



Budget Training & Distance Learning

Student Organization
President & Treasurer



What is a Voucher

- Fiscal Year: July 1 - June 30
 - April 3 - ALL Purchase Requisitions due
 - May - ALL Vouchers due
- Student organization personalized checks
 - Payment & Reimbursement:
 - Individuals within organization
 - Members
 - Officers
 - Advisors
 - Outside Vendors
 - In-House Vendors
 - Panda House
 - Bookstore
 - Purchase Requisitions/Orders
- Payment & Reimbursement
 - There will be a delay to payment due to limited staff on campus
 - 5-6 weeks after voucher is approved



Spending Funds during Distance Learning

- Purchasing of food for any event will be on hold during Distance Learning
- Out of Pocket Expenses
 - \$100 in total per event for students
 - Even if two or more students pay
 - Same limit applies if student organizations collaborate for same event
 - Over \$100 expenses for Advisors
 - Must be approved by Maria Patestas, Director of Student Life
- All purchases and services delivered to campus
 - Must indicate through an emailed memo who will pick up items from campus, how will it be used during Distance Learning period, and how will it be stored
 - Cannot reimbursed for items shipped to personal address

Fundraisers

- Fundraisers will be put on hold
- Student Organizations cannot donate their funds to organizations, reliefs, or online donations such as, but not limited to:
 - Kickstarter
 - GoFundMe
 - Venmo
 - Cash App
 - Paypal



RSO Electronic Vouchers

- Vouchers will be sent as emails
- Use the following format to approve a purchase:
 - Attach receipt or invoice to email (it can be an electronic invoice or a clear photo or screenshot)
 - Either the President or Treasurer will write the following in the email:
 - I, (full name), the (position) of (student organization name), approve the following: (list the items purchased) from (vendor) for (name of the event or reason for purchase and the date), in the amount of (write the exact amount) for (the date it was purchased).
 - Then in the email, if it is a purchase during Distance Learning, you must write a memo on how this purchase will be used during Distance Learning and how will it engage with student members virtually.

RSO Electronic Vouchers

- Advisors email to approve purchase:
- Send Raquel Torres the email and CC your advisor. In order for Raquel to process the email as an electronic voucher the advisor must respond to the email with the following:
 - As the advisor to the (student organization), I approve the purchase of (amount) for (items purchased) from (vendor) for (event) on (date of the event).

Raquel Torres will approve the email and send it to Maria Patestats, the Director of Student Life, and she will approve it and notify you that it was approved.

RSO Electronic Vouchers

- Presidents and Treasurers are responsible to continue to keep track of funds through their ledger
- Though the emails do not have a Voucher number - keep track by noting “Email and Date” to when you sent the “electronic voucher”

Signatory Positions

(Only these positions can authorize
an electronic voucher)

President
Treasurer
Advisor



Attached Documents to Email

Itemized & Detailed Receipt/Invoice
Flyer

Meeting Minutes

Performance Agreement Form



Association Vouchers

- KCC Association prepares voucher
 - In-House Vendors:
 - Panda House
 - Bookstore
 - Purchase Orders
 - Invoice attached
 - These are purchases before Distance Learning
 - Student Life will send an email that the KCC Association has prepared a voucher
- RSO:
 - Signatures (President/ Treasurer and Advisor)
 - Follow instructions from electronic vouchers
 - Attached documents to email

KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION, INC.

CLUB # _____

REQUEST # Assn

DATE 5/18/19

REQUEST FOR PAYMENT

Campus Activities Board
NAME OF CLUB, ACTIVITY OR COUNCIL

18-19 YEAR Association Approved Budget Allocation \$ _____

Prior Expenditures in this budget year....\$ _____

Contracts and/or other planned commitments to expend this budget year.....\$ _____

*Dollar Amount of this Request.....\$ _____

Total Expended and/or committed to date....\$ _____

REMAINING DOLLAR BALANCE AVAILABLE.....\$ _____

*LIST ABOVE THE ACTIVITY FOR WHICH FUNDS WERE EXPENDED

| PLEASE PAY TO: Note address if check is to be mailed | FOR Describe services or materials Attach Bills | AMOUNT |
|---|---|----------------|
| <u>Panda House</u> | <u># 838</u> | <u>\$ 589.</u> |
| | <u>4/18/18</u> | |

I hereby certify that the above listed items are correct and proper and that the services were performed and/or merchandise was received, and that this request for payment has not been included in any previous payment or request for payment.

[Signature]
TREASURER OR PRESIDENT OF CLUB, ACTIVITY, COUNCIL

[Signature]
FACULTY ADVISOR

APPROVED:
[Signature]
ASSOCIATE DEAN OF STUDENTS

Budget Funds Available \$ _____

Checks No. Issued _____

Date _____

DISTRIBUTION
 WHITE - KCC ASSN.
 CANARY - TREASURER
 PINK - ORIGINATOR

KCCA FORM #1 REVISED 4/75

Purchase Requisitions (POs)

- The Purchase Requisition deadline has been extended to **Friday, April 3**. If you are considering submitting a requisition, please aim to have them done by this date.
- Student Organizations can submit Purchase Requisitions via email and they **MUST** be accompanied by appropriate justifications, invoices, artwork, and signatures.
 - a. In lieu of an original signature, the President or Treasurer and the Advisor must send a detailed email approving all items and the total amount on the Purchase Requisition, as well as detailing how the items will be used. *Example: "As the advisor to the Fun Club, I approve the purchase of \$153.65 for assorted tablecloths, dominos sets, and hand sanitizer from Amazon.com for the clubs meeting on 5/23/20."*

Because you are not on campus, any purchase orders submitted must be accompanied with the plan for use of items, how you will retrieve the items from campus, and how items will be distributed.



Additional Forms



Performance Agreement

- KCC Association is accepting electronic signatures at this time
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Contact Raquel Torres

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