Who are we?

- **Office of Activities & Engagement (OAE)**
  - Mandy St. Aubyn, Funding Board Advisor & Student Organization Funding Manager
    - SUB 284 (across from Procrastinator)
    - 994-3113
    - amanda.staubyn@montana.edu
  - Katrina Wilhelm, Funding Assistant
    - KatrinaWilhelm@montana.edu
    - clubs@montana.edu
  - Main OAE Office: 222 SUB, across from Ask-Us

- **Student Organization Funding Board**
  - 3 ASMSU senators
  - 2 students at-large
Register your student organization

□ Deadline: Sept. 30th

□ If not recognized in 2014-2015, cannot spend money.

□ Register online: www.montana.edu/engagement
Budgets

- Copy
- Specific this year
- OAE responsible for carrying out Funding Board’s decisions
Financial Donations

- Financial donations qualify when someone (can be individual, business, organization, etc.) OUTSIDE of the organization makes a financial donation in the name of the club. Donations/Dues from members, advisors, leaders or other registered student organizations are not permitted. **If we suspect student organizations are breaking or bending this rule, we will investigate and potentially withdraw current funding as well as future funding for your club. Please do not abuse this rule.**

- Documentation Needed of Financial Donations:
  - Copy of bank deposit slip
  - Copy of check(s) made out to your student organization from donor. No cash from individual donors or businesses, checks only.
  - Donor must fill out Donor Form (found on OAE website) addressing donation intentions.
Fundraisers

- Fundraisers can be an event, program, or individual club members participating in events such as the Career Fair, working athletic events, etc. All of these DO count as fundraising on behalf of the organization.

- Documentation Needed for Fundraising:
  - OAE Fundraising Report Form (found on OAE website) must be submitted, which will include:
    - How much total money was raised
    - How many participants were involved
    - Copy of event advertisement or other form of proof of event
    - Other information at request of OAE
  - Copy of deposit slip of funds raised into club bank account.
  - If applicable, copy of check(s) made to your student organization from fundraiser.
# Request for Payment Form

**Registered Student Organization Name:**

**Name of Person Submitting Form:**

**Phone number:**

**Email:**

**Office Use ONLY:**
- Date:
- Received by:
  - BPA Created
  - Excel
  - Scanned to O Drive

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**Were any of these expenses for the purchase of food or drink costing OVER $30?**

- Y
- N

- If yes, please fill out a Hospitality Form AND provide a list of event attendees (unless event was open to the public, and if so PLEASE say this on the Hospitality Form).

**Were any of these expenses for the purchase of food or drink UNDER $30?**

- Y
- N

- If yes, please list reason (club meeting, event, etc.)

- If yes, please list date(s) items were used/consumed

- If yes, please list who attended

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**Were any of these expenses part of club travel?**

- Y
- N

- If yes, please list destination of travel (i.e. Denver, CO)

- If yes, please list purpose of travel (i.e. Microbiology Conference, etc.)

- If yes, please list all dates of travel (i.e. 11/14-11/17)

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**KEY:**

- R=Seeking reimbursement (was paid for by an individual or club)
- P=This was a P-Card purchase (paid for using the OAE office credit card)
- B=Please pay bill/invoice directly on our behalf (NOT already paid for by club or member). Includes bills from on-campus (i.e. Catering).

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<table>
<thead>
<tr>
<th>Vendor</th>
<th>Date of purchase or bill date</th>
<th>Program, Event or Activity expense is associated with (i.e. Club Meeting, Food Bazaar)</th>
<th>Brief Description of Expense (please list each receipt/bill separately)</th>
<th>Amount</th>
<th>Please Circle ONE</th>
<th>Office USE ONLY Account Code</th>
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<td>Have you included any of these expenses in a previous request for payment?</td>
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Itemized vs. Non-Itemized Receipts

- **Itemized=**:
  - Items and price
  - Date
  - Business name
  - Total
  - ASK FOR!
  - Sub-total or circle “club items”

- **Non-itemized=**:  
  - Credit Card receipts
  - Total and no individual items
Reimbursements

- An individual or the club pays, we reimburse.
- Turn in receipts to OAE within 30 days of purchase—the sooner the better!
- Must be an ITEMIZED original receipt (no photo copies).
  - Exception when an online order or received receipt via email.
- Made to your student organization name, NOT to an individual.
  - Up to your Treasurer or signers on bank account to reimburse the individual once the funds are in your account
- Set-up for direct deposit
  - First reimbursement will be made by check, all following will be direct deposit once set-up
- Least preferred method
- Paperwork needed:
  - Itemized original receipt
  - Request for Payment Form
Paying Bills

- Pay bills on your behalf.
- Examples: Paying a vendor, speaker, someone who provided services to your group, equipment/materials purchased from a business, etc.
- Speakers/Professional Services
  - If want to pay them before or on the date of their service, must submit to us AT LEAST 6 weeks before event
- Submit bill to us ASAP to avoid any late fees.
- Money will NOT go to your club first, directly to vendor.
- Paperwork needed:
  - Detailed invoice from vendor
  - W-9 from vendor
  - Request for Payment Form
OAE Credit Card Use

- MUST prearrange with OAE
  - Must email Mandy AT LEAST 5 days before you need to purchase.

- Examples:
  - Pre-ordering off-campus food
  - Transportation
  - Hotel
  - Conference registration fees
  - Online orders
  - Paying a bill on your behalf if vendor has credit card capability

- Advantages:
  - Avoid money out of your pocket up front!
  - Vendors are paid immediately, no waiting on a check!

