

HUCOP Guidelines and Procedures for Student Organizations

STUDENT ORGANIZATION SPONSORED EVENTS AND FUNDRAISING

To minimize schedule conflicts, the Assistant Dean for Student Affairs and Admission (ADSAA) in the Office of Student Affairs (OSA) will review and approve events. The ADSAA must approve all student organization sponsored events, activities, and fundraising. *An estimate of spending on supplies and food will be requested for most events.* A spreadsheet from the ADSAA will be shared with student organization and class/cohort leaders to request dates for meetings and events. Once a meeting or event is approved, it will be marked as such on the spreadsheet, and placed on the HUCOP student and room calendars. It is the responsibility of the student organization to monitor the spreadsheet for approvals and other communication.

The student organization or class/cohort treasurer will maintain all the financial records for each organization.

HUCOP PROVIDED STUDENT ORGANIZATION FUNDS (Dean's Account)

Each year, student organizations and classes/cohorts will be given funds for supplies and travel from the college. Budgets and funds from the dean's account follow the university fiscal year, which begins July 1 and ends June 30. Funds that are not used during the fiscal year are returned to the university's general fund.

Appropriate uses of HUCOP-provided funds are as follows:

- Materials, supplies, and refreshments for meetings or events
- Items to be sold for fundraising purposes
- Travel to professional meetings and conferences (air/ground transportation, lodging, registration fees)
- Gifts for guest speakers or student competition judges (gifts are not provided)
- Materials, supplies, and refreshments for social events designed to encourage camaraderie involving a *majority* of the organization or student body (must be approved in advance)

The dean's funds are NOT intended to be used for baby showers, wedding showers, birthday parties, small social gatherings, gifts for administrative staff or faculty or other similar personal events. Such items may be funded through the organization's agency account or donations from students or others.

Gift cards purchased to be presented to guest speakers or student competition judges will require the completion of an IRS 1099 form by the individual receiving the gift.

Reimbursement

For dean's account reimbursements, the organization or class/cohort **treasurer** must submit all receipts from the vendor along with a completed and signed HUCOP Student Activities Reimbursement Request (see below) to Mrs. Passmore. This form requires the signature of the advisor and the treasurer. The ADSAA is available to answer questions regarding the approval of spending but the ultimate decision is the sponsor's. The preferred method of payment for purchases made from outside vendors is direct to the vendor by the university upon submission of an invoice to the dean's office. If payment cannot be made in this fashion, a paid invoice or receipt must be submitted to the dean's office after a purchase is made by a student. In order to be reimbursed with HUCOP-provided funds, the original receipt(s) is to be submitted to the dean's office within 30 days of the expenditure. It can take 5-7 business days for reimbursements to be processed.

To purchase supplies at Walmart, student organizations may use the university's Walmart card if a submission is placed at least four (4) days prior to the purchase. Additionally, there must be sufficient funds available in the organization's dean's account. The Walmart card is *only* available for *dean's account* purchases. Contact Mrs. Passmore for assistance.

TRAVEL FUNDS

If your organization has an event requiring air travel, contact the ADSAA for guidance **BEFORE** any purchases are made.

Students requesting professional travel during an academic semester, must comply with the guidelines provided in the HUCOP Student Handbook. Students must complete and submit a Student Travel Request to the advisor of the student organization at least 30 days prior to the scheduled travel. A copy of the form(s) are to be provided to the ADSAA. The student organization will retain the document for internal purposes.

PRINTING

Each student organization (not class/cohort) has the equivalent of \$10.00 for printing via the WEPA system. Contact Mrs. Passmore to access these printing funds.

FOOD

Chartwells is the university food service vendor. For meetings and other events, Chartwells may be used or food may be purchased or catered from a vendor off campus.

CALENDARS / ROOM RESERVATIONS

Groups who wish to hold events in the Farrar Center for Health Sciences must make a room reservation by submitting a request via email to Dr. Smith. Contact the OSA for room reservations at other locations on or off campus.

STUDENT ORGANIZATION MINUTES

The student organization secretary and/or president will take minutes for all executive and general meetings and guest presentations. The minutes and attachments will be sent to Mrs. Passmore.

HUCOP Student Travel Request – MUST be submitted ONE month prior to scheduled travel

Name: _____

Reason for trip: _____

Actual Meeting Dates: _____ HUCOP Absence: _____ to _____

Student Organization: _____ Amount Requested: _____ Amount Funded: _____

What will be missed while you are gone? (circle all that apply) CLASSES MENTOR-MENTEE IPPE

Class	Coordinator Signature	Class	Coordinator Signature
PHA _____	_____	PHA _____	_____
PHA _____	_____	PHA _____	_____
PHA _____	_____	PHA _____	_____

Mentor Signature: _____
Date

IPPE/EE Approval (Dr Story or Dr Ward): _____
Date

Dept Chair Approval: _____
Dr. Yeboah Date Dr. Richmond Date

Organization Advisor Approval: _____
Date

Student Signature: _____
Date

HUCOP Student Activities Dean's Account Reimbursement Request

Organization Name: _____

Date: _____

Name : _____
(must include H#)

