THE
TREASURER’S
MANUAL

SCOTT PASCAL
VSA VP for Finance 2009-2010
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Organizational Contracts 2009-2010

We, The Leader and Treasurer for _____________________________ understand that:

(organization name)

1) We are required by the VSA Bylaws to hand in an organizational report explaining our activity upon request of the VSA Vice President for Activities. We understand that the handing in of organization reports will be taken into consideration when budgeting our group for the next academic year.

2) We are not allowed to make any financial agreement, or in any way commit the VSA to expenditures without the written permission of the VSA VP for Finance (Constitution, Article XI, A).

3) We are required to hand in a budget by September 24\textsuperscript{th}, 2009 with an estimate of how we will use our accounts funds.

4) We CANNOT be reimbursed for more than $100. Whoever has purchased the goods for a larger amount will have to take personal responsibility for the cost. We also understand that reimbursements cannot occur more than 25 days after the items were purchased.

5) We understand that purchase orders are preferred to reimbursements.

6) We should stay in close contact with the VSA VP for Finance regarding our account. This way we can make sure we have not been charged for costs that are not our responsibility.

7) We are not allowed to have any “slush” funds. Any money fundraised must be deposited into our account within 24 hours, or 72 if the event occurs over a weekend. We understand that the more we show we have fund-raised, the better our organization will fair in the annual budgeting process.

8) We are not permitted to go into debt, and are expected to manage our budgets responsibly. The VSA VP for Finance is required by the Constitution not to sign any forms that will put a group into debt, as it would be unfair for the group next year.

9) We will be ineligible for receiving funds if we fail to attend the budgeting meeting in the spring semester.

10) We may not purchase alcohol without the explicit approval of Terry Quinn, Director of Campus Activities.

11) We understand that an e-mail address is provided to our organization for communication to support our programming mission. Users of Vassar e-mail services must act in accordance with the Vassar Responsible Use Policy. E-mail may not be used for unlawful activities, or for any communications unrelated to the missions of the organization. Organization presidents will be held responsible for the appropriate use of their accounts. Failure to do so may result in disciplinary action.
Policy Reminders

Expenditures:

1. Purchase Orders are preferable to reimbursements, checks or cash advances. Organizations are encouraged to use purchase orders if the option to use them exists. At the discretion of the VSA VP for Finance and the Finance Committee, budgeting penalties may be instituted against organizations, which repeatedly use reimbursements in lieu of purchase orders.

2. The VSA VP for Finance reserves the right to refuse a reimbursement if she determines that it violates the VSA Bylaws or is inappropriate for some other reason.

3. Requests for reimbursements must be submitted within twenty-five academic days of the date of the expenditure, not including academic breaks.

4. VSA moneys cannot be used to purchase alcoholic beverages except through the proper channels and with the prior knowledge and approval of the Director of Campus Activities.

Copy Center:

If a group wishes to make copies that total 30 sheets or under, the group can simply use the self-serve copying machines and charge it to their account #. If a group wishes to make copies that total over 1,000 Black & white or 100 color sheets, they must obtain a copy center sheet from the VSA VP for Finance and get their signature on the form. THE COPY CENTER WILL NOT ACCEPT A COPY JOB WITHOUT THIS SIGNATURE

Mandatory Advertising:

For events with an anticipated audience of 400 or more and/or with a cost of more than $2,500, the sponsoring organization MUST submit an advertising plan to their SARC intern and the VSA VP for Activities with their event registration form. The advertising plan will be reviewed and any comments given to the organization. The organization must then follow the plan or face possible disciplinary action.
Meals:

When bringing a speaker or performer to dinner, the VSA shall reimburse up to $50 per speaker or performer and up to $20 for each member of the organization that brings the speaker or performer to dinner.

