



Idaho State
University

ASISU FINANCIAL WORKSHOP

2023-2024

ROAR



Idaho State
University

INTRODUCTIONS

Val Davids

Student Activities Coordinator

208-282-3451

Tamye Durrant

Administrative Assistant

208-282-3596

Kodi Olson

ASISU Financial Technician

208-282-3885

ROAR



GENERAL INFORMATION

Idaho State
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- All transactions are processed in the Student Leadership & Engagement Center (1st floor PSUB)
- Hours are 8am – 5pm / Monday – Friday
- Club account balance, authorized signatures and current student status must be verified before disbursing funds along with presenting a current Bengal ID card
- All Clubs are required to have an ISU campus account
- Funds in club accounts can be used at the discretion of club members
- Firearms, ammunition, and alcohol are not allowed to be purchased with club funds
- Money raised by or donated to student organizations must be deposited into the club account

ROAR

CLUB CHECKLIST

Wondering what your organization needs to do throughout the year?

August:

- Check your mailbox for the Club Registration Form and Authorized Signature Sheet
- Sign up and host a booth at the Fall Involvement Fair (held during the first week of school year)

September:

- Turn in Club Registration Form to the Student Leadership & Engagement Center, due the 5th Friday of the school year
- Turn in Authorized Signature Sheet to the Student Leadership & Engagement Center
- Attend the Club Financial Workshop (check mailbox for information and workshop dates)
- Attend the New Officer Training (check mailbox for information and workshop dates)

November:

- Email Incentive Point Checklists to the email address is on the form. Due 2nd Friday of November

January:

- Sign up to host a booth at the Student Organizations Involvement Fair

March:

- Email the C.E.A.S.A.R. Initial Deposit Request Form, due the 3rd Thursday of March
- Email Incentive Point Checklists the last weekday in March



CLUB CHECKLIST

Throughout the Year:

__ Apply for C.E.A.S.A.R. Matched Funding as you make deposits into your club account (ASISU will match your deposits on a pre-determined ratio)

__ Complete an Event Registration Form for every event on or off campus, that your club holds (fundraisers, workshops, concerts, dances, serviced projects, performances, etc.)

__ Fill out an Incentive Point Request at every event your club holds on or off campus or attends (except club meetings)

__ Check your club mailbox regularly to find out about workshops, trainings, or other events happening around campus

__ Update Club Registration Form and Authorized Signature form if club officers change

Don't Forget...

- In order to be eligible for C.E.A.S.A.R. Funding, your organization must complete all 4 requirements:
- Attend the New Officer Training
- Attend the Club Financial Workshop
- Host a booth at one of the two Involvement Fairs
- One member must attend one Senate meeting
- **For more information, refer to our websites:**
- **Club Funding Website:** <http://isu.edu/asisu/club-funding>
- **Student Organizations Website:** <http://isu.edu/clubs>



Club Registration Form

Student Organization Registration Form 2024-2025

THIS FORM MUST BE COMPLETELY FILLED OUT FOR YOUR ORGANIZATION TO BE CONSIDERED AN ACTIVE, REGISTERED ORGANIZATION. Organizations must be activated every year to receive funding and benefits. **Please complete & return this form by September 20, 2024.** If your officers change it is the club's responsibility to complete a new registration form with the updated information. Please print clearly and fill out the following form completely. This form will not be accepted without a signature from the advisor and president. **WE CANNOT ACCEPT NON - ISU EMAIL ACCOUNTS!**

All organizations have a mail box in the Student Leadership & Engagement Center. Pick up your mail frequently. Your organization mailing address is: **921 S. 8th Ave. Stop 8170, Pocatello, ID 83209**

ORGANIZATION NAME AS PRINTED ON CONSTITUTION

	CLB
CLUB NAME	INDEX NUMBER
President: _____	Email: _____@isu.edu
Bengal ID: _____	Phone :() _____
Vice President: _____	Email: _____@isu.edu
Bengal ID: _____	Phone :() _____
Secretary: _____	Email: _____@isu.edu
Bengal ID: _____	Phone :() _____
Treasurer: _____	Email: _____@isu.edu
Bengal ID: _____	Phone :() _____
Advisor: _____	Email: _____@isu.edu
Department: _____	Box #: _____
	Phone :() _____

It is understood that violation of any University policy, including the ISU Student Code of Conduct, may be cause for withdrawal of recognition by Idaho State University. This also acknowledges that you have read and agree to follow the guidelines stated in the Student Organization Manual. It further acknowledges the right of the University to release the above information about your organization unless otherwise arranged.

President's Signature _____ Date: _____

Advisor's Signature _____ Date: _____

Advisor:
Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a "Campus Security Authority" for the university. As such, you shall immediately report any crimes that you are made aware of to ISU Public Safety.

- Clubs must turn in a Registration Form in order to process any financial transaction. No transactions will be processed after September 20, 2024 until the registration form and Authorized Signature forms are both turned into our office.
- Registration forms are available in your club mailbox or online at www.isu.edu/clubs on the Forms and Documents tab.
- The form must be signed by both the club president and the club advisor.
- There must be at least three officers listed to be accepted.
- There must be at least eight club members with Bengal ID's listed on the back of the form. Your officers can be listed.
- As your club membership changes please update the form in our office by turning in an new sheet or emailing Tamyé Durrant updated member lists at durrtama@isu.edu.