- Paperwork needed
  - Itemized AND Credit Card Receipts MUST be turned in within 24 hours of purchase
  - Request for Payment Form
Costco

- Orders over $75
  - Prearrange with us to receive a charge form
  - Form must be returned within 24 hours of purchase

- Orders under $75
  - Reimbursement basis
Copy Cats

- Fill out forms with OAE and assign official “signers”
- Direct-billed to OAE
- DO NOT pay directly!
- Able to charge up to your printing amount
- Only those with a printing in budget
On-Campus NOT Auto-Bill

- These MSU Offices DO NOT Auto Bill:
  - Conference Services
  - ASMSU (Campus Entertainment, Productions, etc.)
  - University Printing (NOT Copy Cats)
  - Catering
  - Sports Facilities
  - Other MSU services
- Expenses incurred will be billed to your on-campus address
- BRING invoice into our office
- OAE will pay on your behalf, DO NOT pay
Travel

- **Enterprise**
  - If funded for transportation, must reserve on university card.
  - Fill out OAE Travel Forms within 10 days of travel, found on OAE website
    - [http://www.montana.edu/engagement/organizations/travel](http://www.montana.edu/engagement/organizations/travel)

- **Gas Cards**

- **Flights**
  - If funded for transportation, must reserve on university card.
Department Connection

- If club has a connection to a campus office or department.
- Do NOT have them pay the bill first, bring to us!
Food

- **Hospitality Form**
  - Purchase of food or drink over $30
  - Entertainment event with expenses over $30
  - If it is an event open to the public we need a flyer for the event
  - If it is a club meeting we need a sign-in sheet with members present

- **MSU Catering**
  - **SUB**
    - If hosted by your registered student organization and is under 40 people, not mandatory to use catering
    - If over 40 people and/or open to the public, must use catering
Bank Account: First Interstate

First Interstate Bank: 268 SUB, 406-586-0757

What is required to open an account for a Student Organization with First Interstate?

- MSU Office of Activities and Engagement Recognition letter
- Tax Identification Number/Entity Identification Number (EIN) - obtained from the IRS
  - 1-800-829-4933 or www.irs.gov (SS-4 form required)
- Two organization representatives must be signers, one of whom MUST be an advisor.
- Minutes from a recent meeting stating who the current officers are, that a bank account at First Interstate will be opened, and who the authorized signers on the account will be
- All signers information is required before the account can be opened
  - Name, date of birth, social security number, physical address, and 2 forms of identification
- Initial deposit of $100.00
- Please allow at least 30-45 minutes for the account opening process

If you are transitioning advisors or leadership at First Interstate:

- Need to bring at least one person currently on the account with new person.
- Copy of minutes or email to club stating who will be removed from account and who is being added.
- ID’s
Bank Account: First Security


What is required to open an account for a Student Organization with First Security?

- Tax Identification Number/Entity Identification Number (EIN)-obtained from the IRS
  - 1-800-829-4933 or www.irs.gov (SS-4 form required)
- Minutes from a recent meeting stating a bank account at First Security will be opened, and identifying who the authorized signer(s) on the account will be.
- Only need one authorized signer, who can be a student. Signer(s) information is required before the account can be opened:
  - Name, date of birth, social security number, physical address, and photo ID
- Initial deposit of $25.00
- Please allow at least 30-45 minutes for the account opening process
Employer Identification Number (EIN)/Tax ID Number

- www.irs.gov
- Free service
- Request a number
- Find lost EIN number
- Step-by-Step instructions are posted on OAE website
- Name must match what you wish to have on your bank account
  - NOTE: DO NOT put MSU in front of your name
FAQ’s

- What if we need to change our budget?
  - Cannot request more
  - Budget Amendment Request Form (found on OAE website)
  - If a drastic change, will need to be approved by Funding Board

- What if we need to change or cancel an event/program we were funded for?
  - Budget Amendment Request Form
  - Potentially re-allocate to another need your club has

- How do we check our balance?
  - Please have a mechanism to track your expenses, or you can contact us.

- What if we go over budget?
  - Plan ahead! Your group is responsible!

- Where do I find forms and information?
  - Funded Orgs section on OAE website
  - http://www.montana.edu/engagement/organizations/fundedorgs.php
FAQ...cont’d

- When do we have to spend the money by?
  - June 19th, 2015

- Who can purchase items?
  - Prefer club leadership or advisor

- Can we apply for rolling funding again?
  - Not this academic year
  - You can apply for Mass funding in the spring or the Matching Fund any week

- How do we turn in receipts?
  - Bring all receipts and paperwork to our main office, 222 SUB, anytime between 8am-5pm.
  - Allot time to fill out necessary paperwork

- What if we have questions?
  - Contact Mandy or Katrina or stop in our office.
Consequences

- Following these processes are very important!
  - Turning in reimbursement receipts within 30 days
  - Turning in P-Card receipts within 24 hours
  - Turning in Costco forms within 24 hours
  - Turning in travel forms within 10 days

- If your student organization does not follow them:
  1) Written warning
  2) Revoke eligibility of club funding for one academic year
COMMUNICATE!!!!!!!!!!!!!!!

- Please use OAE as a resource, we are here to help!
Paperwork

- If you need, will be in your paperwork
- Copy Cats
  - Only fill out authorized signer(s) names & Club Name
  - Minimum of two signers
- Direct Deposit (ACH Form)
- W-9
- List on-campus address on both forms
- Key is on back of blank form