Travel Expenses:

Travel expenses shall be defined as all expenses incurred while traveling, including but not limited to transportation, accommodations, and food costs. VSA organizations may use their budgets to cover travel expenses under the following conditions:

1. They are in good standing with the VSA VP for Finance and have submitted the appropriate reports to the VSA VP for Activities.
2. The travel in some way promotes the organization and is part of an organization’s function.
3. Travel accommodations must be as inexpensive as possible. If for some reason an organization must patronize a more expensive establishment than would generally be considered reasonable, it must explain the situation to the VSA VP for Finance.
4. The VSA shall not reimburse individuals for parking citations, traffic citations or any fines for violations of the law.
5. The VSA shall reimburse up to $10 per day for meal expenses, but it reserves the right not to reimburse that entire amount. Organizations are strongly advised to have campus food services prepare meals that are charted to the organization’s members’ accounts when this option is less expensive. Organizations that do not take advantage of this option may be refused reimbursement by the VSA.
BUDGETING

Create a budget and live by it!

PLEASE! PLEASE! PLEASE! PLEASE!
Use PURCHASE ORDERS as much as possible, especially over reimbursements

Don’t use money you don’t have.
Don’t go into DEBT!!

Good ways to raise money:
  • Bake sales
  • Car wash
  • T-shirt sales
  • Networking
  • Dinner
  • Care packages sent to friends mail boxes
  • Use holidays to do something special
  • Silent Auctions
  • Raffle Ticket Sales
  • Using Department offices to help you with events
  • Dances
  • REMEMBER TO APPLY TO VSA SPECIAL PURPOSE FUNDS FOR EVENTS

Remember, there are many ways to raise money, come and talk to me, Aaron Grober or other members of Exec if you need any help!!
People and Places to Know

Scott Pascal, VSA Vice President for Finance
Office: College Center 207
vsafinance@vassar.edu

Accounts Payable (Baldwin, 3rd Floor):

Effie Manderville
- You will hand long forms of any type to Effie and if you want to hold a cash advance or reimbursement for pick-up, you will get it from her office.

Purchasing (Buildings and Grounds, first door on the left):

Roesaleen Cardillo, Director of Purchasing
- Rosaleen was the former VSA liaison. She has done it for a long time and will probably know the answer to your questions.

Chris Ammon
- When you are dropping off or picking up purchase orders, you will want to see him.

All of the above people make our lives so much easier, so please remember to THANK them for all their work and be kind to them.
Budget Numbers

All VSA organizations have a budget number beginning in 8xxx. Each year the account will be reset, with the exception of those with negative balances. These negative balances will carry over to the next year.

Each budget number has 4 parts to it: **8xxx – 45000 – zzzz - 98**

- **Fund:** 8xxx (this # represents your group)
- **Organization:** 45000 (this # means it is a VSA group)
- **Account Code(z):**
  - 9605 for charges (input the appropriate code)
  - 9130 for deposits
  - 5720 for student employment
- **Program:** 98 (this # means “student activity”)

*Note:* Organization # and Program # always remain the same.

Budget numbers are used for everything. Keep them handy, but also keep them secure. They can be used at Campus Activities, the Catering Office and the Cashier’s Office without a signature.
The “Long Form”

The long requisition form is the form you will want to use for:

- Reimbursements
- Cash Advances
- Conference Registration
- Membership Dues
- Honorariums
- Payments to Bands
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:

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. _______

Fund: _______ Organization: _______ Account Code: _______ Program: _______ $ Amt. _______

Fund: _______ Organization: _______ Account Code: _______ Program: _______ $ Amt. _______

Departmental Information

Department Name: _____________________________________________________

Department Box #: ____________________________________________________

Telephone #: __________________________________________________________

Requested By: __________________________________________________________

Approved By: __________________________________________________________

Controller's Office Use Only

Verified By: _______________ Date: __________________

Approved for Payment By __________________

Date Entered _______________ Entered By: __________________
Reimbursements

Students may receive reimbursements for supplies they have purchased for their organization. In the event that receipts are lost, a letter of justification must be submitted with the requisition.

**The maximum amount for a reimbursement is $100.** A letter of justification will be requested should a reimbursement be deemed excessive.

