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INTRODUCTION

Welcome to the Center for Campus Life at Rochester Institute of Technology!

The Finance Certification is a training opportunity for RSOs, SSOs, the Greek community and the Center for Campus Life (CCL) recognized student clubs and organizations to enhance their understanding of financial processes and policies. By completing this training, students gain valuable knowledge regarding requirements, expectations, and available support. This training information also serves as a resource to reference before engaging in any financial transactions to ensure compliance with RIT policies and procedures.

PLEASE NOTE: As of July 1st, 2019, any student making a financial transaction on behalf of their club or organization is required to pass the financial certification before they can make any financial transactions.

This certification is required annually (July 1st – June 30th) for members who will be completing financial transactions for student clubs and organizations. This certification must be completed prior to making any financial transactions, and must be completed each academic year, not each semester.

An additional change to be aware of is the new online Expense Approval Form (EAF) that will be used starting July 1st, 2019 in CampusGroups. We will not be accepting any prior versions of the EAF as of July 1st, 2019. No transactions will be completed unless requested with the new EAF. For any questions, students are encouraged to meet with the Campus Life Finance Team.

We look forward to working with you!

CONTACTS

The Finance Team office is located in the Tiger Suite, Campus Center 03-1610. Office hours are Monday through Friday 8:30am - 4:30pm.

Front Desk Attendant:
The first point of contact at the Tiger Suite. The student employee who supports the Tiger Suite staff, answers club inquiries, schedules appointments, receives paperwork, maintains club folders, and manages delivery of packages, crccl@rit.edu, 585-475-4111

Dawn Rizzo, Sr. Financial Assistant
Provides financial support for Sports clubs, Religious clubs, ALANA Collegiate Association, and A-Capella Groups, dawn.rizzo@rit.edu, 585-475-5798
Austin Vyskocil, Sr. Financial Assistant:  
Provides financial support for WITR, Greek councils’ on-campus accounts, all student clubs and organizations (except sports and religious clubs), axvccl@rit.edu, 585-475-6072

Elaine Kanara, Associate Director for Financial Operations:  
Provides financial support for Campus Life department accounts, Student Activity Fee accounts, Student Government, elaine.kanara@rit.edu, 585-475-5658

**RIT EVENTS**

Student clubs and organizations are required to register all events in RIT Events at least 4 business days prior to the event date. This does not guarantee that the event will be approved as certain services may require up to 10 day notice in advance. An event must be entered in RIT Events prior to any transactions being completed related to the event. When you receive an event reservation number, you need to include it in your completed EAFs for any event-related purchases.

**BUDGETS**

A budget is an estimate of costs, revenues and resources over a specific period of time, and reflects a financial forecast. It also serves as a plan of action for achieving quantified objectives to help you accomplish your student club’s or organization’s mission and goals. All student clubs and organizations are highly encouraged to create and maintain a budget by keeping records for every income and expense transaction, such as receipts, invoices, packing slips, etc.

Every month, the Campus Life finance team generates reports and places print copies in each student club’s and organization’s mail folder in the Student Organization Dropbox for reconciliation purposes.

The club budget process is submitted online via CampusGroups in the SPRING of every academic year for the following year. **All eligible clubs will receive budget allocations from Campus Life by the first week of classes in August. Clubs will be notified of their budget allocation via CampusGroups.** The submission of a budget request to Campus Life does not guarantee budget allocation. Please note, these funds are allocated from Campus Life and not Student Government (SG). The SG Finance Committee awards have a separate process, contact SG for more details.

Off-campus bank accounts and cash boxes are strictly prohibited.
CREATING AND MAINTAINING STUDENT CLUB AND ORGANIZATION BUDGETS

Although the Center for Campus Life finance team maintains the budgets for all student clubs and organizations, students are highly encouraged to maintain their own budget records separate from Campus Life. In order to plan for upcoming events, fundraising and expenses, it is critical for student clubs and organizations to understand how to appropriately budget for all related financial transactions. HERE’S WHAT YOU NEED TO DO:

• Routinely discuss the status of the student clubs or organization’s budget at club meetings
• Check-in with the Campus Life finance team to confirm current available balances
• Continuously review/update the budget to record expenses and revenues accurately

By keeping detailed financial records, student clubs and organizations can have a more thorough understanding of their financial needs throughout the year, and can provide a historical record to new E-board members to assist with a seamless transition to leadership.

There are several types and layouts of budgets that student clubs and organizations can use. By including detailed information, you will be able to analyze spending and revenue for historical trends, goal setting, and documentation. For example:

• How much was spent on food?
• How much fundraising was done for a particular event?
• How much has a vendor been paid historically for a certain item or service?

