VSA TREASURER TRAINING

With Jason Rubin
VP For Finance 2011-2012
WHO TO KNOW

VSA- College Center 207

Jason Rubin
- Distributes and signs all treasurer forms
- Handles transfers between orgs and purchases with the VSA credit card
  - vsafinance@vassar.edu

Accounts Payable- 3rd Floor Baldwin

Mary Gugumuck, Box 721
- Deals with all long form transactions
- Forms are signed by the VP for Finance and then go to her

Barbara George
- Cuts all of your checks on Wednesday and Friday

Renee DeSantis
- Email her with your fund number for the status of your account
  - redesantis@vassar.edu

Purchasing- By Shipping and Receiving

Rosaleen Cardillo, Director of Purchasing

Chris Ammon
- Deals with Purchase orders
BUDGET NUMBERS

- All VSA Orgs have budget numbers 8XXX
- Any surpluses from last year’s budget do not rollover
  - Exceptions: WVKR, Miscellany News, Vassarion, Acapella

8XXX – 45000 – 9605 – 98

Budget # – Organization – Account Code – Program
9130- deposit
5720- student employment
The short requisition form is mainly used for tangible items:
- Purchase orders for supplies
- Checks for supplies (pool tables, computers, anything with a known specific cost...)

Use of the Vassar College credit card for any online purchases.
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ESTIMATED/ACTUAL COST</th>
</tr>
</thead>
</table>

FOR INTERNAL USE ONLY. THIS IS NOT A PURCHASE ORDER

NOTE:

<table>
<thead>
<tr>
<th>PRICE LIST</th>
<th>QUOTE</th>
<th>CONTRACT</th>
<th>OTHER</th>
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</thead>
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REQUESTED BY

APPROVED BY

APPROVED BY

PHONE EXT.  

DEPARTMENT HEAD

PURCHASING AGENT
THE LONG FORM

- Cash Advances
- Reimbursements
- Conference Registration
- Membership Dues
- Honorariums
- Payments to Bands (contracts)
CASH ADVANCES

Step 1: Obtain long form from the VP for Finance and get signature

Step 2: Bring form to Mary in Accounts Payable (3rd Floor Baldwin) and get approval

Step 3: Bring form to Cashier and get the advance, Keep copy of long form

Step 4: Return unused money and copy of long form to cashier, Keep cashier’s receipt

Step 5: Deliver all original receipts and the cashier’s receipt to Mary or mail them to Accounts Payable Box 721

Step 6: Keep a copy of the long form and all receipts for your records

*Note: An individual can only have one cash advance out at a time and cash advances are limited to $100 each.
Vassar College
Controller's Office
REMIT TO BOX #12
DIRECT PAYMENT/REIMBURSEMENT REQUISITION FORM

Date: 9/10/2005

MAKE CHECK PAYABLE TO: Your Name

Address: Your box #

City, State, Zip:

Explanation of Payment and Special Instructions:

Please give $100 cash advance for useless stuff.

* PETTY CASH

Present this to Cashier for collection. Payment Received by

Check to Be: (Check One)
☐ Held for Pickup ☐ Mailed to Address Above ☐ Mailed to Box # ☑ Signature

W-9 Information (Check One): ☐ Enclosed ☐ On File in Controller's Office ☐ Not Applicable

Charge Budget Account(s):
(Complete Applicable Sections for each budget account to be charged.)

Fund: $xxx Organization: 45000 Account Code: 9605 Program: 98 $ Amt. 100.00


Departmental Information

Department Name: Your Organization
Department Box #: Your Box
Telephone #: 

Requested By: You!
Approved By: Me!

Controller's Office Use Only

Verified By: ______ Date: __________
Approved for Payment By: ______
Date Entered: ______ Entered By: ______
Step 1: Obtain long form from the VP for Finance and get signature
   ➢ Vassar is tax exempt and therefore does not reimburse for tax, Fill out form with tax not included

Step 2: Bring long form and **original** receipts to Mary in accounts payable (3rd Floor Baldwin)

Step 3: Mary can then mail the long form and/or the reimbursement check to the proper recipient (Reimbursements for $50 and under are petty cash and $50 and over are done through check)

Step 4: Keep a copy of the long form and all receipts for your records
Vassar College
Controller's Office
REMIT TO BOX #12
DIRECT PAYMENT/REIMBURSEMENT REQUISITION FORM

Date: ____________________

MAKE CHECK PAYABLE TO: ____________________

Address: ____________________

City, State, Zip: ____________________

Explanation of Payment and Special Instructions:

Please reimburse ______ for ______ 

Check to Be: (Check One) ☑️
☐ Held for Pickup ☐ Mailed to Address Above ☐ Mailed to Box #

W-9 Information (Check One): ☐ Enclosed ☐ On File in Controller's Office ☑️ Not Applicable

Charge Budget Account(s):
(Complete Applicable Sections for each budget account to be charged.)


Fund: ______ Organization: __________ Account Code: __________ Program: __________ $ Amt. ______

Departmental Information

Department Name: ____________________
Department Box #: Treez Box
Telephone #: Treez Ext.