Address, City, State: _____
(address must be included for payment):

Purpose of check: _____

Amount of Reimbursement: \$ _____
(direct deposit ONLY – sign-up on Pipeline)

Reimbursement request must be signed by both the Faculty Advisor & Treasurer:

Faculty Advisor: _____

Treasurer: _____

STUDENT ORGANIZATION GENERATED FUNDS (Agency Account)

For agency account reimbursements, the organization or class/cohort **treasurer** must submit all receipts from the vendor along with a completed and signed Harding University Student Activities Check Request (see below) to the HU Business Office. The receipts are to be attached with paper clips (**no staples**) and delivered to the business office which is located in the lobby of the Administration Building. Alternatively, the treasurer can scan the required and completed forms along with the receipts to Tish Elrod via email at telrod@harding.edu The treasurer is responsible for completing and submitting all forms and receipts. It can take 5-7 business days for reimbursements to be processed.

Additional Agency Account Information and Instructions from the HU Business Office

AGENCY ACCOUNTS

[501-279-4002](tel:501-279-4002)/telrod@harding.edu

Office Hours 8:30-5:00

Deposits – Fill out Deposit Slip

Club Name and Acct # on back of each check (stamp/endorse)

Have cash in stacks by denomination, turned same direction

Please write neatly - **NUMBERS ARE IMPORTANT**

Cash App – sponsors/treasurers will work together to manage the cash app procedures. If your club is connected to the HU Bank- Email me when a cash app transfer has been made. It will normally take 2 days for that \$ to hit club accounts. Include Account Name and # when you Email

Check Request Forms – Pays Businesses or Reimburses Individuals

Checks only print on Wednesdays- turn in request/invoice as soon as it's ready. I'll need to have by 4:45 Tues afternoon – Email or in the office

Businesses

Two Options

- Fill out **Check Request** and include a copy of invoice (shows purchase)
Include-Club name, Account #, business name, mailing address, check for us to mail or pick up for you to give to business, purpose of check, amount and sponsor and treasurer signatures
- **Invoice only** – turn in or Email invoice
Write Club Name and Account # at top left of invoice
Signatures of Sponsor/Treasurer bottom of invoice and it can be mailed.
Email Option-include sponsor and above info

Individuals' Reimbursements- Direct Deposit is ONLY option

Check Request needs Club (Organization) Name,

Account #, Purpose of check (short and sweet), Amount, and Sponsor & Treasurer signatures. Can Email with receipts to me and a sponsor.

NONE OF THIS IS OPTIONAL-computer program HAS to have all info

Watson Center Payments – will send a monthly list of charges to BO-they will give bill to person charging-have

them give to you

Media Center – will send a monthly list of charges to BO-they will give bill to person charging-have them give to you

Please print neatly – **LETTERS/NUMBERS ARE IMPORTANT**

-Direct Deposit - direct deposit will hit the bank account within 2-3 business days of turning in request- share info with club members

Go to

Pipeline

Personal

Pay Info

Direct Deposit

-Enter Bank ABA Routing Number, Bank Account #

-Select **Checking** or **Savings**

Save

If you have an issue with the program taking your bank account # you can Email Sandy Frazier sdfrazier@harding.edu, tell her it is club related. Some banks are not in our system yet and she can help with that.

Emails - Include Club Name and Account # in Subject Line of Email.

-Sponsors are very important part of everything you do!!!!

-Checks only print on Wednesdays

Turn requests/invoices in daily-when signed and ready

Requests/invoices turned in by 5pm Tues guaranteed on

Wednesday

-Communicate with sponsors, officers and club members!!! Set and keep deadlines-ie -\$ due/collected 3 days before a check is needed, you need invoices Monday before due

-Know **Account #** (put in phone)-when Email about account include name of club and Account #. Can give or E balances anytime

-Bring **Deposit Slip** with ALL deposits (no matter how small)

-Members should not pay deposits or invoice amounts with their own \$. Checks can be made to any business.

-Once a check is made, money is out of the account-unlike bank. If you do not need a check bring it back to the office-don't shred/pitch. Let businesses know to mail the check back.

-The PO has special way to process checks and cash in campus mail (fill out a form @PO). Inform your members.

-Depositing Coins – we provide coin rolls (\$10-quarters, \$5-dimes, \$2 nickels, \$.50-pennies). If enough please roll. If less than a roll - count and put in individual zip-lock bags.

**HARDING UNIVERSITY Student Activities
Agency Check Request**

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

PAY TO: _____

DATE: _____

*H# Required for Individuals,
NOT for businesses or
organizations.*

H# of PAY TO: _____

PRINT COMPLETE ADDRESS OF PAY TO:

Required

CHECK ONE: **Mail** _____
 Pick Up _____

Purpose of check (i.e. Jerseys, reimbursement for...)	Amount of Check:
	\$ _____

Check request must be signed by both Faculty Advisor & Treasurer:

FACULTY ADVISOR: _____

TREASURER: _____



BUSINESS OFFICE USE ONLY

**Date Mailed
or Picked
Up:** _____

Check#: _____

Transaction# _____