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University

How do I apply for C.E.A.S.A.R Funding?

- www.isu.edu/asisu/funding

ROAR

C.E.A.S.A.R. FUNDING *

Initial Deposits

- Requests accepted during March (Due 3/21/2024) are for the next year
- \$500 cap subject to funding availability
- To be eligible you must attend:
 1. Financial Workshop
 2. New Officer Training
 3. Host a booth at one of the two Student Organization's Fairs
 4. Complete and email Initial Deposit form to asisufin@isu.edu before 5pm on March 21, 2024.
 5. One club member must attend one ASISU Senate meeting before March 21, 2024. You must check in at the meeting for it to count.

INITIAL DEPOSIT REQUEST

1. Fill out this form on the computer.
2. Save the form and e-mail it to asisufin@isu.edu with the subject header as "Initial Deposit-your club name."

DATE OF APPLICATION:

ORGANIZATION:

INDEX CODE: CLB

CONTACT PERSON #1: PHONE:

CONTACT PERSON #2: PHONE:

ADVISOR(S): PHONE:

TOTAL AMOUNT OF FUNDS BEING REQUESTED (MAX \$500.00):

JUSTIFY YOUR REQUEST:

ITEMIZE ANY ANTICIPATED INCOME AND THE AMOUNT YOU HOPE TO GENERATE NEXT YEAR:

FUNDRAISING EVENT	AMOUNT
TOTAL	\$ 0.00

FOR ASISU USE ONLY:

Finance Officer: <input type="text"/>	Date: <input type="text"/>
Senate Approval: <input type="text"/>	Date: <input type="text"/>
Financial Technician: <input type="text"/>	Date: <input type="text"/>

After the Finance Committee reviews your request a recommendation will be sent to Senate for approval.
If you have any questions, email asisufin@isu.edu.

* Club Efforts Are Supplemented And Rewarded

C.E.A.S.A.R. FUNDING *

MATCHED DEPOSIT REQUEST

1. Fill out this form on the computer.
2. Save the form and e-mail it to asisufin@isu.edu with the subject header as "Matched Deposit-your club name."

DATE OF APPLICATION:

ORGANIZATION:

INDEX CODE: CLB

CONTACT PERSON #1: PHONE:

CONTACT PERSON #2: PHONE:

ADVISOR(S): PHONE:

ITEMIZE YOUR DEPOSITS BELOW:

DATE OF DEPOSIT	FUNDRAISING EVENT	AMOUNT
TOTAL		\$ 0.00

INCLUDE ANY DETAILS OR FURTHER EXPLANATION:

FOR STUDENT ORGANIZATION USE ONLY:

Financial Technician: Date:

Student Activities Coordinator: Date:

After the Finance Technician reviews your request a recommendation will be sent the Student Activities Coordinator for approval. If you have any questions, email asisufin@isu.edu.

Matched Funding

- ASISU will match club fundraising efforts based on a ratio determined by Senate Finance Committee.
- Cannot match for club dues or income from ASISU
- (3:1 ratio for this year)
- Apply for matched funds using the Matched Deposit Request Form
- Fund is capped at \$500.00 per club and once the fund is depleted it is done for the year.
- www.isu.edu/asisu/club-funding

New Club Funding

NEW CLUB FUNDING REQUEST

1. Fill out this form on the computer.
2. Save the form and e-mail it to asisufin@isu.edu with the subject header as "New Club Funding-your club name."

DATE OF APPLICATION:

ORGANIZATION:

INDEX CODE: CLB

CONTACT PERSON #1: PHONE:

CONTACT PERSON #2: PHONE:

ADVISOR(S): PHONE:

TOTAL AMOUNT OF FUNDS BEING REQUESTED (MAX \$500.00):

WHEN WAS YOUR CLUB OFFICIALLY ORGANIZED? DATE:

JUSTIFY YOUR REQUEST:

ITEMIZE ANY PREDICTED INCOME AND THE AMOUNT OF REVENUE YOU HOPE TO GENERATE:

FUNDRAISING EVENT	AMOUNT
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TOTAL	\$ 0.00

FOR ASISU USE ONLY:

Finance Officer: Date:

Senate Approval: Date:

Financial Technician: Date:

After the Finance Committee reviews your request a recommendation will be sent to Senate for approval.
If you have any questions, email asisufin@isu.edu.

- Clubs may apply for new club funding through the end of the semester following the semester in which they were organized. This also applies for reorganized clubs if they were previously inactive for a year or more.
- Clubs may apply for a maximum of \$500.
- Clubs may not receive both new club funding and initial deposit in the same semester.
- To qualify for new club funding, a club must register and have at least one officer attend both the Financial Workshop and New Officer Training.
- If a club is formed after the workshops have been held club officers may meet with the Student Activities Coordinator.