As a not-for-profit organization, Vassar College cannot reimburse individuals for taxes.

**Procedures:**

1) Obtain and complete a long form from the VSA VP for Finance.

2) Obtain VSA VP for Finance’s signature. Accounts Payable will not accept forms w/out VSA signature.

   *Note:* Your budget number should read: 8xxx-45000-9605-98.

3) Submit long form and original receipts to Accounts Payable (Box 721 or Baldwin, 3rd Floor) & allow 3 business days for processing.

   *Note:* If a student receives a “petty cash slip” instead of a check,

       bring slip and proper id to the Cashier’s Office to get cash.
Vassar College
Controller's Office
REMIT TO BOX #12
DIRECT PAYMENT/REIMBURSEMENT REQUISITION FORM

Date: ____________________

MAKE CHECK PAYABLE TO: Student Name

Address: ____________________

City, State, Zip: ____________________

Explantion 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.)


Departmental Information

Department Name: Your Org. Department Box #: Tree Box Telephone #: Tree Ext.

Requested By: Org. Tree Approved By: VSA Tree

Controller's Office Use Only

Verified By: __________ Date: __________

Approved for Payment By: __________

Date Entered: ____________________

Entered By: ____________________
Cash Advances

Students may receive cash advances in order to purchase supplies for their organization. Only one advance will be issued per person at one time. In the event of an outstanding advance, the student given the advance will be charged through the Office of Student Accounts at the end of the year. The maximum advance is $100. Cash advances will NOT be granted beyond the month of March.

For accounting purposes, all cash advances are tracked by a DP# located in the upper right-hand corner of the long form requisition. This number is very important.

Procedures

1. Obtain and complete a long form from the VSA VP for Finance.
2. The appropriate budget number must be included on the form. Note: VSA budget numbers should read: 8xxx-45000-9605-98
3. Obtain the VSA VP for Finance’s signature.
4. Submit the approved advance request (long-form) to the Cashier. They will give you the cash advance, have you sign the form confirming that you received the cash, and give you a copy of the long form for your records.
5. A copy of the form will be forwarded by the Cashier to Accounts Payable to track the outstanding advance.
6. After the funds have been spent, any unspent cash must be returned to the Cashier’s Office with a copy of the long form. Make sure the DP# is put on the deposit slip with your budget number to ensure that the deposit is to the correct budget. The Cashier’s Office will provide you with a receipt of the deposit.
7. The original receipts, a copy of the long form, and a copy of any deposit made must be brought to Accounts Payable (Baldwin, 3rd Floor) or mailed to Accounts Payable, Box 721 to clear the advance. You must keep a copy of the long form and the receipts for your records.

N.B. If you fail to account for the funds from your advance (i.e. they are not credited to your account), YOU are PERSONALLY LIABLE for that money: it will be charged to your student account and appear on your year-end bill.
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: [ ] Organization: [ ] Account Code: [ ] Program: [ ] $ Amt. [ ]

Fund: [ ] Organization: [ ] Account Code: [ ] Program: [ ] $ Amt. [ ]

Fund: [ ] Organization: [ ] Account Code: [ ] Program: [ ] $ Amt. [ ]

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: __________________________
Conference Registration, Membership Dues

A long form can be used for intangible items like conference registration and subscriptions. All payments for fees or dues must be accompanied by appropriate registration forms.

Checks are “cut” on Wednesday and Friday mornings with NO exceptions. All requisitions must be submitted to Accounts Payable by noon on the Tuesday or Thursday before the requested pickup date.

Procedure:

1) Obtain a Long requisition form from the VSA VP for Finance.

2) Complete form and obtain VSA VP for Finance signature. Accounts payable will not accept forms without VSA signature.
Vassar College
Controller's Office
REMIT TO BOX #12
DIRECT PAYMENT/REIMBURSEMENT REQUISITION FORM

Date: __________________

MAKE CHECK PAYABLE TO: GROUP / CONFERENCE

Address: __________________ TO DELIVER IN PERSON

City, State, Zip: __________________

Explanation of Payment and Special Instructions:

Please make check payable to...

for...