Campus Life strongly encourages student clubs and organizations to use a budget template similar to the sample one below:

<table>
<thead>
<tr>
<th>Student Club’s or Organization’s Name</th>
<th>Date</th>
<th>Document Reference</th>
<th>Vendor’s Name</th>
<th>Purpose</th>
<th>Revenue</th>
<th>Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9/1/2018</td>
<td>Invoice # 1234</td>
<td>Amazon.com</td>
<td>tape for hanging posters for “Name” event</td>
<td>$23.11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/13/2018</td>
<td>Check #567</td>
<td>Chipotle restaurant</td>
<td>fundraising event on 8/27/2017</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/15/2018</td>
<td>Invoice #89</td>
<td>RIT HUB</td>
<td>posters for December “Name” banquet</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Totals</td>
<td>$100.00</td>
<td>$48.11</td>
<td>$51.89</td>
</tr>
</tbody>
</table>

Current Available Balance = Beginning Balance + Total $201.89

RECONCILING STUDENT CLUB AND ORGANIZATION BUDGETS:

Since data entry errors or other types of mistakes may occur when information is entered into the student club’s or organization’s budget, it is important to identify them and make corrections in a timely manner. It is not recommended to wait until the end of the fiscal year to research issues since there may not be enough time to resolve discrepancies.

In order to ensure the information entered into the student club’s or organization’s budget is accurate and nothing has been inadvertently left out, it is essential for student clubs and organizations to reconcile their budgets to source documentation for both revenue and expenses.
(receipts, packing slips, invoices, checks, etc.). This can be particularly helpful to student clubs and organizations with a high volume of financial transactions, and/or a large number of members involved with revenue and expense activities. It is highly recommended to have several members involved in the financial aspects of running a student club or organization. Refer to Segregation of Duties section in this document for more information.

The Campus Life finance team reconciles all club budgets monthly, and provides a print copy for each club to use in their own reconciliation as well. The print copy is placed in the mail folders by the 15th of every month. HERE’S WHAT YOU NEED TO DO:

- Keep a copy of the source documentation to use when reconciling the budget
- Collect the printed copy from your mail folder in the Student Organization Dropbox once a month
- Reconcile your budget and correct any discrepancies

You may also meet with the Campus Life finance team for assistance with reconciling

EXPENSE APPROVAL FORM (EAF)

Expenses may be in different forms of transactions performed by a process that starts with filling out an Expense Approval Form (EAF)

An EAF is a Campus Life form that states the intent of a student club or organization to complete a transaction affecting its budget, and is submitted in CampusGroups.

Additionally, the actual amount spent must not exceed 10% of the original amount listed on the EAF. If purchasing items for an event, the student club or organization must first register the event on RIT Events 4 business days before the event. If the event is not registered, then expenses cannot be made towards the event. This includes personal reimbursements. Please note, the event cannot be registered after the fact. Student clubs and organizations must submit one EAF for each vendor they wish to purchase from. An exception would be if you go to one store and they do not have the item(s) you want. Instead of filling out a new EAF, you may go to a similar store to purchase the same item(s).

The following is a list of transaction types:

- Visa Card (example: 3rd party vendors, local or online for amounts less than $4999)
- Amazon.com purchase (example: any purchase made on the Amazon account except gift cards)
- Reimbursement (example: When the Tiger Suite is closed and club members do not have a RIT Visa card, they realize they have forgotten to purchase an essential item for their event. In this case, they can use personal funds, and then submit a request for reimbursement afterwards, excluding sales tax.)
• Check Request (example: 3rd party vendors that don’t accept Visa)
• RIT Chargeback (example: RIT entities such as HUB, FMS, Tech Crew, Catering)
• Petty Cash (example: making change for fundraising events, such as ticket sales)
• Transfer of Funds (example: Dept. sponsorship, donation from one club to another)
• Awards (example: requesting usage of a received SG award)

SALES TAX EXEMPTION

PURCHASES MADE IN NEW YORK
RIT is a not-for-profit university, and therefore does not pay sales tax on purchases for goods and services made in New York State. This sales tax exemption may never be used for personal expenditures.

Many vendors will not honor RIT’s sales tax exemption when you use a personal credit card or pay cash for your purchase. When using the RIT Visa Card, please notify the vendor that your purchase is tax exempt before the purchase is complete. The vendor may request that you present RIT’s state tax exemption certificate. This will be provided to you when you sign out a Visa Card from the Tiger Suite. The vendor may keep a copy of the certificate.

If you are charged sales tax with the RIT Visa Card then it is your responsibility to return to the vendor and have them refund the tax. Otherwise, you will need to use personal funds to deposit the amount of the tax into the club account to reimburse RIT for the tax charged. Failure to do this within 2 business days of the transaction date will lead to your club being placed on hold.

PURCHASES MADE IN STATES OTHER THAN NEW YORK
If traveling outside of New York State, please work with your Tiger Suite finance team when making travel arrangements. If RIT’s tax exemption status is honored by the state where you are traveling, your finance contact person will notify the hotel of this. If you personally pay for goods and services while traveling, you will be charged sales tax since you will not have a RIT Procurement card with you. Please speak with your finance contact person regarding reimbursement for this.