INCENTIVE FUNDING

- Clubs may earn money based on attendance at ISU and club events. Funding is requested by filling out and submitting an "Incentive Points Request" for each event.
- Each point will be assigned a dollar amount by dividing the incentive funding for that semester by the total number of points earned by all of the clubs.
- Deadline: Friday, November 8, 2024 at 5:00pm.
- All forms must be scanned and emailed to asisufin@isu.edu. We do not accept paper forms turned into our office.
- Dates of events must be between March 30, 2024 and November 8, 2024.
- Members listed on the Incentive Points Request form must be listed on your current Club Registration Form along with their Bengal ID numbers.



Incentive Point Request Form

INCENTIVE POINTS REQUEST

- 1. Fill out this form on the computer. **All fields need to be completed accurately to earn credit for points**
- 2. Save the form and e-mail it to asisufin@isu.edu with the subject header as "Incentive Points-your club name."

DATE OF APPLICATION: _____

ORGANIZATION: _____

INDEX CODE: CLB _____

CLUB CONTACT: _____ PHONE: _____

CLUB ADVISOR: _____ PHONE: _____

PROVIDE INFORMATION ABOUT THE EVENT:

NAME OF EVENT: _____ DATE: _____

*CATEGORY:

LOCATION: _____

DESCRIPTION: _____

MEMBERS IN ATTENDANCE: (Only full fee paying students count; no advisors or reduced fee paying students)

NAME (Print Legibly)	BENGAL ID	HOURS	NAME (Print Legibly)	BENGAL ID	HOURS

*See Incentive Points Requirements for Reference

- Bengal ID numbers must be on the forms or they will not count.
- Incomplete forms will not be accepted – including missing contact information.
- Always use the club number (CLBXXX) and full club name.
- Choose the appropriate category from the Requirement page. Do not make up a category.
- Advisors and non-full time fee paying students will not count.
- Event Registration Forms are only needed for **your** club event. Event Registration Forms must be signed off before the day of the event to count.
- Only one event per sheet. Do not list multiple events on the same form for the entire semester.
- Club members listed on the form must be on your club member list in our office to count. Update your member list by emailing tamyedurrant@isu.edu.



Incentive Points Requirements

No minimum number of members required. Members must be listed on the current club roster.

- Club Events (must have Event Registration Form on file in our office before the event to count)
- Service with ISU or the community
- Any ASISU or ISU Event
- ISU Athletics
- Homecoming Events
- Spring Fest Events
- Must have at least 1 club member in attendance to count.
- Members must be listed on the club roster to count for points.

	Point Breakdown		
Any ASISU or ISU Event: Student Activities Board events, international nights, ISU Theatre events, sports clubs events, ASISU Senate meeting, UPC events, events sponsored by other clubs, etc.	6+ Members	5 Points	75 max per semester
	5 Members	4 Points	
	4 Members	4 Points	
	3 Members	3 Points	
	2 Members	2 Points	
	1 Member	1 Point	
ISU Athletics (only the following sports) Men's Sports: Football, Basketball, Cross Country, Tennis, Track & Field Women's Sports: Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Track & Field, Volleyball	6+ Members	5 Points	75 max per semester
	5 Members	4 Points	
	4 Members	4 Points	
	3 Members	3 Points	
	2 Members	2 Points	
	1 Member	1 Point	
Total			150 max per semester

	Point Breakdown		
Club Events Any event your club holds except club meetings (An event registration form must be completed and filed in the Pocatello Student Leadership & Engagement Center prior to the event to qualify)	6+ Members	10 Points	50 max per semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
Service Volunteering at a food bank, Benny's Pantry, helping with campus clean up, helping with children's carnival, etc.	6+ Members	10 Points	100 max per semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
Homecoming SAB sponsored events during Homecoming and the Homecoming football game	6+ Members	10 Points	150 max fall semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
Springfest Only events sponsored by SAB during Springfest	6+ Members	10 Points	150 max spring semester
	5 Members	8 Points	
	4 Members	6 Points	
	3 Members	4 Points	
	2 Members	2 Points	
	1 Member	1 Point	
Total			300 max per semester

Overall Total	Fall Semester: out of 450 points Spring Semester: out of 450 points
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Event Registration Form

Idaho State University
Student Leadership and Engagement Center
Event Registration Form

All student organization events must have a completed Event Registration Form. This form is **NOT** your reservation. To reserve space you must make a reservation with Scheduling and Events Services Office in Pond Student Union room 215.

Organization Information	
Organization Name: _____	_____
Index Code: CLB - _____	_____
Student Contact	Advisor Contact
<i>Student Responsible for Event</i>	<i>Advisor Responsible for Event</i>
Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____

Event Name and Description: _____

Attendance Cost: Student: _____ Staff/Faculty: _____ Public: _____ Ticket Sale Location: _____
Event Date(s): _____ Start Time: _____ End Time: _____
Location: _____ Rainsite: _____

Intended Audience:
Please check all that apply
 Organization Members
 ISU Students
 Faculty/Staff
 Public
Estimated Attendees: _____

Will food be served at your event?
 Yes No
Will Chartwells be serving the food?
 Yes No
(If no, you must submit a catering waiver to Chartwells for approval. Outside food may not be used without an approved catering waiver.)