Requested By: ____________________

Approved By: ____________________

Controller's Office Use Only

Verified By: ____________________ Date: ____________________

Approved for Payment By: ____________________

Date Entered: ____________________ Entered By: ____________________
DEPOSITS

- Fundraising money MUST be deposited within 24 hours of the fundraiser, or 72 hours if over a weekend.
- Bring all cash and/or checks to the Cashier’s office (1st Floor Main, South) and give them your budget number (8xxx-45000–9130–98)
- Take receipt from Cashier for your records
TRANSFERS

- Between Organizations- Deal exclusively with VP for Finance
  - Obtain “VSA Treasurer’s Receipt” form from VSA VP for Finance.
  - Complete form and submit to VSA VP for Finance.

- Between an organization and a department - give the department your budget number and they will make the transfer
OTHER TRANSACTIONS

- Student Employment (Djs, Bands, etc.)
  - The Student Employment Office has a special form
- Vcash
  - Reserve with Campus Activities
- Copy center
  - Use fund number in copy center to charge printing to you budget
Space for the event must be registered before entering into negotiations

Drop off completed and signed Contract, W-9 form and Contract Agreement Form in the contract drop off box in the campus activities office

- This must occur a minimum of 7 business days prior to the event

After your contract is processed pick it up and bring it to the VP for Finance

The VP for Finance will sign the form and you can then take it to Accounts Payable to get your check
Requests for reimbursements must be submitted within 25 academic days of the date of expenditure.

VSA money CANNOT be used to purchase alcohol unless otherwise approved by the Director of Campus Activities (Terry Quinn)

- NEW: VSA money CANNOT be used to purchase bottled water. Exceptions for outside speakers or performers will be made by the finance committee on a case by case basis

B&G, Security, etc.- SARC can give you an estimate but charges will take weeks to show up on your budget report

Meals & ACDC- Meal drives can no longer be used for fundraising purposes

Tax exempt- Vassar is tax exempt, cash advances can be used to cover tax but Vassar will not reimburse for tax

Store Cards- Purchasing has a BJs and Sam’s Club Card, Accounts Payable has an Adams card
Capital and Supplemental Budgeting

- **Capital Budgeting occurs once per semester**
  - It is an endowed fund meant to cover capital items that will last a minimum of 3 years
  - The fund covers 100% of the cost of the item
  - NEW: Capital Loan System

- **Supplemental Budgeting occurs once per year during first semester. Its uses are as follows:**
  - The organization was under budgeted during the spring budgeting process to an unsustainable degree.
  - The organization has decided to increase its programming of an “annual” event, which had not been considered during the spring budgeting process.
  - The organization has sustained substantial deficits due to financial mismanagement by previous officers or members, whom no longer hold a position in that organization.
Special Purpose Funds

- Only an entire event or project may apply for money.
- An event or project can only receive money from one fund.
- Money may not be given to the same organization (from the same fund) more than 4 times a year.
- No event may request money two semesters in a row.
- “On Campus” is any Vassar owned property (ie: campus, the Farm, Alumnae House).
- Applications must be submitted at least 14 days before event and the event must be approved by VP for Activities first.
NEW FUND PROCEDURE

- Applicants come to finance committee and present their application

- Finance committee will then make the **FINAL** recommendation on the fund application

- This recommendation will then be put onto the council consent agenda
  - If a member of council does not object to the consent agenda it is automatically approved
  - If applicants wish to have their application removed from the consent agenda they must contact a member of council to have them remove their application
  - This will result in a full council debate of the application and an opportunity for the applicants to speak on their application
This fund is used to sponsor events between 2 or more organizations. There can only be 1 residence in the application. (Residences are budgeted to host at least 1 all campus event per semester)

Collaboration must be substantive. Involved organizations must actively participate in the planning and execution of the event

The fund can cover up to 75% of the costs of an event, not to exceed $3750.

Groups can apply a maximum of 4 times per year

$16,000
Group sponsorship for an off-campus conference.

Your organization is limited to four conferences per academic year.

A max of 10 people can be covered by the fund.

You need to give a written/oral report to VSA Council within a semester about the conference.

$20,000
Speakers, Lectures, & Panels Fund

- Used to bring speakers on campus.
- Will cover up to 100% of the cost of the event not to exceed $10,000
- Application must include speaker’s background information
- Organizations can apply a maximum of four times per year
- $45,000
NEW ORGANIZATION FUND

- This fund may be used to sponsor events held by organizations certified within the past two semesters.
- This fund may cover up to 100% of costs, not to exceed $2000.
- $5,000
Money is allocated at the discretion of Council.

Any individual or organization may apply.

VSA Organizations may receive a maximum of $5,000 and VSA members may receive a maximum of $1,000.

Applicants must return to give a written/oral report on the use of funding.
COMMUNITY FUND

- Used to host non-annual on campus or off campus events which actively include the Poughkeepsie and greater Vassar community

- Applications must be submitted at least 30 days in advance of the event

- Money from this fund may cover up to 100% of the cost of the event
  - Applications submitted at least 60 days prior to the event may receive $10,000 and applications submitted less than 60 days prior to the event may receive $5,000

- $12,000