Check to Be: (Check One)

☐ Held for Pickup ☐ Mailed to Address Above ☐ Mailed to Box #

☐ Enclosed ☐ On File in Controller's Office ☒ Not Applicable

W-9 Information (Check One):

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


Departmental Information

Department Name: YOUR ORG
Department Box #: ORG TREE BOX
Telephone #: ORG TREE EXT

Requested By: ORG TREE
Approved By: VSA TREE

Controller's Office Use Only

Verified By: _______ Date: _______
Approved for Payment By: _______
Date Entered: _______
Entered By: _______
Checks for Honorariums and Payments to Performers

Checks are “cut” on Wednesday and Friday mornings with no exceptions. All requisitions must be submitted to Accounts Payable by noon on the Tuesday or Thursday.

All payments to individuals for services rendered must be accompanied by a contract and “W-9” form.

**Procedures:**

1) Obtain a contract from the performer’s company or Campus Activities or the VSA VP for Finance.

2) Obtain a “W-9 form” from the VSA VP for Finance or Accounts Payable and have it completed by the performer.

   *Note:* a. *When paying a band, use the Social Security # of the leader.*

   b. *When paying a company, use their Federal ID #.*

3) Obtain and complete a long form from the VSA VP for Finance.

4) Obtain VSA VP for Finance’s signature. Accounts Payable will not accept forms w/out VSA signature.

5) Submit form along with additional documents to Accounts Payable.
Please make check payable to...
The VSA Purchasing Form is used for anything that can be purchased using the Vassar Credit Card (including online purchases, booking hotel rooms etc.).

Procedure:

1) Obtain and complete a VSA Purchasing Form from the Vice President for Finance.

2) Meet with the Vice President for Finance to make the purchase.

   Note: Bring form and be prepared to complete all steps required for purchase (e.g. putting items in online shopping cart, entering shipping information) before the Vice President for Finance enters billing information.
The “Short Form”

The short requisition form is mainly used for tangible items (things you can hold in your hand) that need to be paid for via check or purchase order (P.O.). This includes:

Purchase orders for supplies (going to Adam’s Fairacre Farms, car rentals at Avis and Enterprise, Home Depot…)

Checks for supplies (party decorations, tee-shirts, anything with a known specific cost…).
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ESTIMATED / ACTUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR INTERNAL USE ONLY. THIS IS NOT A PURCHASE ORDER

<table>
<thead>
<tr>
<th>NOTE:</th>
<th>PRICE LIST</th>
<th>QUOTE</th>
<th>CONTRACT</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>REQUESTED BY</td>
<td>PHONE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APPROVED BY</td>
<td>DEPARTMENT HEAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>APPROVED BY</td>
<td>PURCHASING AGENT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Purchase Orders for Items

A purchase order is the accepted instrument used to procure goods and services for businesses and institutions. It spells out the agreement between the buyer and the seller, and once accepted, has the legal force of a binding contract - committing the buyers to accept and pay for the described goods and the suppliers to deliver them as ordered.

Purchase orders can have “over-estimates.” Any unused funds will automatically be placed back into your account by the Controller’s Office.

Note: A “blanket” order is an order which remains open throughout a specified period of time in order to facilitate repeated purchases.

Procedures:

1) Obtain and complete a short form from the VSA VP for Finance.

2) Obtain VSA VP for Finance’s signature. Purchasing will not accept forms w/out VSA signature.

   Note: Your budget number should read: 8xxx-45000-9605-98.

3) Submit req. to Purchasing Department (Buildings and Grounds/ Shipping and Receiving) in order to receive a purchase order (please give them a minimum of 24 hours to prepare this).

4) Return to purchasing to pickup purchase order, and give to the appropriate vendor.