Is your event suitable for minors?
 Yes No
If no, please explain: _____

Is food under \$100.00? Yes No
If yes, what is it? _____

SIGNATURES	
Organization Advisor - First required signature	Date
Chartwells - Needed if there is food at event	Date
Scheduling Office - Needed for events in the Student Union, Rendezvous, or Quad	Date
Other	Date
Student Activities Coordinator	Date

For Student Organization use only.
Reviewed by: _____
Date Reviewed: _____
<input type="checkbox"/> Student Organization
<input type="checkbox"/> Greek Life
<input type="checkbox"/> Student Activities Board
<input type="checkbox"/> Other: _____

- Form must be filled out for club activities-especially if event will be used for Incentive Points.
- Fill out entirely and obtain all signatures before turning it in.
- Scheduling Office must sign off or attached scheduling confirmation email with the form is using a room or location on campus for activity.
- Club advisor must sign the form.
- Chartwells must sign off if using them to cater your event or provide a waiver form if you are bringing in food from off campus. Exception is unless the food is less than \$100 then no waiver form is necessary, but detail about what food is being purchased, where it is from and how it is being prepared must be on the form.
- **Form must be turned in prior to the date of the event in order to count towards incentive points.**
- Your club will receive a copy once it has been signed off by Val Davids in your club mailbox



Idaho State
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Alcohol Policy

Any club event held on or off campus that will have alcohol being served must be pre-approved by ISU General Counsel through our office.

ROAR

PAYING EXPENSES

- A Request for Payment (RFP) form must be turned in with two authorized signatures in order to process any transaction.
- Do not fill out forms in pencil or light colored ink as they don't scan or copy well.
- Authorized signers are listed on the Authorized Signature form turned into the Student Leadership & Engagement Center. You can be the person being reimbursed and also sign the form if you are an authorized signer.
- Signatures are verified on all Request for Payment forms- cursive font is not accepted as a signature on any form.
- Advisors can only be one signature on the form.



REQUEST FOR PAYMENT FORM

All checks take 20 business days to process

Request for Payment Form

THIS FORM TO BE PROCESSED ONLY IN THE STUDENT LEADERSHIP & ENGAGEMENT CENTER
All appropriate fields must be completed to insure prompt payment.

Date: _____

Club Name: _____ Index Code: _____

Amount to be paid: \$ _____ Type of Payment: _____

_____ Cash Advance
_____ Cash Box
_____ Donation
_____ Honorarium
_____ Pay Vendor – attach invoice
_____ Reimbursement – attach receipts
_____ Transfer funds to another campus account
_____ Travel (fill travel section out)

Pay to: _____ Phone # _____ Email: _____

Bengal Card # for student / Social Security # for payment to non-students _____

Address: _____

Explanation of Expenditure (please include quantities, prices, dates, etc.):

Travel:

Are you claiming gas? If yes, Car License #: _____ Number of Travelers: _____

Names of travelers other than yourself: _____

Departure Date: _____ Return Date: _____ If Advance, Check Need by Date: _____

Up to \$200 can be taken out on a cash advance. Original detailed receipts required. Receipts must be turned in 2 business days after the transaction occurs.
 Reimbursements over \$200 will have a check mailed. Checks take 20 business days to process and mail.
 Club members/advisors understand that they must disclose all family relationships between themselves/club advisors/officers and all payees on all financial documents prior to commitment or disbursement of any funds.

Two Authorized Signatures: _____ Print Name: _____ Phone #: _____

If you have any questions about this form please call 282-3596

- These forms can be picked up at the Student Leadership & Engagement Center or completed online at www.isu.edu/clubs
- **Do not use pencil or light colored pens to fill out as they do not copy well.**
- Must be **signed** by 2 authorized signers – we check signatures so do not sign for anyone else. We will not process request if the signatures are questionable.
- This form must be presented for any financial transaction for the club
- If being used for any travel funding the travel section must be filled out



AUTHORIZED SIGNATURE FORM

New ___
Updating ___

2024-2025
AUTHORIZED SIGNATURES

CLB

ORGANIZATION NAME

INDEX CODE

#1

PRINTED NAME

TITLE

TELEPHONE #

EMAIL ADDRESS

SIGNATURE

#2

PRINTED NAME

TITLE

TELEPHONE #

EMAIL ADDRESS

SIGNATURE

#3

PRINTED NAME

TITLE

TELEPHONE #

EMAIL ADDRESS

SIGNATURE

#4

PRINTED NAME

TITLE

TELEPHONE #

EMAIL ADDRESS

SIGNATURE

Additional lines on back if needed.

Date Stamp Here

- Must be officer of the club.
- Only individuals listed on this form can sign a Request for Payment form. No exceptions.
- Signatures will be verified from this form. Do not sign for another signer. **Please try to sign your name the same way each time.** We will not process forms if the signatures don't match.
- **Do not type signatures in cursive font.**
- This form can be updated at any time.
- Must have at least three signers.
- If this form has not been updated by September 20, 2024 in our office all financial transactions will be held until the updated form has been turned in.

CASH REIMBURSEMENTS

- Examples of Reimbursements:

- Refreshments for club meetings
- Purchase of supplies for club event or activity

- \$200.00 limit on cash reimbursements

- Receipts will not be accepted that are handwritten or do not have the business name and information listed. They must be itemized to show what was purchased.

