Fundamentals of Club Accounts
TODAY’S HIGHLIGHTS

1. Brief Introduction
2. ASI Account Registration Form
3. Purchase Order Request
4. Disbursement Request
5. Travel
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ASI is a recognized auxiliary organization of Cal Poly Pomona

Consists of elected, appointed student leaders, student staff and professional staff.
Getting Started

TWO KEY STEPS FOR THE NEW FISCAL YEAR

#1
Register with the Office of Student Life and Cultural Center (OSLCC)
All clubs, organizations, councils need to be a recognized entity on campus. Contact OSLCC at (909)869-2841
osl@cpp.edu
oslcc@cpp.edu

#2
ASI Account Registration Form
To maintain an account with ASI, all clubs, organizations, and councils are required to submit new account registration forms annually
The ASI Account Registration Form will be available on the Financial Services website. **Only the club president must fill this out and only one form is required per group.** All sections must be filled out, including:

- Purpose of Account
- Types of Spending Expenditures
- Expected Sources of Income
- Disposition of Funds: Non-profit or charitable organization you would like to donate your funds to if your account is inactive for 2 years or closed. You do not need to have an established relationship with the organization.
Purchase Orders (PO)

ONE YEAR OF SPENDING - EXAMPLES
• Foundation - Food & Bronco Bookstore
• Bronco Student Center - Room Reservations
• Cal Poly Pomona - Bronco Copy & Mail
• MPprint & Eagle Print - Shirts & Custom Printing

- Foundation - 47.3%
- Misc. - 20.3%
- Bronco Student Center - 16.5%
- Cal Poly Pomona - 7.5%
- MPprint - 4.9%
- Eagle Print - 3.5%
A purchase order is used to set money aside in your account for a purchase.

POs take 3 days to process
Financial Services is unable to accept incomplete forms so please plan ahead

POs required for several vendors
Examples: Kellogg West, Subway, Round table, room rentals, prints and services, etc.

POs are YOUR Responsibility
Disbursement Request is required when an invoice is received. All approval signature collection is your responsibility.

Foundation POs are on automatic payment plan - No Disbursement Request required after PO.
Incomplete forms will not be processed.

All forms will be submitted via OnBase.
DRs are completed to pay vendors, reimburse individuals, and to pay for services.

- DRs are processed every week.

- Submit an approved DR by Thursday
  - Payment is processed following Thursday

- Checks will be mailed unless Zelle/ACH is on file. Correct address must be listed on DR.

Only Current Forms will be accepted.
Enroll in ACH/Zelle to receive your reimbursements or payments electronically

Vendor Direct Deposit Form (VDDF) is required to enroll; if a DR is submitted and the payee does not have a VDDF on file, they will receive a check in the mail

Vendor Direct Deposit Forms (VDDF) may be submitted online. Please check our website (asi.cpp.edu) for the link.
PROPER DOCUMENTATION FOR DR'S
Itemized receipts must be attached to DR in OnBase
If purchase was made online, attach online receipt

PROOF of PAYMENT DOCUMENTATION:
Bank Statements+Credit card, Checks, Invoices, Hospitality
Proof of Payment Documentation

CREDIT CARDS - 2 OPTIONS

#1 - bank statement showing payee name and the transaction details

#2 - photocopy of credit card if payee's name and last four digits of the card are visible on receipt

BLOCK OUT ALL EXTRA INFORMATION
CHECKS
Attach a copy of the cancelled check

INVOICES
Paid invoices must indicate paid off balance and type of payment

HOSPITALITY
Any food purchases require a sign in sheet/flyer. ASI does not cover food for general meetings, but does cover in relation to recruitment, training, speaker presentations (not students or professors), and recognition purposes.
PRIZE & AWARD FORM > $50

Prizes and awards are taxable to the receiver.

• You must submit a Prize & Award form for all prizes, awards, and gifts over $50 value with a Disbursement Request.
A Prize and Award Recipient needs to be completed for all prizes or awards $50.00 or less in value.
PAYMENTS TO VENDORS

You need an invoice and Vendor Data Record from the vendor.

Vendor Data Record is required for all payments to vendors; if a DR is submitted and the vendor does not have a VDR on file, your request will be put on hold until one is received.

Vendor Data Records may be submitted online. Please check our website (asi.cpp.edu) for the link.
Cash and Travel Advances

Unused funds must be returned

Holds will be put on future advances if receipts are not returned on time

Advances should be submitted using a Disbursement Request

Funds may only be used for the purpose for which they were withdrawn
Cash Advance

Limit $200 per person.

Reconciled receipts must be returned within 10 business days after event.

Attach flyer, quotes, or some type of proof of event.

Travel Advance

Travel Forms must first be submitted prior to the trip.

Include proof of trip document

Receipts/Travel Expense Claim Form must be returned within 10 days of travel
Plan on Traveling as a Club or Organization?

AVOID ISSUES - COMPLETE A TRAVEL AUTHORIZATION

If you leave campus and wish to be reimbursed for expenses you MUST submit Release of Liability Forms.
Before you go...

Student will need to fill out the following forms:

- Authorization to Travel (one per group)
- List of Travelers
- Release of Liability Waivers (one per traveler)
- Estimated Travel Expense Form (one per group)
- 25Live Event Registration Form

All items in the "Before you go" section must be completed 10 business days before the trip.

Person of contact on Authorization to Travel form will receive notification if forms were approved/denied along with Travel Authorization Number.

After your trip...

