STUDENT ORGANIZATION FUNDING

CLAYTON STATE UNIVERSITY

FUNDS

➢Allocated Funds **-** Awarded by Student Fees Advisory Board (SFAB)

➢Custodial Funds (Raised by Organization)

    ○   Fundraising

    ○   Donations

    ○   Membership Dues

➢Payment Applications

ALLOCATED FUNDS

➢ Student Fees Advisory Board (SFAB) allows organizations to submit applications for funding **each semester.**

➢ Once the organization has been awarded, they will receive an <u>award</u> <u>letter</u>, which specifies the dollar amount awarded and details how the allocation should be spent.

➢ The organization must be officially registered and recognized by the Department of Laker Life to activate your award.

➢ You must spend the funds as outlined in your award letter or submit Budget Modification to return funds not being used by Budget Modification deadline.

ALLOCATED FUNDS

➢ You must maintain good records of how funds are used, and the results.

➢ Keep track of how much was allocated, how much was spent, and how much is available.

➢ An evaluation form <u>MUST</u> be submitted for each SFAB event held.

➢ You must follow all Business office policies & procedures.

➢ All events using allocated funds must be advertised to the CSU campus community. A copy of the approved advertisements, handbills, posters, flyers, or student info email must be attached to your transaction request.

CUSTODIAL FUNDS

➤ Custodial Funds, also known as *Raised Funds,* is money raised by the individual organization.

➤ If you plan on raising funds, you **must** establish a Custodial Account if your organization doesn't already have one. You must send the Department of Laker Life an email to request a Custodial Account.

➤ These funds can be spent at the organization's discretion for the most part but are subject to the Department of Laker Life oversight and certain University requirements.

➤ **NEW INFO**: If an organization uses custodial funds to purchase shirts or other street-wear, the value of the shirt will be considered taxable income for any receiving person that is a CSU employee/student employee. You must provide confirmed information on who is/is not a CSU employee.

PAYMENT APPLICATIONS

➢ Funds can be collected through payment applications Cashapp, Venmo, Zelle, Square, and/or Paypal.

➢ Create a payment site for the organization.

➢ Make sure you have a checks and balance process.

➢ When in doubt, please ask.

➢ The Department of Laker Life will not be responsible for funds that are collected through these mentioned pay sites.

FUNDRAISING

FUNDRAISING

- Fundraising activities must comply with University, State and federal policies

- Fundraisers may not be conducted on campus or off campus without approval from the Department of Laker Life.

- A Fundraising Request form in Presence must be submitted 15 business days prior to the fundraiser date.

- Fundraising includes, but is not limited to, acts such as charity donation drives, selling goods, collecting member dues, or selling admission to an activity or event.

- Organizations may be required to submit supporting documentation with their fundraising request. Fundraising requests that require supporting documentation include, but are not limited to, pageants, large scale events, membership dues, and charity drives. **Membership dues require the submission of a roster for paying members**. Checks must be made payable to Clayton State University with the organization's name in the memo line. Charity fund drives require the submission of a W-9 from the charitable organization you are raising funds for before the event will be approved to take place.

FUNDRAISING

- ➢ All expenses for the fundraiser (i.e. space, equipment, supplies, etc.) can be paid from your created payment account or organization's university account.

- ➢ Expenses for the fundraiser should not be paid in-person with raised funds, if depositing in the organization's university account.

- ➢ If depositing to the organization's university account, funds should be deposited the next business day to the Department of Laker Life. Failure to do so can lead to suspension of the account and/or restrictions on future events. Future fundraisers or events won't be approved if money or documentation is outstanding.

- ➢ An approved Fundraising Receipt form in Presence <u>MUST</u> accompany all deposits that will be deposited into the organization's university account.

DEPOSITS

➢ Deposits into the Custodial accounts can be in the form of cash and/or check are allowed.

➢ Deposits must be accompanied by a Fundraising receipt form, with all required information and signatures.

➢ Fundraising Receipt

➢ Checks must be submitted for deposit within 7 days of the date on the check. Checks must be made payable to Clayton State University, but the student organization name can go on the memo line.

➢ Any deposit consisting of more than $10 in coins may be required to be exchanged for cash bills, via a bank.