- How to get a cash reimbursement:

1. Complete a Request for Payment Form
2. Present original itemized receipts
3. Must have current Bengal ID card with you – only current students can receive a cash reimbursement.
4. Student whom the reimbursement is for must be the person picking up the reimbursement.

Payments made with SNAP Benefits will not be reimbursed

CASH ADVANCES

Cash advances are when money is taken out of the club account in advance to pay for club expenses.

- \$200.00 limit on cash advances with only one advance out at a time
- How to get a cash advance:
 - Before your purchase
 1. Complete a Request for Payment Form and bring to the Student Leadership & Engagement Center along with current Bengal ID card (no driver's licenses)
 2. Receive cash advance from the ASISU Financial Technician
 - After your purchase
 1. Bring all itemized receipts and leftover money back to the Student Leadership & Engagement Center within 2 business days. It must be the same student who took out the cash advance.
 - Do not use cash advances to pay for services such as a caterer

Receipts

- All receipts must show the items purchased and payment method.
- Restaurant receipts must be itemized or be accompanied by a written ticket listing the meal items. (i.e. El Herradero)
- Any alcoholic beverages on restaurant receipts will be deducted off.
- Receipts must show the name of the business.
- No handwritten receipts will be accepted.
- Any receipt turned in past six weeks out will not be eligible to be reimbursed.
- Printed screen shots from phones are not valid receipts if they don't show the payment information, items purchased and company name. If you are emailed a receipt please print it in full or forward it to durrtama@isu.edu along with your Request for Payment form.
- Venmo receipts must show your name and have a description of what the payment was for and the information on who was paid that shows the receipt of payment

IMPORTANT THINGS

- Club Registration Forms and all paperwork for club must have the correct name of the club on it as it is stated in their constitution.
- For example: the Student Nurses Association and Student Nurses Alliance can both be “SNA”
- Club accounts are not allowed to be overdrawn. Reimbursements will not be done nor P-Card payments made if the account balance isn't sufficient. Keep track of your finances especially when you have a large event you are planning.



ON-CAMPUS VENDOR PAYMENTS

1. Complete a Request for Payment form

MUST complete prior to making reservations, purchases or commitments with on campus vendors. Tamyé will provide the club with the “On Campus Vendor Verification slip”

- **Do not pay cash at any of these vendors on campus.**

Total Copy Center

Mail Center

Motor Pool

Games Center

The Bengal

Bookstore

Outdoor Adventure Center

Craft Shop

Campus Recreation

Bengal Dining

ON CAMPUS VENDOR VERIFICATION

VENDOR: _____

CLUB NAME: _____

STUDENT NAME: _____

INDEX NUMBER: _____

DO NOT EXCEED \$ _____

ASISU AUTHORIZED SIGNATURE:

2. Bring receipt back to the Student Leadership & Engagement Center

3. If you pay cash at one of these vendors and present it for a reimbursement you cannot receive a cash reimbursement. It must be reimbursed through a university check to you

PAYING WITH CASH RESTRICTIONS


- Cash reimbursements and advances may not be used for:
 - Any Travel Expenses (including gasoline)
 - Honorariums – anything that requires a contract (bands, speakers, caterers, ect.)
 - Event venue and facility rentals (Wellness Complex for example)
 - Campus Department Purchases – this includes the Bookstore, Games Center & **Total Copy Center** in the Pond Student Union

UNIVERSITY CHECK

- Any Reimbursements over \$200.00 cannot be done with a cash payment.

- Request for Payment Form complete with Name, Bengal ID Number & address
- Request for Reimbursement Form (not the same as Request for Payment form)
- W-9 needed for vendors or individuals not in ISU system (ex. students, non-students and non-faculty or staff)
- Check reimbursements are issued for students not on the Pocatello ISU campus
- Checks can take up to 20 days to process
- Plan ahead if you need a payment made by check by a certain date

Reimbursement Request Form

 Idaho State University
Reimbursement Request Form

Instructions: Employee reimbursements should be processed through Chrome River. If the category isn't available in Chrome River, you may request reimbursement via Direct Pay. This Reimbursement Request Form and **itemized** receipts must be attached to a Direct Pay Form and submitted through DocuSign. For questions, contact Accounts Payable at ext. 2511.

Name

Address City State Zip

Last 4 of SS # (Non-Employee Only) Bengal ID # (Employee or Student Only)

Total Amount of Reimbursement

Business Purpose and Description of Items

I hereby certify that all expenses listed above are true and correct to the best of my knowledge, have a legitimate business purpose, and comply with ISU policies and procedures.

Claimant Signature _____ Date

Rev Mar 2021

- Form is available to download on www.isu.edu/clubs website on the Forms & Documents tab
- This must accompany the Request for Payment form for any reimbursement that is over \$200.00.
- This form must accompany the Request for Payment form for all financial transactions for clubs on the ISU campus such as Anchorage, Meridian, Caldwell or Idaho Falls.

PRIZES & AWARDS

- All gifts, awards or prizes are considered taxable to non-employees and students and must be reported. When the total provided to an individual equals or exceeds \$600 in a calendar year a 1099 MISC Form for taxes will be issued by ISU Accounting.

