendees complete the Individual Travel Waiver & Release form

Complete Group Travel- Final Approval form MONDAY before departure

Introductions  Paperwork  Policies  Reminders
Flat-Funded Groups

- Do not submit and receive annual budgets, but instead receive a flat amount per academic year
  - Political and Religious organizations receive a flat $80 per academic year
  - Undergraduate Councils, Honors, and Pre-Professional groups receive a flat $200 per academic year
Storage Unit Assessments

- Certain items are prohibited to store (i.e. paint cans, spray paint, etc.)
- Three storage assessments per year (July, November, & March) to ensure compliance
- A member of incoming e-board is required to sign a SA Storage Contract in the beginning of the academic year to get a key to the storage unit
  - $50 fee if a key is not returned
USeed

- University-preferred crowd-funding platform
  - Use of other crowdfunding source (e.g. gofundme) will result in the forfeit of a supplemental request
- Donors receive tax-exempt status and donor credit for all donations
- Strict timeline – work with your Primary Advisor ASAP
Additional Policies

- We will not be granting any reimbursements under any circumstances
- $5 fee per day any credit card is returned late
- Cannot seek funds from alternative sources without prior approval from primary advisor
- SA-funded groups cannot carry forward funds into the next academic year
Advantages to Banking with SAAC

- No fees
- Pay campus departments more easily
- Funds are secured under the group’s name and not a personal account
  - Minimizes personal liability
- Ability to make purchases using SAAC’s methods
  - Often saves money because of negotiated rates with certain vendors
FLEX Machines

- FLEX machine funds will be available on the 2nd Thursday of every month
- If your group banks with SAAC, funds will automatically deposit into your account
- If your group does not bank with SAAC, group will need to retrieve check(s) from the SAAC office
- Groups can reserve FLEX machines twice per semester
Reminders

▪ We have gas credit cards – request to use them if your group is planning to travel via car
▪ Graphic Design Services are now free (Limit 1 design/semester)
▪ Flat-funded groups and general interest subsidy dollars ($40/semester) can be used without most restrictions
▪ We will not grant any reimbursements under any circumstances
Groups

Entertainment
Cinema Group
Student Programming Board

Honor Societies
Golden Key International Honour Society
National Society of Collegiate Scholars
Order of Omega
Tau Beta Pi

Intercollegiate
Mock Trial Organization
Model United Nations
Quiz Bowl
Solar Splash
UR Baja SAE Team

Networks
Club Sports Council
Community Service Network
Interfraternity Council
Minority Studenty Advisory Board
Multicultural Greek Council
Panhellenic Association

Political
College Democrats
College Republicans

Awareness
Active Minds
Actively Moving Forward
Asian American Alliance
bLifeUR
College Diabetes Network
College Feminists
Colleges Against Cancer
GlobeMed at University of Rochester
Grassroots
People First Initiative
Pride Network
Rochester Global Water Brigades
SATSANG: Streams of Thought
Student Association of Vegan and Vegetarian Youth
Students for a Democratic Society
UR SEGway (Survivor Empowerment Group)

Class Council
2018 Class Council
2019 Class Council
2020 Class Council

Rec Clubs
Astronomy Club
Chess Club
Creative Arts Club
D'Lions
Meliora Capital Management
River Campus Medical Emergency Response Team
Sea & Anchor Detail
Simulation Gaming Association
Society of Crocheting & Knitting Students
University of Rochester Freshman Orientation Outing Treks
UR Cooking Club

Cultural
American Sign Language
Association for the Development of Interest in the Indian Subcontinent
Black Students' Union
Chinese Students' Association
Filipino American Students' Association
The French Culture Club
Hong Kong Students’ Association
Israel Council
Japanese Student's Association
Korean American Students' Association
Native American Students Association
Pan-African Students Association
Slavic Society
Spanish and Latino Students' Association
Student Association for the Development of Arab Cultural Awareness
Taiwanese American Students' Association
University of Rochester Global Students’ Union
UR Hellenic Dancers
UR Persian Association of Rochester Students
UR United World

Club Sports
Community Service
CAlpha Phi Omega, Mu Lambda Chapter
Circle K International
Eye to Eye
Food Recovery Network
GR Soccer
Habitat for Humanity
Partners In Reading
Peers for Animal Wellness and Safety
Refugee Student Alliance
She's the First - Rochester STEM Initiative
Students Helping Honduras
The Pact: A Personal Mentoring Program
University of Rochester Health Education and Advocacy Leaders
University of Rochester Special Olympics
UR Rotaract

GSA

Entertainment
Cinema Group
Student Programming Board

Honor Societies
Golden Key International Honour Society
National Society of Collegiate Scholars
Order of Omega
Tau Beta Pi

Intercollegiate
Mock Trial Organization
Model United Nations
Quiz Bowl
Solar Splash
UR Baja SAE Team

Networks
Club Sports Council
Community Service Network
Interfraternity Council
Minority Studenty Advisory Board
Multicultural Greek Council
Panhellenic Association

Political
College Democrats
College Republicans

Introductions
Paperwork
Policies
Reminders
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Questions?

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Bobby Gerami – Deputy Treasurer
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http://sa.rochester.edu/sa/page_services_for_clubs.php