RIT VISA CARDS

The RIT Visa Card is the preferred method of payment for most purchases (up to $4,999.99). When students sign out a Visa Card, a copy of the RIT tax exemption certificate is also provided because RIT does not pay sales tax.
HERE’S WHAT YOU NEED TO DO TO SIGN OUT A VISA CARD:

• Submit an EAF for your purchase via CampusGroups
• Once the EAF is approved, schedule an appointment with your finance team contact person by emailing the Tiger Suite Front Desk Attendant at crcccl@rit.edu or calling 585-475-4111

Appointments are highly preferred. Walk-ins are welcome but the availability of Visa Cards is not guaranteed, especially when it’s close to the weekend

• After making the purchase, be sure to obtain a detailed receipt showing every item purchased, and keep a copy for your student club’s or organization’s records.
  o A detailed receipt shows the following:
    ▪ Vendor Name
    ▪ Date of purchase
    ▪ Detailed list of the exact items purchased
    ▪ Total purchase amount
    ▪ No sales tax has been charged
• Return the RIT Visa Card with the detailed receipt(s) by 11 a.m. the next business day to:
  o The Tiger Suite Front Desk Attendant during business hours
  o The Drop-Box during non-business hours only

ONLINE PURCHASES WITH A VISA:

(For online purchases other than Amazon.com)
• Submit an EAF in CampusGroups
• Check out the Visa Card
• Forward the email confirmation you receive from the vendor to your financial contact
• Make sure the Billing Address is as follows:
  
  Rochester Institute of Technology
  Campus Center
  127 Lomb Memorial Drive
  Rochester, NY 14623-5608

• Make sure the Shipping Address is the Tiger Suite, as follows:
  
  Rochester Institute of Technology/your Student Club’s or Organization’s Name
  Attn: Your Financial Contact Person (Dawn Rizzo, Austin Vyskociil, or Elaine Kanara)
  Campus Center Bldg.03 – Room 1610
  127 Lomb Memorial Drive
  Rochester, NY 14623-5608

  Shipping to a personal address or another on-campus address is prohibited. All packages must be shipped to the Tiger Suite.
• Return the Visa Card by the next business day 11 am and provide all required documents.

**Tracking Purchases and Ensuring Receipt of Goods:**
All online and phone orders are required to be delivered to the Campus Life Tiger Suite, to ensure all ordered items and quantities are received in full. Student clubs and organizations are encouraged to document the order in their budgets, and to monitor their email for tracking information. By doing so, they can identify any orders that have not been delivered in a timely manner, or delivered to an incorrect address. Students then are able to contact the vendor to resolve this situation by re-shipping items and/or making any financial adjustments to the transaction.

Packages are first delivered to RIT's Shipping and Receiving loading dock, and are then distributed to on-campus offices. Shipping and Receiving’s new delivery timelines can add 3-4 days to the delivery estimate that the vendor provides, so please keep that in mind when ordering items online. Once packages are delivered to the Campus Life Tiger Suite, the Front Desk Attendant will notify the student club or organization via email that packages are ready for pick-up. If you receive an email from the vendor that the order was delivered, but you have not yet received an email from the Front Desk Attendant, the package is most likely still being processed by RIT's Shipping and Receiving. Additionally, since not all items in an order may ship together, students should open the box when picking up a package to review the delivered items and shipping documentation and verify that all ordered items have been received.

**AMAZON.COM PURCHASES**
(For Amazon.com ordering only, you don’t need to check out a Visa Card to complete a purchase)

• Submit an EAF in CampusGroups.
• Once it is approved, you will be provided with the login credentials via email.
• Make sure to review the email containing the Amazon login credentials in full to ensure you place your order correctly and it does not get rejected*.
• Shop and submit the order online for approval by your financial contact, who will approve and place your order. The Tiger Suite Front Desk Attendant will notify you when your order arrives in the Tiger Suite and is ready for pick up.
• **You cannot purchase gift cards of any type via Amazon.**

*The financial team reserves the right to reject orders that do not match the completed EAF, or comply with the directions given in the email containing the Amazon login information.
PURCHASE ORDERS (PO'S):

Purchase Orders are required for purchases of $5,000.- or more, and are prepared by your financial contact person.

HERE’S WHAT YOU NEED TO DO:

- Complete an EAF for a Check Payment
- For orders $10,000 or more, submit three (3) detailed written quotes from the vendors of your choosing
  - For catering purchasing, a quote from RIT Catering is required
  - For apparel and printing, a quote from the HUB is required
- For NEW vendors/suppliers, the following forms need to be completed by the vendor/supplier and submitted to the Campus Life finance team along with the Contract Request Form:
  - **W9**
  - **Pre-Approval to Engage Independent Contractor Services**
  - **New Supplier Set Up Form**
  - **Determination of Citizenship Requirement Form** (if an individual)
- For CURRENT vendors/suppliers, an updated W9 form may also be needed for vendors and suppliers that have been inactive in our finance system for a year or longer. The Campus Life finance team can advise you if this is needed.
- Schedule an appointment with your finance team contact person by emailing the Tiger Suite Front Desk Attendant at crcccl@rit.edu or calling 585-475-4111

CHECK REQUEST TO PAY TO A VENDOR

Check payments can be requested when a vendor or supplier does not accept a credit card and the total transaction amount is less than $5000.00

- The following information is required for a check payment request:
  - Submit EAF
  - Invoice from the vendor/supplier, or completed contract (a Contract Request Form must be completed and submitted to Campus Life prior to work/service)
  - For new vendors/suppliers, the following forms need to be completed by them and submitted to the Campus Life finance team along with the Contract Request Form:
    - **W9**
    - **Pre-Approval to Engage Independent Contractor Services**
    - **New Supplier Set Up Form**
    - **Determination of Citizenship Requirement Form** (if an individual)
For current vendors/suppliers, an updated W9 form may also be required, the Campus Life finance team can advise you if it is needed. Please note that check requests can take approximately 10-15 business days to be issued. Peak times during the year may extend this timeline. Please note that RIT does not pay in advance of the work being completed.