5) Sign and return green copy of purchase order to Purchasing Department in order to confirm receipt and payment.
Please make P.O. for...
list all items & cost

What New Hack Gives To You:

Y's Only This is a Copy of Order as Mailed

Total $
Checks for Items

Items include rental goods, tickets, hotel reservations & capital items. Checks are “cut” on Wednesday and Friday mornings with no exceptions.

All requisitions must be submitted to the Purchasing Department by noon on Tuesday or Thursday.

Procedures:

1) Obtain and complete a short form from the VSA VP for Finance.

2) Obtain VSA VP for Finance’s signature. Purchasing will not accept forms w/out VSA signature.

   Note: Your budget number should read: 8xxx-45000-9605-98.

3) Submit short form to Purchasing Department.

4) Receive check and bring to vendor or have it sent directly.
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM AND DESCRIPTION</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Please make check...</td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Item and description</td>
<td></td>
</tr>
</tbody>
</table>

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FOR INTERNAL USE ONLY. THIS IS NOT A PURCHASE ORDER

<table>
<thead>
<tr>
<th>NOTE:</th>
<th>PRICE LIST</th>
<th>QUOTE</th>
<th>CONTRACT</th>
<th>OTHER</th>
</tr>
</thead>
</table>

REQUESTED BY: Trez of ORG

APPROVED BY: VSA Trez

DEPARTMENT: 

PURCHASING AG: 

Other Transactions

Deposits

Transfers

Student Employment

Faculty/Staff Employment

Point Drives
Deposits

Students may deposit funds into their organization’s account at the Cashier’s Office. All checks should be made payable to “Vassar College.” Fundraising money MUST be deposited into the appropriate account **within 24 hours of fundraiser, or within 72 hours if the event occurs over the weekend.** Remember: the more money that is seen deposited into your account, the better. Please do not have any “slush funds.”

**Procedure:**

1) Bring all cash and/or checks to the Cashier’s Office, located in Main South, and give them your budget number: 8xxx-45000-9130-98.

2) Receive deposit receipt from Cashier.
Cashier's Office Box 743  
124 Raymond Avenue  
Poughkeepsie, NY 12604  
Phone (845) 437-5340

CASH RECEIPT NO. 16959

Rec'd from Daily Brew  
Date 9/4/02

Description

<table>
<thead>
<tr>
<th>Cash</th>
<th>Check No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org.</th>
<th>Acct.</th>
<th>Prog.</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>8409</td>
<td>4500</td>
<td>9130</td>
<td>98</td>
<td>113.46</td>
</tr>
</tbody>
</table>

Total Am't Rec'd 113.46

Rec'd by Donna  
Thank You
Transfers

Transfers can be made between VSA organizations and with other Vassar College departments.

**Note:** If a VSA organization is receiving funds from a department, the department secretary or administrative assistant will transfer the funds. Your budget number should read: 8xxx-45000-9130-98.

All other transfers will be processed by the VSA VP for Finance.

**Procedures:**

1) Obtain a VSA VP for Finance’s Transfer form from the VSA VP for Finance.

2) Complete form and submit to the VSA VP for Finance.
Student Employment

Any student that renders services to a VSA organization MUST be paid through the Office of Student Employment. The performance fee will be added as a lump sum to the student’s next paycheck. These earnings will be counted towards the full income that the student may earn in a given academic year. Forms must be submitted prior to the performance date.

For bands, each member of the band must be paid individually.

Procedures:

1) Create a contract between your organization and the performer. Each contract must include the following signatures: yours, the performer, the VSA VP for Finance and Terri Quinn, the Director of Campus Activities.

2) Obtain a “Student Employment Hiring Form” from the VSA VP for Finance or the Office of Student Employment, located in Main House.

3) Complete form and obtain VSA VP for Finance’s approval. The Office of Student Employment will not accept forms without VSA signature.

   Note: All forms must be submitted to the VSA VP for Finance along with a completed “VSA VP for Finance Receipt” form.