- Prize Reimbursements - ie. gift cards, iPods, tablets, other prizes
 - W-9 MUST be filled out by the WINNERS. A W8-BEN form must be filled out by International Students instead of the W9 form.
 - Complete the Non-Cash Prize or Award Documentation (available on the www.isu.edu/clubs website or in the Student Leadership & Engagement Center)
- Have the forms ready to fill out at the event by the winners BEFORE they receive the prize and double check the forms to make sure the prize form and W-9 are completely filled out. They must have their social security number on the W9 and signed or it is not complete.
- *Students will not be reimbursed for the purchase of the prizes using club funds until the completed documentation is turned in. This is ISU policy. No exceptions! If documentation is not turned in the reimbursement will be frozen until documentation is received. If you don't collect the forms when the prize is given out you will be responsible to fill out the forms and take the tax liability yourself.*



PRIZE & AWARD DOCUMENTATION FORM



IDAHO STATE UNIVERSITY
921 S. 8th Ave. Stop 8219
Pocatello, ID 83209-8219
Phone: (208) 282-6266 Fax: (208) 282-4725

Bengal ID#	111111
Date:	8/28/2019

NON-CASH PRIZE OR AWARD DOCUMENTATION FORM

Legal Name:	Val Davids		Phone:	208-282-3451
Address:	921 S. 8th Ave.		E-mail:	davivale@isu.edu
City:	Pocatello	State:	Zip: 83209	
U.S. Citizen: Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/> (If no, contact Accounting Payable before giving prize or award)				
Are you or have you been a ISU employee during the past 12 months? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No				
Event:	September Bingo			
Event Date:	10/24/2019	Award Amount: \$	50.00	
Check one:	<input checked="" type="checkbox"/> Prize <input type="checkbox"/> Award			
Description:	\$50 GIFT CARD TO STARBUCKS			
Prepared By:	Brian Anderson	Department:	SAB	Phone #
				3451

Federal law requires that we have on file a W-9 form with the Social Security number and signature for each individual or business to which the University makes a non-payroll payment. The IRS may impose a penalty of up to \$500.00 for non-compliance or supplying false information.

SIGNATURE: _____ Date: _____
Individual Receiving Prize or Award

This form must be completed each time an individual receives a prize or award.

Forward completed form, W-9 and any supporting documentation to Accounts Payable M5 8219 to complete accurate reporting.

- Have a copy of the prize form and W-9 or W-8BEN form at the event for EACH prize or award
- Make sure the W-9 form or W-8BEN form is filled out and signed before giving the prize or gift card
- W-8BEN form is for International students only
- If you don't have the Prize & Award Form for items purchased from club funds you will have to fill out the form yourself and be liable for the tax if you go over \$600 at the end of the year.



PURCHASING CARD

Idaho State University P-Card Credit Card for on-line purchases

- **Must have :**
 - **Request for Payment Form**
 - **Name of website/web address and or invoice**
 - **Description and price on items to be ordered**
 - **Medical supplies must be purchased through approved University contract vendors – contact Tamyé Durrant prior to ordering supplies.**
 - **Purchases made on P-Card are tax exempt in the state of Idaho**
 - **Purchases with the P-Card must have the ability to give an itemized receipt for the payment**



PURCHASING CARD

Idaho State
University

- Restrictions:
 - ONLY Tamyé Durrant is authorized to make P-card purchases for student clubs and reconcile purchases to club indexes.
 - *****Departments and advisors are not authorized to make purchases for the clubs.*****
 - If after 10 calendar days, the proper authorization paperwork has not been provided, the charges will be reversed.
 - Per transaction limit is \$9,999.00
 - May not be used for travel except to pay for registration only.
 - All transactions for clubs will be reconciled to the club account

STUDENT TRAVEL

Travel Reimbursement

- **A meeting must be scheduled with Val Davids to discuss any travel prior to the event.**
- Reimbursement after you Travel – *you pay for everything up front.*
- Fill out Request for Payment Form and **COMPLETE** the travel portion
- **Attach complete final receipts for your travel – Print entire receipts for airlines. Do not use screenshots!** Helpful if you can attach a spreadsheet with the following categories: (make sure the receipts show payment). All receipts must be itemized- especially meal receipts. No exceptions!
 - **Airfare** – print entire email or forward to Tamyé Durrant at durrtama@isu.edu
 - **Gas** – regular pump receipts are good and must show the name and address of the gas station
 - **Ground Travel** -keep ticket stubs from parking and print Lyft or Uber email receipts
 - **Meals** – remember alcohol is not eligible for reimbursement and must be itemized receipts
 - **Venmo receipts must show your name and have detailed explanation of the payment**
- Once all signatures have been obtained, accounting will process a check and mail it to you.