PAYMENTS FOR WORK DONE:

When a student club or organization wants to have work completed (i.e. logo design, photography, judging a contest, DJ'ing, etc.), they may NOT hire current students, faculty or staff.

To pay someone who is not a current student, faculty or staff member, please refer to the check request payment section.

REIMBURSEMENTS (TO STUDENTS)

Students are eligible to spend their own personal funds and then be reimbursed by the student club or organization’s account, as long as there is a sufficient available balance in the account to do so. Students should not routinely make student club or organization purchases with their personal funds. This should only be done in situations where there are extenuating circumstances.

Therefore, the following needs to be considered when asking for a reimbursement:

1. RIT is a tax exempt organization, which means that tax cannot be reimbursed
2. In order to be reimbursed for allowable expenses, you need to follow this process:
   a. Submit an EAF in CampusGroups and submit original detailed receipts, and other required documentation (such as mileage sheets, documentation of mileage, event registration) to the Campus Life finance team
   b. If you have not done so previously, or if your banking information has changed, you need to fill out the Accounts Payable Direct Deposit form and submit to the finance team (do not send to Accounts Payable)

Please note that the Accounts Payable direct deposit form is not the same as the Payroll direct deposit form

3. Reimbursement requests can take approximately 10-15 business days to be issued. Peak times during the year may extend this timeline, particularly in the spring semester.
4. Reimbursement cannot be made if:
   a. There are insufficient funds in the student club or organization’s account.
   b. For expenses made in the prior school year
SOME FACTS ABOUT REIMBURSEMENTS:
• Students need to submit reimbursements as soon as they make purchases
• All reimbursements for the same fiscal year must be submitted before the last day of classes in order to be processed before year closing

REIMBURSEMENTS / PAYMENTS (TO ADVISORS)

As a policy, we don’t reimburse advisors in order to adhere to good accounting practices and internal audit compliance.

Clubs may not purchase items for their advisor, such as gifts/prizes, and may not pay for travel expenses related to a conference/event (unless it is required that the club advisor attend).

RIT HUB

Every time a student club or organization wants to use a design or logo in any digital or print media, the first step is to get the design approved by the Campus Life club administration.

HERE’S WHAT YOU NEED TO DO:
• Submit your design through the Request Services button located on the CCL website in CampusGroups under the Marketing and Communication tab
• CCL Events Team will approve or request changes to the design
• Contact the HUB to request a quote
• Submit a completed EAF and check HUB to perform the job (printing/copying), with one copy of the flyer you want duplicated or printed on any type of promotional items
• We complete a HUB form for you and place it in your student club or organization’s mail folder in the student organization dropbox room by the next business day
• Take this form to the HUB and they will complete your job
• The HUB will send us the invoice/receipt automatically at the end of the month

For any apparel requests, a quote from the HUB is required before a purchase can be completed. This does not obligate you to purchase from the HUB, but we do encourage you to consider purchasing from them.

FREE COPIES PROVIDED BY THE TIGER SUITE

All Campus Life recognized student clubs and organizations are allowed 200 FREE black/white single-sided copies per year from the Campus Life Tiger Suite.
HERE’S WHAT YOU NEED TO DO:

- Submit your design through the Request Services button located on the CCL website in CampusGroups under the Marketing and Communication tab.
- After your design is approved, email the Tiger Suite front desk at crccl@rit.edu the best version/resolution to be copied and indicate how many copies are needed.
- You do NOT have to use all 200 at the same time.
- The copies will be placed in your club mail folder the next business day.

PETTY CASH

Student clubs and organizations are allowed to request a maximum of $200 in petty cash to make change at an event, such as ticket sales, fundraising sales, etc. petty cash requests are due 7 business days in advance.

HERE’S WHAT YOU NEED TO DO:

1. Submit an EAF in CampusGroups by checking petty cash and indicate the exact denominations needed:
   a. Quarters - $10 roll (40 quarters)
   b. Dimes - $5 roll (50 dimes)
   c. Nickels - $2 roll (40 nickels)
   d. Pennies - $0.50 roll (50 pennies)
   e. Paper bills ($1s, $5s, $10s, $20s)

2. The Requestor may pick up the petty cash themselves from the Tiger Suite front desk, or can email crccl@rit.edu notifying them of pick up by another student, who has to be financially certified.

3. Return the petty cash by the next business day after the event by dropping it in the secure dropbox in the original envelope of pick up, separate from any fundraised funds.
   a. Please make sure you roll the coins if there are enough to fill a roll. If you deposit loose change that should have been rolled, you will be contacted and requested to come roll it. The funds cannot be deposited until you do so.

   Coin Rollers are available in the student organization dropbox.

   b. Please deposit your returned petty cash separately from any fundraising amount

CASH BOXES

Cash Boxes are available for use by CCL-recognized student clubs and organizations supported on a first come first served basis. You may sign out a cash box for the duration of your event.
Please note that the cash boxes DO NOT lock. Therefore, you are required to deposit your fundraised money each day in the secure dropbox.