➢ **NEVER** leave deposits on a desk, under an office door, with an unauthorized person.

P-CARD PROCESS

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- ➢ Complete P-card Form in its entirety
- ➢ Provide summary of items
- ➢ Write down the cost of items
- ➢ Provide Vendor name and link if on-line purchase
- ➢ Provide a Purpose/Description of the program
- ➢ Total up the final cost
- ➢ Provide a date for when items are needed
- ➢ Student Requestor and On-Campus Advisor signatures are required
- ➢ Are the funds coming from your SFAB (awarded funds) or Custodial Account (fundraisers)

CLAYTON STATE UNIVERSITY

Student Organization
Purchasing Card Payment Request Form

All requests must be approved and are subject to denial. Please be sure to submit requests in a timely manner to account for the approval process time of 10 to 14 business days.

Item(s):	Cost	Quantity	Vendor (please indicate if the vendor is an online store)	Purpose/Description
TOTAL COST:		DATE NEEDED BY:		

Name of Student Organization: _____

Requester Signature: _____ _____
                                                                                                                    Date

On-Campus Advisor Signature: _____ _____
                                                                                                                    Date

Funds will be deducted from:

SFAB (Awarded Funds) _____ **or** Custodial Account (Organization Fundraiser) _____

Accounting Information:

DEPT ID	FUND	PROGRAM	CLASS	ACCOUNT	PROJECT ID

Please email the fully completed and signed form to LaShandaHardin@clayton.edu. Additional documentation such as flyers, receipts and attendance sheets may be requested. Please allow 10-14 business days for processing.

P-CARD PROCESS

- ➢ Complete the P-Card Payment Request Form (*including advisor signature*)

- ➢ Attach an approved promotional flyer for your program to the P-card form. If a promotional flyer is not approved the P-card request won't be reviewed

- ➢ Student will sign the space where it says requestor signature and turn in the completed P-card form.

- ➢ P-card review, approval and the scheduling to purchase items is a 14-day process

- ➢ The student will be contacted when the P-card request form is approved to set up a day and time to purchase items or contacted to inform you that online orders have been submitted.

- ➢ Student organizations must turn in an attendance list after the program. (*use the Presence app for event check-in*)

- ➢ Student Organization Treasurer should keep account of money spent

CONTRACTS

➢ 30 Days for contract review

➢ 30 days for contract affidavit

➢ Must provide 3 quotes - no screen shots

➢ The student will be contacted to set a date, time and location to start the purchasing process. The order will be placed with the company with the lowest cost.

CAMPUS
RESOURCES

CAMPUS RESOURCES

- Athletics - Sam Viebrock - samuelviebrock@clayton.edu

- Career and Professional Development - career@clayton.edu

- Housing and Residence Life - housing@clayton.edu

- Center for Academic Success (CAS) - thecas@clayton.edu

- Lakers Care and Share - lakerscareshare@clayton.edu

CLAYTON
STATE
UNIVERSITY

APPROVED VENDORS

- Walmart
- Publix
- Kroger
- Dollar Tree
- Pizza Hut
- Papa John's
- Interactive Attractions
- 360
- Olive Garden
- 4Imprint
- Oriental Trading
- Aladdin

- T-Shirts Repla Prints
- Angels Linen
- Tablecloth Factory
- Party City
- Chick-Fil-A
- Chipotle
- Home Depot
- Lowe's
- Phrozen Memories

APPROVED VENDORS

➢ Black Experience Silent Night Party Keisha 404 600 1561

➢ Concessionsequipment.net

➢ Are Parties sip and paint

➢ Chris Belcher – Chris Drumz

➢ 360 Big Bang Fotos

➢ QLP Pinnacle Promotions

➢ Awards 123/Graphic Engravings

➢ Ray's Southern Foods Catering & Events

➢ DJ Mayo Productions LLC

NEW VENDORS

➢ New vendors coming on campus must complete a W9 form

➢ The review of the W9 form takes 30 days to review before it is entered into the accounting system

➢ Student will be contacted once the information has been uploaded into the system

➢ Additionally, the student is free to check after 30 business days to see if the information has been added to the accounting system

➢ W9 Form clayton.edu/procurement/docs/csu-w9.pdf

QUESTIONS

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