STUDENT TRAVEL

Travel Advance

Idaho State
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- Complete the Request for Payment Form and **COMPLETE** Travel portion.
- **Twenty days notice needed for advance (prefer 30)**
- **Attach estimates for your travel for the following:**
Airfare Registration Meals Lodging Gas Mileage Ground Transportation Parking
- Sent out for signature using DocuSign
- Pick up check in person from the Accounts Payable office in the Admin Bldg. 2nd Floor in Pocatello or set up direct deposit for satellite campuses
- After Travel, **MUST** bring all final receipts within 5 days to close out the advance
- ***If receipts are not returned, a hold will be placed on your club account***
- Receipts must be itemized and show payment method or zero balance

TRAVEL RECEIPTS

Receipts needed upon return:

- Airline Travel
- Personal car mileage – must have the license plate and valid gas receipt
- Rental car fees and gas
- Lodging – indicate if lodging expense is split with other travelers and amount each is paying. If using Venmo to reimburse a fellow student for payment for lodging you must detail what is being paid to whom on the Venmo receipt. The Venmo receipt must have your name visible on it and description.
- Per Diem (Meals, Tips)
 - No receipts needed
 - If giving money to club members for meals a written statement MUST be submitted with authorized signatures, name of the student and amount of money given
- Registration
- Ground Transportation (taxi, buses, shuttle) – Uber receipts must show date, \$ amount & payment

Remember all receipts need to be itemized and show payment method.

TRAVEL MINUTES

- ISU may require meeting minutes for travel expenses as documentation
- If your club is not recording minutes, get someone to record them
- Minutes are to protect you, the club, and the university
- We don't need minutes turned in with travel paperwork, but we may ask for them anytime and will expect the club to provide them if asked

MOTOR POOL

- You may use Motor Pool vehicles when traveling as a club, but are not required to do so. Email Val Davids for guidance.
- Forms to Complete:
 - Drivers License Record Check Authorization Form
 - Vehicle Use Agreement Form
 - Motorpool Request Form
- Gas for Motor Pool vehicles is put on to the *Motor Pool Gas Card*
- Club is responsible for the \$500 deductible if in an accident
- Individuals are responsible for any medical expenses



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Clery Act

In order to maintain our Title IV funding for ISU, The Clery Act Student Travel Form must be completed and filed with the university to comply with the US Department of Education policy.

If your travel is overnight we must be given the name of the lodging, the address and room numbers of where the club members stayed. This includes Airbnb and hotels.

ROAR

HONORARIUMS/CONTRACTS

A contract is required for anyone coming to campus to perform any of these services

- Speakers or Guest Instructors
 - Artists
 - Sports officials
 - Dance D.J.s
 - Bands
 - Catering
 - Anyone else performing some type of service
- ***DO NOT pay cash for anything that should be paid by an Honorarium (contracts)***
 - CONTACT **VAL DAVIDS** TO ASSIST WITH ANY CONTRACT PROCESSES
 - **Students and Advisors cannot create or sign any contract**
 - **Any contract must go through the ISU contract system to be reviewed and signed by authorized ISU personnel. No club member or advisor is authorized to sign any type of contract in behalf of their club whether on or off the ISU campus.**

HONORARIUMS

To process an Honorarium or Contract:

• Complete a Request for Payment Form

- Provide all contact information and details to Val Davids at least two weeks prior to the event
- Include all expenses such as: Travel / Meals / Lodging / Fees

Payment will be made by an ISU issued check or Pcard payment only. No student should pay

- If the speaker is part of the University (faculty, staff, or students) payment MUST go through the payroll system
- NOT part of the University - 20 business days to process



CHANGE FUNDS (Cash Box)

Idaho State
University

If your club is doing a fundraiser and you need change (\$1's, 5's, ect.) we can provide those funds.

- Change fund must be turned in one business day after the event.
- If selling tickets in the weeks prior, sales must be deposited nightly but Change fund can be kept up to 2 weeks.
- Deposits can be made in the Student Leadership & Engagement Center or after hours at the drop safe across the hall from Room 211 on 2nd floor of PSU.
- Do not deposit the change fund into your club account

CHANGE FUNDS (Cash Box)

Receipt for Change Box Check Out

Box can be checked out for five days. Failure to return box on the return date may result in club funds being placed on hold. Limit of \$100.

Date Requested _____ Time Requested _____

Department/Organization _____ Index # _____

Pickup Person _____ Phone # _____

Event _____ Return Date _____

Cash Denominations (enter total \$ amount not # of bills)

20's _____

10's _____

5's _____

1's _____

Quarters _____

Misc _____

Total Amount Requested _____

Check out cash box? YES NO

Box# _____

Student Signature _____ Date _____

Printed Name _____

Filled out by _____

Business Office Use Only		
Desk	Check Out	Return
Date _____	Date _____	Date _____
Amount _____	Amount _____	Amount _____
Initial _____	Initial _____	Initial _____

Failure to return the box on the return date may result in club funds being placed on hold.

We must have this at least one business day before your event:

- Complete a Request For Payment form
- Present RFP form Tamyé Durrant to verify information and club funds
- Fill out change box check out form and turn into Kodi Olson prior to event to ensure change is available.

There is a \$100 limit for change funds

DEPOSITS

- All deposits are made in the Student Leadership & Engagement Center
- Credit cards are not accepted in our office
- **Make timely deposits – do not hold onto cash**
 - Checks are only good for 90 days so make prompt deposits
- ***Do not pay expenses from cash deposits***
- On-campus departments can transfer money directly to your club account
- **Please roll coins if possible**
- **Meridian Campus Only – deposits are to be made at the front office Monday – Friday 8am to 4:30pm. Contact Ali Crane at 208-373-1706 if you need assistance.**

Deposit Form – Use for every Deposit

DATE: _____

**ASISU Student Organizations
Cash Deposit Summary Sheet**

Club Name: _____ Index Code: CLB

This form must be filled out completely for any deposit.