4) Complete a “VSA VP for Finance’s Transfer Receipt” showing amount of payment.

5) Submit form along with contract to the Office of Student Employment.
Contract Date: __________________ made effective.
Between: __________________ (performer) and __________________ (organization).

EVENT INFORMATION

Performer Provides: (event)
Location:
Date of Performance:
Arrival Time agreed to:
Start Time:
Total Time of Performance:

PAYMENT

Price of Performance:
Lodging:
Provisions:
Additional Information:

ARTIST/PERFORMER INFORMATION

Company/Organization:
Contact:
Fed I.D. or Social Security #:
Address:

Phone:
Fax:

This agreement will exist for the time period set forth in the paragraph above unless canceled earlier. The artist/performer agrees to provide certain services to the organization and the organization agrees to pay for these services upon the terms and conditions contained in this agreement. No amendments may be made to the Agreement unless in writing. This agreement is the entire agreement between parties, unless a rider is attached and agreed upon by both parties.

AGREEMENT

This agreement shall be governed and constructed in accordance with the laws of the State of New York.

Agreed to and Accepted by both parties on the date written above:

Performer/Service Provider       Date

Teresa Quinn       Date
Director of Campus Activities
DEPARTMENT HIRING FORM
*VSA*
VASSAR COLLEGE

DEPT NAME: [Name]
CONTACT PERSON: [Name]

BUDGET* TO BE CHARGED: [Budget]

*STUDENT HOURLY RATES MUST BE CHARGED TO A LEGITIMATE LABOR ACCT 5720 IS FOR

ACADEMIC PURPOSES.

PROVIDE THE FUND NUMBER WHICH DESCRIPTION THE VSA ORGANIZATION MAKING

PAYMENT.

JOB TITLE:* [Title]

*IF THIS IS A NEW POSITION PROVIDE A BRIEF JOB DESCRIPTION ON BACK

DATE THIS HIKE BEGINS:* [Date]

IF HOURS PER WEEK BEFORE STUDENT WORKS

DATE THIS HIKE SHOULD END: [Date]

HOURLY RATE APPROVED BY STUDENT EMPLOYMENT? [Y/N/A] OR

CHECK FOR STUDENT EMPLOYMENT TO DETERMINE (THIS WILL BE

BASED UPON THE TYPE OF WORK, JOB DESCRIPTION REQUIRED.)

ESTIMATE A TOTAL AMOUNT YOU EXPECT THE STUDENT TO EARN IN

THIS POSITION? $[Amount]

IF A ONE-TIME PAYMENT, HOW MUCH IS THE PAYMENT? $[Amount]

IF YOU KNOW THE INDIVIDUAL TO FILL THIS POSITION COMPLETE

THE SECTION BELOW (VASSAR ID# is REQUIRED)

OTHERWISE, CHECK TO HAVE THE JOB POSTED.

PLEASE POST

YOU MAY NOT EMPLOY A STUDENT UNTIL YOU RECEIVE CONFIRMATION

FROM STUDENT EMPLOYMENT THAT THE STUDENT IS ELIGIBLE TO

WORK.

COMPLETE ONE FOR EACH VASSAR STUDENT TO BE PAID.

STUDENT NAME: [Name]

VASSAR ID #: [ID]

SIGNATURE, NAME AND DATE OF PARTY AUTHORIZING THIS HIKE:

[Signature] [Date]

VSA PAYMENTS MUST ALSO BE SIGNED BY VSA TREASURER:

[Signature] [Date]

---

VSA Treasurer's Transfer Form

Date: [Date]

Requesting Organization's Name: [Name]

Fund #: [Fund]

(note: dept/office transfers should be handled by Office Secretary unless for payment to them)

Amount Paid/Transferred: $[Amount]

To: [Name]

Fund #: [Fund]

(For St. Empl) Address or box #: [Address]

(For dept/office transfers) Full Budget #: [Budget]

For: [Purpose]

Circle One: [Payment] [Transfer]

Requestor: [Name]

Approved: [Name]

(VSA Treasurer)
Faculty/Staff Employment

Any member of Vassar College’s faculty or staff that renders services to a VSA organization must be paid through the Office of Human Resources.

