OGSM CLUB FINANCIAL GUIDE

FINANCE & ADMINISTRATION
SUITE 300 K
MANAGEMENT HALL

ADVISER
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WHAT DO I NEED TO KNOW ABOUT CLUB FINANCES?

✓ HOW CAN I FIND OUT OUR CLUB BALANCE?
  ➔ Finance provides that to the OSGA treasurer monthly and it is then distributed to you via email. You can also view your club balance in the “e-dog” system if you are a President or Treasurer.

✓ WHERE DO I GET FORMS?
  ➔ Owen Central BLACKBOARD (soon to be BRIGHTSPACE)
    ▪ Under student organizations
      • Student club forms
        o There are DEPOSIT FORM templates in EXCEL so it adds the checks and cash for you.
        o CLUB PURCHASE PRE-APPROVAL AND REIMBURSEMENT FORM
  ➔ TAX EXEMPT forms are in the Owen Finance Office

✓ HOW DO I MAKE DEPOSITS?
  ➔ See DEPOSITS flow chart at the end of this document.

✓ IS THERE A CREDIT CARD FOR STUDENTS TO USE?
  ➔ Yes, it is commonly referred to as the PCARD (Procurement Card)
    Using this card is the preferred method of purchase and eliminates the reimbursement process.
    ▪ You can reserve the PCARD. You can reserve the card by emailing Janet.Sisco@Owen.Vanderbilt.Edu
    ▪ You will need a completed Club Purchase Pre-Approval Form to “check out” the card from Suite 300k.
    ▪ You will need to bring an itemized receipt and the proof of payment receipt back with the card.

✓ WHAT DO I NEED IN ORDER TO BE REIMBURSED?
  ➔ You will need to fill out (and have the club treasurer or president sign) the Club Purchase Pre-Approval AND Reimbursement Form.
In order to be reimbursed you have to show PROOF of PAYMENT which is a receipt showing that you paid the bill PLUS an itemized receipt showing all the items you purchased.

You will need to tape your original receipts to a piece of paper and bring that to the Finance Department in Suite 300K.

You will be asked to fill out a Check Request Form. These forms are only available in Suite 300K and cannot be taken out of the office.

WHAT ABOUT CONTRACTS?

Students CANNOT sign contracts, even if money is not involved. You will need to contact Owen Finance for specifics.

I WANT TO GIVE A PRIZE, HOW DO I DO IT?

There are a lot of laws and policies that apply to prizes. It is best to come and discuss with Finance Department in Suite 300K. Prizes are reported for tax purposes.

DO WE HAVE A SAM’S OR COSTCO MEMBERSHIP?

Yes, we have a Sam’s Club card. When you check out make sure to tell the cashier that the items are tax exempt. The Sam’s Club card will scan as tax exempt but you need to still tell the cashier and verify the purchase is tax exempt.

No, we do not have a Costco card. This is because Costco requires us to pay taxes and then file paperwork to get it reimbursed if approved by Costco.

CAN I USE A VANDERBILT LOGO?

Yes, however, there are quite a few policies that apply to using a logo.

You will need to contact Marketing and Communications Department here at Owen. You can email this department at MarComm@Owen.Vanderbilt.Edu.

FUNDRAISERS?

If you sell a tangible item, it must have sales tax charged with the sell at 9.25%.

If you are having an event (like Putt-Putt or bowling, etc.) it is not subject to tax.
When you make a deposit for items subject to taxes and items or an event not subject to taxes the deposit must be made on separate deposits.

**CAN I DO A LOTTERY EVENT?**
- NO, lotteries (events that provide an equal opportunity for each member to win a prize, like a random drawing for prizes) are illegal without a special permit. Vanderbilt is only allowed a certain number of these fundraisers per year so you will need to work with the Finance Department to see if it will be possible.

**HOW DO I ORDER FOOD?**
- Please see the “ordering food” direction sheet.

**DOES OUR CLUB HAVE A MAILBOX?**
- Yes, each club has a mailbox and it is located on the bottom of the student mailboxes on the 2nd floor.

