

## ***Student Union Treasurer Office Policies***

All financial transactions (with the exception of deposits) must be processed through the Student Union Treasurer's Office.

Our office is open Monday through Friday from 8-4, during the academic year. We are located in the Club Resource Center in 314C LaFortune. Please contact us at 631-7417 or at [acrey.1@nd.edu](mailto:acrey.1@nd.edu) with questions, our forms can be found at <http://www.nd.edu/~fmb> or in 314 LaFortune.

A club/organization has the opportunity to access funds in several ways. Please be aware that General Accounting and the IRS set strict policies and procedures for checks.

To obtain a copy of your groups financial transactions for the year please send an email request to [acrey.1@nd.edu](mailto:acrey.1@nd.edu) and a spreadsheet will be sent to you. As a safety measure no hard copies are printed out.

### ***Checks***

Generally it takes a week for a check to be printed by the University.

#### **1. Receipts:**

- a. General Accounting can only accept original receipts - no copies!
- b. For clubs all receipts/invoices must be signed by your club advisor.
- c. All receipts must be itemized - including restaurant receipts.

2. Once you have obtained the original receipts you will need to fill out an Application for Funds form (located outside 314C LaFortune or online at <http://www.nd.edu/~fmb>).

### ***Direct Charges On-Campus***

Any on-campus expenditure can be charged directly to your account number. This includes Anthony Travel, Inc., Bookstore, Catering, Fedex Kinkos, Dining Halls, Educational Media, General Services, OIT, The Huddle, Reckers and Student Activities. This way an individual won't have to pay with his/her own money.

### ***Direct Charges Off-Campus***

We offer special off-campus charge requisitions for Gordon Food Service/GFS and Martin's Supermarket (State Road 23 only). See our office with the following information.

1. A list of the items you plan to purchase and an approximate total cost. It is important to estimate accurately since your club/organization will not be allowed to exceed the amount specified on the purchase requisition.

### ***Interdepartmental Transfers***

These are done when two university clubs/organizations or a department needs to pay one another. Our office will simply process a Journal Entry and transfer the funds between accounts.

You will need to know both your account number and that of the club/organization/department you will be paying. This can be done through e-mail [acrey.1@nd.edu](mailto:acrey.1@nd.edu).

### ***Event Cash Advance***

Event Cash Advance forms are available outside 314C LaFortune or at <http://www.nd.edu/~fmb>. An event cash advance is only for making change; it cannot be used for making purchases. A cash advance must be re-deposited within two business days after the event to the NDFCU.

### ***General Deposits***

Deposits must be made to NDFCU in the lower level of LaFortune. All checks need to be endorsed with your club/organization name and stamped for deposit only (the stamp is available in 314 LaFortune). Complete deposit instructions and slips are available in 314 LaFortune.

### ***Donations***

Clubs are not permitted to make donations with Student Activity Fees. However, a club/organization may sponsor a fundraising event for the purpose of raising money for contributions. Only net profits may be used for contributions. In this case an SAOnline form would need to be completed and approved by Student Activities.

### ***Gifts / Prizes***

Any tangible gift over \$90 is considered taxable income, therefore a name and NetID would need to be obtained or a name and social security number for someone outside of the university. For any gift card the name and NetID and name and social security number for someone outside the university would need to be obtained.

### ***Special Travel Considerations***

The following relates to financial implications for travel.

1. The responsibility to observe the guidelines rests with the student traveling and the Club President and/or Treasurer and Advisor.
2. The University encourages travel arrangements to be made through the University's official travel service, Anthony Travel, Inc. located in the lower level of LaFortune 631-7080.
3. Vehicle rental can be handled through ND Transportation Services 631-6467.
4. Itemized receipts are required for all meal charges. Student activity fee funds shall not be used for the purchase of alcoholic, pharmaceuticals, tobacco products, firearms, and fireworks or for any other product that is contrary to the University standards of behavior, as outlined in du Lac.
5. Tolls and parking are reimbursable. Obtain receipts for these expenses.