

# Activity Fund Procedures for Club Expenditures

## *About the Student Activity Fund*

The Student Activity Fund balance is directly tied to fees paid each semester by students registering for credit classes. At the beginning of each semester, each active club will be required to submit a budget by the set budget deadline. Club advisors will be notified of this date. All requests are submitted to the Student Senate for review and approval. All regular meetings of the Student Senate are open to any registered student and the budget review meeting will be announced.

## *We have received approval for our Student Activity Fund Allocation. Now how do we spend the money?*

Even though you have the budget approval for the programs and events you have listed, you still **MUST** submit a Club Account Financial Request form to the Student Activities Office. The most important thing to remember is that all expenses **MUST HAVE A COMPLETED CLUB ACCOUNT FINANCIAL REQUEST FORM THAT HAS BEEN APPROVED BY THE SENATE TREASURER AND DIRECTOR OF STUDENT ACTIVITIES BEFORE THE EVENT OR EXPENSE/PURCHASE IS MADE.**

The Student Activities Office are here to assist you. The Student Activities Office will help fill out the form for you. Just pay attention to the following points:

- **Plan Ahead:** Have your plans in place 2 weeks before the event or activity. Consider ALL the possible purchases for the event. After review with your club, contact the Student Activities Office with the following information:
  - Exact name or business to which payment is to be made.
  - Address
  - Contact person
  - Phone number
  - Federal Tax ID # & W-9 (*The Student Activities Office will help you with these.*)

Purchase Orders must be **completed one week in advance** to allow time for approval from the Dean of Administration, Director of Student Activities and the Student Senate Treasurer.

- **Paying for Purchases:** There are 3 ways to pay for your purchases:
  1. **Purchasing Card:** The Director of Student Activities may be able to purchase or pay for your expenses on his purchasing card. However, do not count on this as there may be various reasons why it cannot be completed on a purchasing card.

2. **Purchase Order:** Select vendors who will accept a *State Purchase Order*. Not all will. Contact the Student Activities Office for a list of vendors we have used or contact the vendor directly and ask.
3. **Reimbursement:** Payment can also be made by someone up front with a reimbursement made back to the payee. Remember, **even reimbursements MUST have a completed Club Account Financial Request Form and approved BEFORE the event.**  
NOTE: the College will not pay sales tax. Reimbursements will only be for the amount of the purchase less sales tax. The payee must present the *original* receipt to Student Activities before payment can be made.

***We have a program and the speaker or performer must have the check as soon as the performance is completed. Can we do this?***

Payments are made from the Comptroller's Office in Hartford. The process is designed for service to be completed and then, after authorization, the check will be sent and received 1-2 weeks later. In RARE circumstances we can have a check the day of the event but this is strongly discouraged. When we **need** to do this, the purchase request (or Personal Service Agreement –also done by the Office of Student Activities) must be completed 2 ½ weeks ahead of the event.

*When you have questions – **at any point** – contact the Student Activities Office. We can help simplify much of this so long as we know what the question is **in advance of any spending**.*

*Let us know how we can help.*

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