CASH COUNT		
	Quantity	Total
penny	_____ X.01	_____
nickel	_____ X.05	_____
dime	_____ X.10	_____
quarter	_____ X.25	_____
fifty cent piece	_____ X.50	_____
dollar	_____ X1	_____
five	_____ X5	_____
ten	_____ X10	_____
twenty	_____ X20	_____
fifty	_____ X50	_____
hundred	_____ X100	_____
checks	_____	_____
Total Deposit		\$ _____ -

Source of Revenue _____

COUNTED BY

Club Signature _____

Club Signature _____

Verification Signature _____

Revised 1/2022

All cash deposits must be signed by two club members.
Check deposits may be signed by one club member.

Deposits

- This form is located in the Student Leadership & Engagement Center and online at www.isu.edu/clubs website
- Deposits can be made Monday – Friday 8am - 5pm

After Hour Deposits

- Drop deposit off in night drop safe located across the hall from room 211 in the PSUB on 2nd Floor
- Have two members count the deposit and sign the form.

Follow instructions on the deposit bag
Make sure to put club name and number
Receipts will be put in club mailbox the following day.

DEPOSITS & SALES TAX

You must remit sales tax from certain fundraisers: Idaho Sales Tax is 6%

Idaho State
University

- Garage sales
- Admissions
- T-shirt sales
- Welcome/Finals basket sales
- Space Rentals
- Class notes sales
- Food sales
- Book sales
- Other merchandise sales

You may include sales tax in purchase price of the item and we will separate the proper amount at the time of deposit

ISU will complete all sales tax returns for clubs

ONLINE FUNDRAISING

ISU has an online payment platform called uStore/TouchNet

• This is the only approved payment platform for clubs.

• **Use of outside payment platforms like Venmo and PayPal are prohibited for clubs to receive money.**

- uStore/TouchNet is used for:
 - Event Ticket Sales
 - Donations
 - Raffles/Auctions
 - On and Offsite Fundraising
 - Online club dues payments
- Contact Kodi Olson to start application for account.
- Must have paperwork filled out at least 30 days prior to event start date
- Receipts are e-mailed to donor/customer

Funds received from uStore/Touchnet account are automatically deposited into the club account.

CLUB TRANSACTION REPORTS

CLB000 Natl Soc of Collegiate Scholar

Current Balance	Total Revenue	Total Expenses	Beginning Balance
\$1,057.77	\$0.00	\$0.00	\$1,057.77

Revenue	Expenditure	Description	Date
\$-	\$-		
\$-	\$-		
\$-	\$-		
\$-	\$-		
\$-	\$-		
\$-	\$-		
\$-	\$-		
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\$-	\$-		

- Reports will be put in club mailboxes monthly.
- Reports are also available upon request from the ASISU Financial Technician located in the Student Leadership & Engagement Center
- Email kodiolson@isu.edu



CONFLICT OF INTEREST

Idaho State
University

A conflict of interest happens when someone's personal interest clash with their responsibilities to the university. This clash might make an outside observer wonder if the person's professional choices are influenced by personal reasons, like gaining something for themselves, either financially or in other ways. Club Leadership is expected to be vigilant and ethical in all dealings to ensure any potential conflicts are addressed quickly and appropriately. If you might have a conflict that is okay, just make sure someone else takes care of the purchase and report it to your club advisor.

ROAR



Facility / Venue Rentals

If your club wants to hold an event off campus at a facility or venue that requires a signed contract or agreement, the form should be brought to Val Davids at least three weeks prior to the event date. It takes at least two weeks to set up a vendor and process the contract or agreement through the ISU contract system. All payments will be processed through the Student Leadership & Engagement Center.

- **Examples: picnic shelters through the City of Pocatello or the Portneuf Wellness Complex.**
- All contracts and agreements must go through the ISU contract system to be reviewed and signed by authorized ISU personnel. No club member or advisor is authorized to sign any type of contract in behalf of their club whether on or off the ISU campus.

Policy Violation

- Please keep in mind the policies and procedures are in place to protect you, your club and the institution. Infractions and violations may result in your club being put on a probationary status. Probation terms and period will be reviewed and determined case by case.
- Some examples of clubs being put on probation are:
 - Signing any type of contract or agreement
 - Bringing a food truck on campus without official paperwork being processed
 - Using funds to pay for alcohol



DON'T FORGET

Idaho State University • Check your club mailbox regularly

- Get a W-9 and ISU's Non Cash Prize form for winners of gift cards and raffle prizes prior to your event
- Original *itemized receipts* for all transactions
- **Contracts** required for ALL speakers/performers including BANDS
- Incentive Points Due Friday, November 8, 2024 by 5pm
- Initial Deposit Request Due Thursday, March 20, 2025 by 5pm



Idaho State
University

Questions?

Thank you for coming!

ROAR