HERE’S WHAT YOU NEED TO DO:

- Submit an EAF in CampusGroups, check petty cash (if needed) and check Cash Box, or stop into the Tiger Suite front desk to reserve a cash box.
- Sign out and pick up the cash box from the Tiger Suite front desk
- Return the cash box by the next business day after your event
- Only empty cash boxes are returned to the Tiger Suite front desk attendant.

If the cash box is not returned on the date specified, the student club or organization will be charged the replacement cost for a new cash box.

STUDENT CLUBS/ORGANIZATIONS CASH MANAGEMENT AGREEMENT

To ensure the safe management of student club’s and organization’s cash, this agreement must be reviewed and acknowledged annually by all the members who will be completing financial transactions on behalf of their student club or organization. It is the expectation that each student club or organization member assures compliance with this agreement at all times.

- All students completing financial transactions on behalf of their student club or organization must complete the Finance Certification Training annually.
- Included in this training process is an expected review of materials by each executive board member.
- NO student club’s or organization’s cash is permitted to be kept in "black boxes", "petty cash funds", "cash boxes", or other manner of storage independent of the student club’s or organization's campus financial account. Thus, all student club’s or organization’s cash must be deposited per the Finance Certification resource materials.
- Deposits should be made as soon as possible to safeguard the security of funds. The policy is that all funds collected must be deposited by the next business day after the event.
- Spending out of a student club or organization’s fundraised cash without first depositing the revenue into your student club or organization’s account will jeopardize your student club or organization's recognition status and place your student club or organization on hold.

TRAVEL

The first step to plan for travel is to register your event in RIT Events at least 3-4 weeks in advance before any travel-related financial transactions can be completed. A list of names of all student travelers (current RIT students only) must be provided when the event is registered.
1. Submit one EAF in CampusGroups for each: Lodging, Airfare, Car Rental, etc. (check the info below for more info about how to plan for each expense)
2. Contact the Tiger Suite Front Desk at crcccl@rit.edu to make an appointment with your financial contact person once your EAF has been approved. This appointment may last 30 to 60 minutes depending on the travel arrangements required.

Lodging:
- **Hotels:** It is the responsibility of the traveling student club or organization to select a hotel that meets their pricing and room configuration needs. Once a hotel is identified, please call the hotel and make a reservation. If necessary, you may give a student's personal credit card. The payment information can later be switched from the student’s personal credit card to the RIT Visa Card. This should be done at least 48 hours before the group travels.

**Do NOT book hotel reservations through an online travel site, as the credit card is charged immediately and changing or cancelling an online reservation can be difficult.**

**SOME FACTS ABOUT HOTEL BOOKING:**
- The hotel reservation number must be included on the EAF
- If you are traveling to a state that accepts RIT’s tax exempt certification, your financial contact person will work directly with the hotel to ensure your stay is tax exempt
- Some hotels may require you to provide a list of names of who will be staying in each room
- If the hotel cannot email you the receipt, you must bring back a hardcopy receipt and submit it to your financial contact person
- Before leaving the hotel, please make sure tax was not charged (if applicable)

- **Airbnb:** RIT Visa cards cannot be used to pay for Airbnb. If you would like to stay at an Airbnb location, you must first pay for it out of pocket, and then be reimbursed. RIT cannot guarantee the accommodations/safety of Airbnb. When possible, hotels are preferred.

Airfare:
Student clubs and organizations are responsible for selecting specific flights in preparation of their meeting with the financial contact person. It’s recommended that back-up flight itineraries also be identified in the event the desired flight is no longer available or affordable.

- To make airfare arrangements, you need the legal names (as they appear on their government ID), birth dates, state of residency, and permanent address of all travelers. Please bring this information with you when you meet with your financial contact person to purchase flights. The purchase cannot be completed without this information.
- The Campus Life finance team can make flight arrangements on any reputable website. This determination of a reputable website is up to the financial contact person.

Ground Transportation:
• **SG/PATS Vans:** [https://www.rit.edu/fa/parking/transportation/charter](https://www.rit.edu/fa/parking/transportation/charter)

The following applies for most student clubs and organizations

- Reserve the event in [RIT Events](https://www.rit.edu/campuslife/events)
- Certify student driver(s) (submit a completed EAF: cost is $25.00 per person)
- Reimbursement for gas expenses (submit a completed EAF with original gas receipts)
- Reimbursement for mileage is not applicable since the vehicle is not personally owned

The following applies for Greek Chapters

- Reserve the event in [RIT Events](https://www.rit.edu/campuslife/events) and request services from PATS for usage of PATS/SG vans
- Driver certification may also be required, and can be confirmed by PATS
- Estimate for van usage and driver certification is posted in EMS by PATS, and relayed to Greek Chapters via email confirmation from EMS
- If Greek Chapters are responsible for paying above costs directly from their external off-campus bank account, they will be responsible for paying the full estimated cost to Campus Life prior to providing an account number for PATS in EMS. No exceptions.
- Greek Chapters must pay cash for each instance vans and/or certification payments must be paid. Cash must be deposited into the dropbox.
- The estimated cost of the van usage and any driver certification costs must be paid, PLUS $50 deposit for gas to ensure the vans are brought back with full tanks.
  - Should the vans not be returned with full tanks, then the $50 will be forfeited and used to fill the vans. No partial refunds will be given.
  - Should the vans be returned with full tanks, then the $50 will be refunded.

