Fundamentals of Club Accounts
TODAY'S HIGHLIGHTS

1. Brief Introduction
2. ASI Account Registration Form
3. Purchase Order Request
4. Disbursement Request
5. Travel
6. OnBase Walkthrough
7. Next Steps
8. Final Words
9. Questions
ASI is a recognized auxiliary organization of Cal Poly Pomona

Consists of elected, appointed student leaders, student staff and professional staff.
Register with Student Engagement, Leadership, and Success (SELS)

All clubs, organizations, councils need to be a recognized entity on campus. Contact SELS at (909)869-2841
sels@cpp.edu

ASI Account Registration Form

To maintain an account with ASI, all clubs, organizations, and councils are required to submit new account registration forms annually.

Getting Started

TWO KEY STEPS FOR THE NEW FISCAL YEAR

Fundamentals of Club Accounting | ASIFS
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
• MPrint & Eagle Print - Shirts & Custom Printing

Fundamentals of Club Accounting | ASIFS
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.
ELECTRONIC PAYMENTS

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
Proof of Payment Documentation - Cont.

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.

Please be aware that prizes and awards are taxable. It is your responsibility to report it as income. Check with your tax advisor for further details.
A Prize and Award Recipient needs to be completed for all prizes or awards $50.00 or less in value.

### Prize, Award & Gift Recipients ($50 or Less)

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Prize Description</th>
<th>Prize Value</th>
<th>Purpose</th>
<th>Date Awarded</th>
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*For any prize, award, or gift of over $50, a Prize and Award Form must be completed. If items are purchased for use at a later time and the recipient(s) is not known at the time of purchase, the holder is required to keep a detailed log showing the recipient(s) name, what was given, the purpose, the date given, and the value. Turn in to Financial Services when items are disbursed.*
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.
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 and Travel Advances

UNUSED FUNDS MUST BE RETURNED
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.
ASI Travel Procedures

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

Must be submitted within 10 business days of return date.

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

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Student/Staff/Faculty</th>
<th>Email Address</th>
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<tbody>
<tr>
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</tbody>
</table>
Release of Liability form

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

**ONLY ONE FORM TO BE SUBMITTED WITH TRAVEL PACKET.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$</td>
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<tr>
<td>Airline Carrier</td>
<td></td>
</tr>
<tr>
<td>Departing Airport</td>
<td></td>
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<tr>
<td>Lodging</td>
<td>$</td>
</tr>
<tr>
<td>Confirmation #</td>
<td></td>
</tr>
<tr>
<td>Hotel Name</td>
<td></td>
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<tr>
<td>Dates Staying</td>
<td></td>
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<tr>
<td>Fee for Conference / Seminar:</td>
<td>$</td>
</tr>
<tr>
<td>Address</td>
<td></td>
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<tr>
<td>Registration Pre-Deadline</td>
<td></td>
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<tr>
<td>Other</td>
<td>$</td>
</tr>
<tr>
<td>Explanation</td>
<td></td>
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<tr>
<td>Other Transportation:</td>
<td>$</td>
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<tr>
<td>Use of personal car</td>
<td>$</td>
</tr>
<tr>
<td>(Authorizing volunteer must submit proof of personal automobile liability insurance with coverage and limits that meet California’s minimum requirements)</td>
<td>$</td>
</tr>
<tr>
<td>Meals</td>
<td>$</td>
</tr>
<tr>
<td>Incidental (tips, phone calls, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Grand Total</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

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 10-day period can result in deduction(s) by ASI to recover the entire amount advanced.
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. $0.625 per miles traveled
GOING ABROAD?

Additional authorizations and forms required - plan ahead.
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
#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

International Travel Package Process
TAKES 3 MONTHS
OnBase Walkthrough
FOR FURTHER INFORMATION, PLEASE SEE OUR SMART SPENDING MANUAL ON OUR WEBSITE: HTTP://ASI.CPP.EDU/SERVICES/FINANCIAL-SERVICES
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