If individuals need to be reimbursed for travel expenses, the following are needed:

- Itemized receipts
- Proof of method of payment
- Travel Expense Claim Form signed by advisor

Submit Disbursement Request via OnBase.
Request for Authorization to Travel Form

ONLY ONE PER GROUP NEEDED
ALL PARTICIPANTS MUST BE LISTED ON THE “LIST OF TRAVELERS FORM”
List of Travelers

ONLY ONE PER GROUP NEEDED
ALL PARTICIPANTS MUST BE
LISTED ON THE FORM
Release of Liability form

DO NOT LEAVE CAMPUS ON UNIVERSITY BUSINESS WITHOUT COMPLETING AND TURNING IN THIS FORM
## Estimated Travel Expense Form

**Group Name:**

**Airfare**

- **Name:** ____________
- **Total:** ____________

**Airline Carrier:**

- ____________

**Departing Airport:**

- ____________

**Lodging**

- **Name:** ____________
- **Total:** ____________

**Confirmation #:**

- ____________

**Hotel Name:**

- ____________

**Dates Staying:**

- ____________

**Fee for Conference / Seminar:**

- **Name:** ____________
- **Total:** ____________

**Address:**

- ____________

**Registration Pre-Deadline:**

- ____________

**Other**

- **Name:** ____________
- **Total:** ____________

**Explanation:**

- ____________

**Other Transportation:**

- **Name:** ____________
- **Total:** ____________

**Explaination:**

- (bus, rental car, taxis, train, etc.)

**Use of personal car**

- (regular rate) x 0.583

**Authorized volunteer must submit proof of personal automobile liability insurance with coverage and limits that meet California’s minimum requirements.)

**Meals:**

- **Name:** ____________
- **Total:** ____________

**Incidentals (taxis, phone calls, etc.):**

- **Name:** ____________
- **Total:** ____________

**Reminder for ASI Traveler:**

- **Name:** ____________
- **Amount:** ____________

**Submit individual Disbursement Requests via OnBase for each ASI traveler requesting Cash Advance**

- **Please submit an expense claim (with receipts) within 10 working days upon return.**

- **I acknowledge that failure to submit a complete travel expense claim and return any unused portion of the above advance(s) within the 18-day period can result in deduction(s) by ASI to recover the entire amount advanced.**

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**Grand Total:** ____________

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**ONLY ONE FORM TO BE SUBMITTED WITH TRAVEL PACKET.**
Travel Expense Claim - Submit 10 business days after travel

LIST ALL EXPENSES RELATED TO TRAVEL EVEN IF YOU ARE ONLY REQUESTING PARTIAL REIMBURSEMENT.
GAS IS EXPENSIVE - CLAIM MILEAGE

- Submit Copy of a Google Maps and proof of insurance must be attached. If insurance is under parents name, please indicate. Proof of auto insurance must be valid during travel dates.

Current reimbursement rate is approx. $0.585 per miles traveled
International Travel

GOING ABROAD?

Additional authorizations and forms required - plan ahead.
International Travel Form
INTERNATIONAL TRAVEL - CHECK LIST

- AUTHORIZATION TO TRAVEL - INTERNATIONAL
- RELEASE OF LIABILITY - FOR EACH TRAVELER
- LIST OF ATTENDEES
- EMERGENCY CONTACT LIST
- FLIGHT AND HOTEL INFO.
- DOCUMENT CONFIRMING PURPOSE OF TRIP
- RISK MANAGEMENT INSURANCE - AFTER APPROVAL
- COPY of ADVISOR’S AUTHORIZATION TO TRAVEL ON STATE BUSINESS
  if the Advisor is traveling with you, Concur Software PDF print
- SUBMIT TO FINANCIAL SERVICES 3 MONTHS PRIOR TO TRAVEL
International Travel Package Process

**TAKES 3 MONTHS**

1. ASI Executive Director - Review
   Account status in good standing

2. Associate Vice President/Dean of Students - Registration good standing

3. Vice President/Student Affairs - Registration good standing

4. Risk Management - Insurance purchase required
OnBase Walkthrough
FOR FURTHER INFORMATION, PLEASE SEE OUR SMART SPENDING MANUAL ON OUR WEBSITE: HTTP://ASI.CPP.EDU/SERVICES/FINANCIAL-SERVICES
22'23 Approved Budget Access

In order to access your budget through MyBar, you have to be a registered Treasurer, President, or Advisor. Your name and position title should be in your MyBar Roster under “Officers”.
22'23 Approved Budget Access continued.

To access budget, switch to the Manage view of your organization & select "Budgeting" under Submissions.

Remember, it will only work if you are registered and are listed in the roster.
WE'D LOVE TO HEAR FROM YOU!

Get In Touch With Us

Phone Number
(909) 869-2800

Email Address
asifs@cpp.edu
Next Steps

Presidents and Treasurers are provided access to the Finance Training in Canvas after attending this CORE Account Finance Workshop. An invitation will be sent via email.

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**CORE Finance Training 2022-23 in Canvas**

- President and Treasurer must complete training
- There are 3 modules, each with a quiz
- 100% must be achieved, with unlimited attempts
- Training is listed under Organizations
- You'll receive an emailed invitation providing access to the training
- Access will be provided within 3 days
Next Steps

Policy Acknowledgement Form

Policy Acknowledgement Forms are emailed to the President, Treasurer, following attendance at the CORE Account Finance Workshop; and the Scheduler receives one following the Event Scheduling Workshop

• only one form per individual is needed, no matter the number of positions held or number of club affiliations