**Car rental:** If PATS/SG vans are not available, students have the option of renting a car through the Enterprise Henrietta branch only. RIT Procurement Services has made special arrangements with this location in regards to pricing and allowing students under 25 to rent without significant financial fees. Students should decline extra insurance coverage offered at the rental counter unless they are willing to pay for it personally since this cannot be reimbursed. If you have auto insurance at home, it is recommended to check with your agent about coverage. In addition, if you are renting a car from any other rental car agency location, please check with your personal credit card company regarding possible insurance for car rentals.

- Reimbursement for gas expenses (submit an EAF in CampusGroups with original gas receipts)
- Reimbursement for mileage is not applicable since the vehicle is not personally owned

- **Buses/Limos:** If you need a bus or limo service originating from Rochester, here is the [list of RIT approved transportation companies](https://www.rit.edu/campuslife/transportation) that have been screened for safety and adequate insurance coverage. If a company is not on this list, we cannot do business with them.

- **Personal vehicle:** If you choose to use your personal vehicle for your student club or organization purposes, you are eligible for:
Reimbursement for mileage up to $0.50/mile which is meant to cover travel expenses including wear and tear on your vehicle (submit an EAF in CampusGroups and a mileage form, no gas receipts are required)

- Reimbursement for road/bridge tolls and parking fees (submit an EAF in CampusGroups and original receipts)

**LOGO & DESIGN APPROVALS FOR T-SHIRTS AND ALL CUSTOMIZED PRODUCTS**

All design content must be approved. Design approval is required every time a student club or organization wants to use a logo or design in any form of digital/print media. Approval from Campus Life is required **every single time, even if the specific logo or design has been used previously and previously approved by Campus Life**. Do not engage with any vendor(s) before getting this approval. All designs must be submitted through the Request Services button located on the CCL website in CampusGroups under the Marketing and Communication tab. Any designs advertising an event will not be accepted without a reservation number. Please allow at least 48 hours for approval.

Once you have the approval for the design, please contact vendors and request quotes.

Campus Life requires that you obtain the following before submitting an EAF:

- 3 email/written quotes from vendors for purchases of $10,000 or more.

Refer to Online Purchases for more information and the Shipping Address. Note that whenever you purchase with an RIT Visa card, you must use our shipping address. This allows us to document the receipt of goods, and to assist with any items that may be lost or damaged.

**FOOD & CATERING PURCHASES**

**RIT Catering** offers a variety of options for your catering needs. However, you may also choose to purchase from many restaurants and caterers in the Rochester area.

For catering purchases of $1,500 or more, a detailed written quote from **RIT Catering** is required. You must compare the exact same food items and quantities between RIT Catering and other vendors. This does not mean you must purchase from RIT Catering, but you are encouraged to consider them. **You may NOT purchase alcohol.**

**HERE'S WHAT YOU NEED TO DO:**

- Submit an EAF in CampusGroups
  - Check “Visa Card” for off-campus caterers
o Check “Transfer of Funds” for RIT Catering
o Provide an approximate number of student attendees
  o A list of attendees is required only if faculty and/or staff were present
  • Provide a detailed invoice/receipt showing every food item purchased, and make sure no tax is charged for off-campus caterers

CONTRACTS

A student club or organization is required to have a contract when planning events that involve performers, speakers, DJ’s, or any other form of service. The contract agreement is between the student club or organization and the vendor, and it is prepared, reviewed and signed by a University Official on behalf of RIT. Please note that students are not authorized to sign contracts on behalf of RIT. A contract is required for all vendors/service providers whether they are paid or not, for insurance and liability purposes.

HERE’S WHAT YOU NEED TO DO:

• Register your event in RIT Events
• Submit a completed Contract Request Form 4 to 5 weeks prior to beginning of ticket sale (if any), or event (including free events)
• After the event takes place, check payment for the service under the pre-signed contract agreement requirements will be processed and sent to the vendor
• If you have any questions, you can email contract@rit.edu

PRIZES, AWARDS, AND GIVEAWAYS

A student club or organization may be required to complete a Gifts Given Form when giving out prizes or awards. Your financial contact will discuss this with you when you bring in an EAF indicating the nature of your purchase. Gifts Given Forms are required for only the following:

• Any gift cards or gift certificates in ANY dollar amount (these cannot be purchased from Amazon)
• For all non-personalized items costing $25.00 or more.
• For all personalized items costing $50.00 or more.

Please note: if the recipient is an international student, the Payroll Office will contact the recipient to collect 30% tax on the value of the item received.

DONATIONS GIVEN

Donations given: When student clubs/organizations wish to donate to an off-campus non-profit organization, the following is required:
• Submit an EAF in CampusGroups, indicating the correct method of payment
• In CampusGroups, attach a letter of intent from your club that includes the following:
  o The name/title of the person writing the letter (club president/treasurer/…)
  o The name of your student club or organization
  o The student club or organization’s type of activities
  o The fundraising activity/theme
  o The amount collected
  o The amount to be donated
  o Why you chose this organization

**TRANSFER OF FUNDS**

Select “Transfer of Funds” on the EAF to request moving funding from your student club’s or organization’s account to another student club’s or organization’s account.

