STUDENT GROUP FINANCE 101
Are You Ready for a New School Year?
How Does My Group Get Money?

- Take A Collection from Members
- Organize A Fundraiser
- Apply for an Allocation from Senate or DLC
Where Do We Keep Our Money?

- Get a 9-Line: Talk to Kelly Waldron
- Make a Deposit at the Cashier Window
- Balances Carry Over from Year to Year
IF YOU GET AN ALLOCATION FROM SENATE:
Money DOES NOT get deposited into your 9-line.
Check Senate Procedures.

IF YOU GET AN ALLOCATION FROM THE DLC:
Money DOES get deposited into your 9-line after you have processed the payment.
Check DLC Procedures.
Print Outs of Balances and Account Activity are available ANYTIME in the Finance Office, with your Advisor, or Campus Activities Office!
HOW DO WE SPEND OUR MONEY?

Depends on Where you want to Shop
FAMILY FRESH

Check out a Store Charge Card
- Available in Campus Activities Office

At the Check Out
- Present Credit Card
- No Money Needed/Sales tax not charged
- Get a Receipt

Return to Campus
- Return Credit Card to CAO
- Complete an RFP
- Attach receipt

Turn RFP into Finance Office
- We pay Family Fresh
- The amount of the charge will be deducted from your 9-line or Senate Allocation as appropriate.
Wal*Mart/SAM’s

Check Out a Wal*Mart Credit Card
- Available in Campus Activities Office
- Must have Sam’s Club Membership to gain access

At the Check Out
- Present Credit Card
- No Money Needed/Sales tax not charged
- Get a Receipt

Return to Campus
- Return Credit Card to CAO
- Complete an RFP
- Attach receipt
Complete RFP. Now What?

TO BE PAID BY SENATE

- Put Completed RFP on Senate Door in the Gustie Den.

TO BE PAID BY YOUR 9-LINE

- Put Completed RFP in the Basket in the Finance Office.
Shopping at one of These?

- A to Z Rental
- Arrow Ace
- B-Stark
- C&S Supply
- Cold Stone Creamery
- Cub Foods
- Dollar Store
- Dominos
- Erbert & Gerberts
- Godfathers
- Hancock Fabric
- Hy-Vee
- Jake’s Pizza
- King Pin
- Mary’s Flowers
- Menards
- Nelson Printing
- Paper Service Plus
- Scheels
- Shopko
- St. Peter Food Coop
- St. Peter Lumber
- St. Peter Rental
- Swedish Kontur
- Target
Local Businesses

Get a Purchase Order
• Available in Campus Activities
• Know where you want to shop
• Know about how much you think you will spend

At the Check Out
• Present Purchase Order
• No Money is Needed/Sales Tax not charged
• Get a Receipt

Return to Campus
• Complete an RFP
• Attach Receipt
• Turn in RFP
<table>
<thead>
<tr>
<th>Entertainers, Speakers, Caterers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLAN</strong></td>
</tr>
<tr>
<td>• Allow 3-4 weeks minimum!</td>
</tr>
<tr>
<td><strong>Get a W-9</strong></td>
</tr>
<tr>
<td>• Available in Finance Office</td>
</tr>
<tr>
<td>• To be completed by Artist</td>
</tr>
<tr>
<td><strong>Contracts</strong></td>
</tr>
<tr>
<td>• Signed by Ken Westphal if over $2000 or CAO if under $2000</td>
</tr>
<tr>
<td>• Signed by Artist</td>
</tr>
<tr>
<td>• Must be completed PRIOR to the Event</td>
</tr>
<tr>
<td><strong>Turn In</strong></td>
</tr>
<tr>
<td>• Contracts, Addendums, and W-9 must accompany RFP.</td>
</tr>
</tbody>
</table>
Contracts

IF ARTIST PROVIDES

- Print Off our Addendum for them also to complete.
- Available on CAO web-site: www.gustavus.edu/organize
- Lists College’s Terms of Agreement
- Must be signed by Artist and Ken Westphal

IF ARTIST DOES NOT PROVIDE

- Print a copy of the Contract we provide on the CAO web-site: www.gustavus.edu/organize
- Print off our Addendum
- Artist and Ken Westphal must sign and complete both.
W-9 must be provided by payee

Students should NEVER pay directly

We will pay Tournament Host or refs directly.

Come talk to us first.
Purchases Requiring a CC

**Ask Advisor**
- Advisors have a Gustavus CC
- Ask if they are willing to help you

**Place Reservation**
- YOU get web-site up/make phone call
- ADVISOR submits payment information

**Thank Advisor**
- Write your 9-line number on the receipt
- Give the receipt to your Advisor
If this charge is through a Senate Allocation, You must complete this process with SENATE’S ADVISOR!
IF TO BE PAID BY SENATE

- Tell the clerk that your charge is to be paid by Senate and give them your Group’s Name
- Sign YOUR name Legibly
- Do not use your Student ID

IF TO BE PAID FROM 9-LINE

- Tell the clerk that your expense is to be charged to your Group’s Name.
- Sign Your name Legibly
- Do not use your Student ID
DEADLINES

**MON. 4:45PM**
- All RFP’s received by this time will be processed within the week.

**THUR.**
- Checks available on Thursday.

**END OF WEEK**
- Senate requires RFP’s in advance of our Monday in order to meet our deadline.

**PREPARE**
- J-Terms, breaks, and people absences can affect how fast your paperwork is processed!
What We Won’t Do

- Issue Checks to another group or office on Campus
- Reimburse an Off-Campus Checking Account
- Pay Businesses/People for whom a W-9 is not on file
- Pay for alcohol
Gift Cards and Prizes

- Considered by IRS to be income to recipient.
- We MUST have the names of all winners.
- List the dollar value of the GC or prize next to the name.
Contact Us

- Anna Lokensgard
  alokensg@gustavus.edu
  x7508

- Office Hours 8am to 4:45pm