Procedures:

1) Create a contract between your organization and the employee. Each contract must include the following signatures: yours, the employee, the VSA VP for Finance and the Director of Campus Activities.

2) Obtain a “Status Change Form” from the VSA VP for Finance or the Office of Human Resources, located in Baldwin House.

3) Complete form and obtain VSA VP for Finance’s approval. The Office of Human Resources will not accept forms w/out VSA signature.

   \textit{Note: All forms must be submitted to the VSA VP for Finance along with a completed “VSA VP for Finance Receipt” form.}

4) Submit form along with contract to the Office of Human Resources.
**Vassar College - Status Change**

<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
</tr>
</tbody>
</table>

### 1) Position/Job Information

- Check all that apply:
  - [ ] New Employee
  - [ ] Rehire
  - [ ] Promotion
  - [ ] Other

- Start Date: [ ] Full Year
- [ ] Academic Year
- [ ] Temporary
- [ ] Alternate
- [ ] Replacement

- Contract Date: [ ] Full Time
- [ ] Part Time
- [ ] Academic Year
- [ ] Temporary
- [ ] Substitute
- [ ] Other

- Tournament Dates: [ ] Full Time
- [ ] Part Time
- [ ] Academic Year
- [ ] Temporary
- [ ] Substitute
- [ ] Other

### 2) Leave of Absence

- Please check:
  - [ ] Paid
  - [ ] Unpaid

- Indicate Type:
  - [ ] AB Academic Leave with Benefits
  - [ ] AC Academic Leave - Unpaid
  - [ ] DE Bereavement Leave
  - [ ] BF Bridge Leave with Full Pay
  - [ ] BP Bridge Leave with Partial Pay
  - [ ] DI Disability Leave
  - [ ] FM FMLA Leave
  - [ ] JU Jury Duty
  - [ ] ME Medical
  - [ ] MI Military
  - [ ] PL Parental
  - [ ] PR Personal
  - [ ] SA Sabbatical
  - [ ] TF Terminal Leave with Full Pay
  - [ ] TP Terminal Pay with Partial Pay
  - [ ] WC Worker Compensation Leave

- Begin Date: [ ]
- End Date: [ ]

### 3) Termination

- Indicate Reason:
  - [ ] DE Death
  - [ ] DT Denied Tenure
  - [ ] RE Involuntary - Eligible for Re-Hire
  - [ ] RI Involuntary - Ineligible for Re-Hire
  - [ ] NC Non-Renewal of Contract
  - [ ] RE Early Retirement
  - [ ] RR Regular Retirement
  - [ ] TE End of Temporary Job
  - [ ] VE Voluntary - Eligible for Re-Hire
  - [ ] VI Voluntary - Ineligible for Re-Hire

- Date of Termination: [ ]
- Date of Separation: [ ]

### 4) Comments

One time payment to... for...

### 5) Authorization

[Signature]

[Date]
Point Drives

VSA organizations can fundraise by collecting Campus Dining Meal Plan Flex-Points to purchase food and sundries from the Catering Office. Point collections will take place in the lobby of ACDC, Monday thru Friday.

All point collection transactions must be recorded using an AT&T Mini Wedge, supplied by Campus Dining and distributed by the Card Office.

**Procedures:**

1) Meet with the Director of the Catering Office in order to reserve the lobby of ACDC and the Mini Wedge for a particular date.

2) Sign out and pick up Mini Wedge, instructions and calculator from the Card Office immediately before the point collection time. The group will be responsible for repairing or replacing any damaged or missing equipment.

3) Return all equipment to the Card Office after the point collection. If the Card Office is closed, return materials to a Campus Dining Manager.

4) Meet with the Director of the Catering Office to inquire about your account and to purchase goods.
Pertinent VSA Bylaws

Article IV.