HERE’S WHAT YOU NEED TO DO:

• Submit an EAF in CampusGroups check the “Transfer of Funds” box
• Provide a brief description of why the funds are being transferred and indicate the recipient

**CASH & CHECKS**

If you are fundraising and collecting cash or checks, please be sure to secure these funds at all times. At no time should one student club or organization member be left alone when collecting or carrying cash. If at any time you feel uncomfortable carrying cash, please contact Public Safety at 585-475-2853 and request an escort. (To the Student Organization dropbox located in the Campus Center)

Cash and petty cash must be deposited by the next business day after the event. As a reminder, two people are needed to count the cash and sign the dropbox deposit form certifying the dollar amount that is being submitted.

Absolutely no student club/organization is allowed to own a cash box. All cash boxes are the property of Campus Life and as such need to be promptly returned after each use.

*Please note that collecting cash for membership dues is not allowed under any circumstance. The preferred way of collecting membership dues is through CampusGroups stores.*
FUNDRAISING & DONATIONS RECEIVED

Fundraising: Student clubs are encouraged to engage in fundraising events to generate revenue. If your student club requests a budget from Campus Life, fundraising is required in order to be considered for budget allocation. For the 2019-2020 school year, student clubs must fundraise 20% of their budget. Please be sure to register your event in RIT Events.

Donations received: These are funds received from an entity/person generally outside of RIT in the form of either cash/check, or online transaction

- Cash / Check Donations: must be deposited into the dropbox by the next business day after being received by the student club or organization. Campus Life will route these donations to RIT Development Office so the donor can be acknowledged and the deposit can be made into the student club or organization’s account. For all donation checks received, please be sure to obtain the organization name, mailing address, and the name and title of the individual from the organization connected with this donation. Without this information, your donation cannot be routed for deposit. This includes checks received from restaurants after a fundraising event.

Donation checks must be addressed as follows: (If your check is not made payable this way, it cannot be deposited. You will need to work with the organization to have the check rewritten)

Rochester Institute of Technology - your club/organization’s Name
Attn: Your Financial Contact Person (Dawn Rizzo, Austin Vyskocil, or Elaine Kanara)  
Campus Center Bldg.03 – Room 1610  
127 Lomb Memorial Drive  
Rochester, NY 14623-5608

- Online Donations: the use of any crowdfunding websites external to RIT is prohibited, these RIT alternatives are available:
  - RIT Community Funding: this is a crowdfunding website supported through RIT Development and Alumni Relations (DAR) office: email crowdfunding@rit.edu  
    - https://www.rit.edu/development/giving/facultystaff/Crowdfunding  
  - Online Funding using Credit Cards – this is the quickest and easiest way to collect donations. This is located on RIT’s main homepage GIVE TO RIT, where the donor will be prompted to complete a form with the name of the student club or organization receiving the donation. Therefore, if you are aware of someone donating, please be sure they have the exact name of your student club or organization to ensure the funds are received in your account.
DROPBOX

The Center for Campus Life has dedicated a dropbox to facilitate dropping paperwork and funds for student clubs and organizations into a secured location. The RIT Visa card can also be put into the dropbox (outside of business hours only). The dropbox is located on the first floor of the Campus Center, to the left of Student Government, in a room with “Student Organization Drop Box” marked on the door and above the door. The room contains a table, chairs, pen, envelopes, deposit forms, paper rolls for coins, and the dropbox.

Please note that this dropbox is checked in the early morning on weekdays only.

HOW TO USE THE DROPBOX:

- To deposit cash or checks (always deposit petty cash separately from fundraising/donations):
  - Complete the deposit form (2 student club/organization members need to count the funds, and then sign this form)
  - Complete the label on the envelope
  - Place the cash and/or checks inside the envelope
  - Seal the envelope and place it into the dropbox

- To return a Visa card (during non-business hours, between 4:30pm and 8:30am only)
  - Complete the label on the envelope
  - Place the Visa card, receipts and attendee list (if required) in the envelope
  - Seal the envelope and place it into the dropbox

WHEN TO USE THE DROPBOX:

- For depositing cash or checks (fundraising, donations, or returning petty cash), please deposit these into the dropbox regardless if it is during business hours or not.
  Cash and checks are not accepted at any of the Campus Life offices

- Paper rolls are available in the dropbox room for student clubs and organizations to roll their change. If there is adequate change to properly fill a roll, please roll your change and then put the rolls in the deposit envelope. If you do not have enough coins to fill a paper wrap, put the change directly in the deposit envelope. Please do not partially fill paper rolls.

CAMPUSGROUPS STORES

CampusGroups stores are housed under the money tab of your club’s CampusGroups page. This is meant for your club to collect revenue for events such as ticket/apparel sales, dues collection, registration fees, team gear, etc.
STUDENT GOVERNMENT AWARDS

RIT Student Government has three individual committees which provide financial assistance to students and student organizations at RIT. These committees are:

- SG Finance Committee
- Performance & Competitive Sport Federation
- Greek Finance Committee

There is an application process to complete on the SG website, click on “Services” and follow the link to “Finance Requests”. You will also find more information to determine eligibility for funding and which committee is most appropriate to apply to. You cannot apply to more than one committee for the same financial request. You will also find step-by-step instructions on how to apply and who to contact if you have additional questions.