**WHAT SHOULD I DO IF I HAVE A SPECIAL REQUEST?**
- Come and see Finance & Administration in Suite 300K.

**WHAT SHOULD I DO IF I WANT TO DO SOMETHING LARGE SCALE?**
- Large projects, especially using people and resources outside of Owen, need special permission from the dean and student services.

**WHAT TYPES OF SUPPORT WOULD NEED SPECIAL APPROVAL FROM THE DEAN AND DAR (DEPARTMENT OF ALUMNI RESOURCES)?**
- Anytime you solicit support, specifically monetary or “in kind” donations, you will need special permission from the Dean and DAR. If you have any doubts, ask.

**OUR CLUB MEMBERS ARE GOING TO BE TRAVELING, WHAT DO WE NEED TO DO?**
- Start with the program coordinator for the trip (faculty or staff member) and inquire about the documents and approvals necessary.
DEPOSITS

COLLECT

• CASH
• CHECKS (MAKE OUT TO VANDERBILT UNIVERSITY)

FILL OUT

• FIND DEPOSIT FORM ON OWEN CENTRAL
• COMPLETE THE FORM (FULL NAME OF YOUR CLUB AND ENSURE YOU NOTE THE SOURCE OF THE FUNDS-I.E. DUES, TICKETS SALES, PRODUCT SALE)
• COUNT CASH TWICE, BILLS FACING SAME DIRECTION
• ENTER CHECKS IN ALPHABETICAL ORDER BY LAST NAME PRINTED ON CHECK. (KEEP IN THAT ORDER)

DELIVER

• PHOTOCOPY CHECKS FOR FINANCE DEPT.- YOU CAN USE COPIER IN SUITE 300
• USE STAMP LOCATED IN SUITE 300K TO ENDORSE BACK OF CHECK. STAMP IS ON SHELF AS YOU WALK IN SUITE 300K.
• DELIVER DEPOSIT FORM, CASH AND/OR CHECKS TO SUITE 300K. TYPICALLY SOMEONE IS THERE FROM 7:30-3:30. DO NOT LEAVE MONEY OR PUSH UNDER DOOR. HAND TO A PERSON IN FINANCE.
ORDERING FOOD FOR MEETINGS OR EVENTS

THE PREFERRED METHOD IS USING THE VANDERBILT CREDIT CARD

START 3-5 DAYS AHEAD

CALL TO GET AN ESTIMATE
ALWAYS ASK IF THEY HAVE VANDERBILT DISCOUNTS OR SPECIAL PRICING

FILL OUT THE CLUB PURCHASE APPROVAL FORM

BRING FORM TO OWEN FINANCE IN SUITE 300K
(AT LEAST A DAY OR MORE BEFORE)

PLACE THE ORDER WITH VENDOR
(TELL THEM IT WILL BE TAX EXEMPT)

TELL VENDOR THEY WILL BE PAID THE DAY OF DELIVERY
(USING A VANDERBILT TAX EXEMPT CREDIT CARD)*

TELL VENDOR SOMEONE IN OWEN FINANCE WILL CALL TO PAY VIA CREDIT CARD
(USUALLY JANET SISCO)

GIVE CLUB CONTACT PERSON NAME, #, & LOCATION.
(MAKE SURE THE PERSON DOESN'T HAVE CLASS FOR AN HOUR BEFORE SCHEDULED DELIVERY IN CASE ISSUES ARISE)

CLUB CONTACT MEETING VENDOR MUST ADD TIP TO RECEIPT AND KEEP COPY THAT INCLUDES THE TIP AND FINAL AMOUNT.

CLUB CONTACT NEEDS TO SUBMIT ITEMIZED & CREDIT CARD RECEIPTS TO OWEN FINANCE AS SOON AS POSSIBLE.

CONTACT OWEN FINANCE IF YOU HAVE ANY QUESTIONS