Section 7: Procedures for Certification

F. Certified organizations shall receive a VSA Budget number, into which they may complete financial transactions, in cooperation with the Vice President for Finance. Funding is not guaranteed for any VSA organization.

G. If a certified organization incurs a debt, it must repay that debt within two academic semesters or its recognition must be revoked. Such organizations may not re-apply for recognition or authorization for at least one calendar year. The statement of purpose shall determine if a group represents a new organization, or an old organization attempting to be re-certified.

Section 8: Deficits

A. Any deficit incurred by an organization in a semester shall carry over in full and continue to be the responsibility of that organization in subsequent semesters.

B. The VSA shall not budget organizations to cover past debts.

C. Organizations that accumulate debts are expected to have eliminated those debts through fundraising two semesters after the debt is incurred.

Section 9: Monetary Responsibility

A. Organizations are expected to spend money responsibly.

B. At any time, the VSA Vice President for Finance and/or the VSA Executive Board may inquire into purchases they deem questionable or excessive. If abuses are found, the organization and/or individuals in question may be subject to disciplinary action.

Section 10: Budgeting Eligibility

No organization shall be eligible for budgeting without formal VSA Certification, having their Constitution on file with the VSA Vice President for Activities, or failing to comply with budgeting procedures.

Section 11: Bank Accounts

A. No organization funded by the VSA shall hold funds in any bank account.

B. All organization’s funds shall be deposited in, held in, and requisitioned from an account controlled by Vassar College. Any organization refusing to deposit all funds in their VSA account shall forfeit its entire organization’s budget to the Organizational Contingency Fund.

Section 12: Fundraising

A. Fundraising shall be defined as money raised over and above the amount spent to hold the fundraising event.

B. All organizations must fundraise in order to supplement their semester or yearly budget in a manner the organization deems appropriate and in a responsible manner.
C. The amount of money that a VSA organization has fundraised, through outside financial assistance or otherwise, must be reported to the VSA through the organization’s reports.

Section 13: Outside Financial Assistance
VSA Organizations may obtain outside financial assistance as part of their fundraising efforts under the following conditions:
A. Before attempting to obtain outside financial assistance, all VSA organizations must consult with the VSA Vice President for Finance and the Development Office. Advertising contracts made between media organizations and corporate advertisers are subject to review/approval of the VSA Vice President for Finance and the Director of Campus Activities.
B. Outside financial assistance shall be defined as any contributions or donations of money, services, or equipment by any company/organization outside of the VSA or Vassar College. Business transactions between VSA organizations and outside companies/organizations that result in a profit for VSA organizations are also defined as “outside financial assistance.”
C. If the VSA Vice President for Finance determines that the VSA organization may not be able to uphold its end of the agreement, the contract shall be subject to review by the VSA Council.
D. All financial assistance shall be a factor in the budgeting process for the semester or year.
E. Any VSA organization attempting to obtain outside financial assistance must inform its corporate sponsor in writing that a contribution to a VSA organization may or may not be tax deductible.
F. All solicitations of alumnae/i must be conducted in conjunction with the Development Office.

Section 14: Anticipated Revenue for Programmed Events
Treasurers must stipulate on their budget request form and in their organization reports all anticipated revenue and expected attendance for all programming planned.

Section 15: Funding and Academic Credit
The VSA does not fund organizations from which student members may receive academic credit.

Section 16: Reimbursement of Students in a VSA Organization
No VSA organization, with the exception of the Classes, Resident Halls, and VSA Executive Board, may pay a member of its own constituency for services rendered to that organization.

Section 17: Political Endorsements and Funding
VSA Organizations must reimburse or pay the College for any services or facilities provided to the organizations for use in connection with political campaigns or campaigns to influence specific legislation.
Section 18: Donations to Off Campus Groups or Organizations
VSA Organizations cannot donate VSA budgeted funds or items derived from these funds to off-campus organizations; such donations may only occur out of moneys which have been fundraised.