In general, the following is true when seeking additional funding for:

- An event - it must be open to the entire RIT community
- T-shirts - only if these are proven to be essential for the event
- Catering - only if it is cultural food served at an event open to all
- Equipment - you must have on-campus storage identified
- Travel - only up to 50% of travel expenses

IMPORTANCE OF SEGREGATION OF DUTIES

“Segregation of Duties” is an internal control activity that is very important for achieving a strong internal control environment and for preserving the integrity of RIT, student clubs and organizations. There should be a proper segregation of duties in the cash handling function so that the collection, deposit, and reconciliation of funds to source documentation are performed by different members.

The underlying concept of segregation of duties is that no student club or organization member should be in a position to both perpetrate and to conceal errors or fraud in the normal course of their student club or organization duties.

The incompatible duties to be segregated are:

- Custody of the assets
- Authorization or approval of related transactions affecting those assets
- Recording or reporting of related transactions
- Reconciliations

   The same person should not be responsible for more than one of these functions.

Segregation of duties is effective because in order for an individual to commit fraud or intentionally conceal an error, another individual in the process would need to be recruited
(i.e., collusion) as a conspirator, which is risky for the perpetrator as they might be discovered by an honest student club or organization member.

Some examples of functions that need to be segregated include:

- Individuals responsible for collecting cash (“custody”) should not also prepare the deposit into the dropbox (“recording”), and reconcile the student club or organization’s budget (“reconciliation”).
- Individuals responsible for placing orders (“authorization”) (i.e., transacting Visa purchases, Invoice Payment Forms, purchase orders, etc.) should not also be reconciling those transactions in the student club or organization’s budget (“reconciliation”).

**FINANCIAL HOLDS**

A Student club or organization may be placed on financial hold when RIT policies and procedures are not followed, or requests by the Tiger Suite for action/responses are incomplete. A financial hold means that the student club or organization cannot make any financial transaction affecting its budget.

To remove “On Hold” status, a student club or organization needs to submit all missing and requested documents (refer to the Accountability Matrix), and meet with their financial contact person who will verify the next steps before removing the hold.

**ACCOUNTABILITY MATRIX**

<table>
<thead>
<tr>
<th>Action</th>
<th>1st Occurrence</th>
<th>2nd Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overspent more than 10% of approved amount on EAF</td>
<td>Warning emailed to student.</td>
<td>Student cannot use the Visa card for the rest of the semester.</td>
</tr>
<tr>
<td>Transaction included tax</td>
<td>Student club or organization member will have 2 business days to submit. If not submitted, student club or organization will be placed on hold.</td>
<td>Student cannot use the Visa card for the rest of the semester.</td>
</tr>
<tr>
<td>Itemized receipt not provided when the Visa Card was returned</td>
<td>Student club or organization member will have 2 business days to submit. If not submitted, student club or organization will be placed on hold.</td>
<td>Student cannot use the Visa card for the rest of the semester.</td>
</tr>
<tr>
<td>Event Description</td>
<td>Action</td>
<td>Consequence</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Visa Card not returned by 11:00am the following business day</td>
<td>If not returned by 8:00am the following business day student club or organization will be placed on hold.</td>
<td>Student club or organization will lose privilege of using Visa Card for semester.</td>
</tr>
<tr>
<td>Petty cash not returned by the next business day after event</td>
<td>If not returned by 8:00am the following business day student club or organization will be placed on hold.</td>
<td>Student club or organization will lose privilege of using petty cash.</td>
</tr>
<tr>
<td>Event fundraising not deposited by the next business day after event</td>
<td>If not returned by 8:00am the following business day student club or organization will be placed on hold.</td>
<td>Club becomes ineligible for a budget allocation the next school year.</td>
</tr>
<tr>
<td>Visa Card lost/stolen</td>
<td>Student cannot use the Visa card for the rest of the semester.</td>
<td>Student club or organization will lose privilege of using Visa Card for semester.</td>
</tr>
<tr>
<td>Gift Given and Citizenship Forms not submitted</td>
<td>Student club or organization member will have 2 business days to submit. If not submitted, student club or organization will be placed on hold.</td>
<td>Club becomes ineligible for a budget allocation the next school year.</td>
</tr>
<tr>
<td>External cash box or bank account in use by Student club or organization</td>
<td>Student club or organization will be placed on hold for semester.</td>
<td>Suspension or termination of Student club or organization. Student Conduct case will be initiated by Campus Life</td>
</tr>
<tr>
<td>Cash box not returned within 24 hours from end date of cash box reservation.</td>
<td>If not returned by 8:00am to the Tiger Suite the following business day student club or organization will be put on hold.</td>
<td>If not returned by 8:00am to the Tiger Suite the following business day student club or organization will be put on hold. If Student club or organization does not return within 24 hours, they will be charged the replacement cost for a new cash box.</td>
</tr>
<tr>
<td>Misuse/Unauthorized use of funds</td>
<td>Student club or organization will be put on hold. Student Conduct case will be initiated by Campus Life.</td>
<td>Suspension or termination of Student club or organization. Student Conduct case will be initiated by Campus Life</td>
</tr>
</tbody>
</table>