



Emerson College SGA

Treasury Handbook

2017-2018

Dear Organization Leaders,

First and foremost, I want to say congratulations for being one of the few members of the Emerson community charged with being the trailblazer for your organization. It is a remarkable accomplishment to be the person your peers collectively chose to lead them and the organization they care about into the future. I am incredibly excited to work with each and every one of you this year.

As you get accustomed to your classes and your position as an organization leader, it is important to remember the role you play within the Emerson community. As an organization leader, you have the opportunity to not only provide your members with incredible opportunities and experiences but also to set the stage for years of growth.

As SGA Vice-Treasurer for the last two years, I have had the opportunity to work with many of your predecessors and have seen what your organizations are capable of. You stand at the cusp of what can be an incredible year for you and your organization. I say this is because your job will likely not be an easy one. Making true progress and encouraging growth does not happen overnight or without effort.

During the last two years, I have also seen organizations disappear, which is incredibly disheartening for students involved in the organization. The role you play now is a privilege that few in this community have. I encourage you to make the most of this time and the resources you have as organization leaders. Both you and the Emerson community will be better off for it.

This handbook exists as your guide to Emerson College finance. It's a long read, but worth it if you are serious about making this year all it can be. I admit that it is complicated, especially if you are new to your position, but that is why I am here as SGA Executive Treasurer. You will learn while reading through this document, the incredible amount of work put in by the administrators and staff here at Emerson to enable your organization to function as best it can. These staff members are here as a resource as much as I am. As you navigate this year as an organization leader, whether this is your first or last year in the role, remember that you have a team of professionals working to help you.

I look forward to working with each and every one of you over the next two semesters. If you have any questions that cannot be answered here, please reach out by email anytime.

Best of luck and, again, congratulations.

--

Ian Mandt

SGA Executive Treasurer '17-'18

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Acknowledgements

This handbook was last revised on September 21st, 2017 by Ian Mandt, Executive Treasurer 2017-2018. Guidance and support to the SGA Treasurer is provided by our advisor, Sharon Duffy, as well as Andrew Donahue, Jason Meier and the other staff within the Office Student Affairs and Campus Life.

Revisions of this handbook were made by the following Executive Treasurers:

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Additional thanks for their contributions to policy or additional processing of financial documents to:

Office of Purchasing

Office of Accounts Payable

Office of Student Affairs

Office of Campus Life

Office of the Arts

Television/Radio/Film

Emerson College IT

The Campus Center

Emerson OHRL

Facilities Management

Property Management

Emerson College Police

SEAL Office

SGA Joint Session

Introduction

Purpose of the SGA

Emerson College's *Student Government Association* (SGA) acts as a representative of the student body to faculty, staff, administration, and the community at large. The SGA works to address different student interests to better accommodate the needs of the student body on both academic and social levels.

Responsibilities of the SGA

- Representing student interests, rights, and concerns.
- Stimulating awareness of/involvement in the many organizations, opportunities, and activities available within the Emerson Community.
- Promoting student awareness and appreciation of the values and traditions of the college.
- Enhancing communication and cooperation between all branches of the campus community.
- Overseeing funding for student activities and organizations through a fair and representative process.

***Note:** With recognition also comes the responsibility of managing your organization's programs realistically within the limitations of existing resources and opportunities. Emerson College seeks to support and encourage all student organizations in their creative process, and will offer advice and assistance at every turn. We ask that you recognize that physical and financial resources are limited for both academic and co-curricular programs, and seek your assistance in setting priorities and adjusting your plans as these limitations necessitate. We encourage you to see the advice of both your advisor and the Assistant Vice President for Student Affairs in setting your priorities and in managing your organization's plans.*

For more information about Emerson College SGA, please visit <http://emersonsga.org>.

Purpose of the SGA Executive Treasurer

The SGA Executive Treasurer acts as the liaison between recognized student organizations and the Office of Student Affairs and Campus Life as well as Emerson College's Office of Procurement Services and Accounts Payable. The Executive Treasurer communicates with student organizations regarding the allocation and management of each organization's funding. All transactions made by SGA recognized organizations must be approved by the SGA Executive Treasurer.

Responsibilities of the SGA Executive Treasurer

- Manage the overall budget for student organizations, based on enrollment information and student activities fees with the assistance of the Financial Advisory Board.
- Act as a liaison between student organizations and the Emerson College Office of Procurement Services and Accounts Payable.
- Audit the financial records of all SGA-funded organizations.
- Monitor all charges to all SGA-funded organizations.
- Present an Executive Treasurer's report and make recommendations on financial matters to the SGA Joint Session and Emerson College officials when needed.
 - These reports will be recorded in the minutes, which are available online through the SGA official website.
- Explain the financial system to all organization Presidents and Treasurers.
- Oversee organization purchases of products and services.
- Chair the Financial Advisory Board, a board of student representatives tasked with representing their constituencies in making financial recommendations to Joint Session.
- Have final approval and signing authority over all SGA-related financial matters.

***Note:** The SGA Executive Treasurer is not responsible for keeping receipts from purchases made by an organization. It is the sole responsibility of the organization to keep copies of all of their submitted paperwork and receipts on file. Neither the SGA nor the Office of Student Affairs and Campus Life will keep copies of submitted receipts, bids, contracts, etc. The SGA will hold record of all forms submitted to the Executive Treasurer, including forms that are rejected. For more information regarding your organization's transactions please refer to your organization's EmConnect page.*

Purpose of Organization Treasurers

The treasurer organizes and keeps a record of all the organization's financial transactions. The treasurer must be aware of and understand their organization's fiscal needs, and balance the budget accordingly. It is also necessary that the treasurer understands all of the policies and procedures outlined in this handbook, and be able to communicate those policies and procedures to all members of your organization involved with any financial matters. Please read this entire handbook carefully to avoid any future mistakes and subsequent delays.

Responsibilities of Organization Treasurers

- Know and follow correct procedures for obtaining, spending, and depositing funds for the organization.

- Maintain a balanced budget for the organization's operations.
- Keeps track of the organization's account number and copy code.
- Keeps detailed records of the organization's finances. This includes ALL paperwork such as: receipts, information regarding phone, copy, postage, and other expenses. It is **highly advised** that the treasurer makes photocopies of every form their organization submits for the entire year, AND notes the date in which the form(s) was/were submitted to the SGA Executive Treasurer.
- Keep track of any equipment or materials the organization purchases or owns, and has an updated inventory on file with the SGA Executive Treasurer for insurance purposes. Be aware that only organizations with allocated office or storage space from the College are able to purchase equipment, office supplies, or large props. If the purchased item(s) cannot fit into an organization's designated storage space, the purchases will not be approved.
- Keep the organization's advisor and members informed about the organization's financial matters.
- Consults with the SGA Executive Treasurer and Assistant Vice President for Student Affairs about possible expenditures.

***Note:** No financial commitment for products or services should be made by Organization Treasurers without the expressed and advanced approval of the SGA Executive Treasurer. Additionally, no financial commitment should be expected of organization members without prior discussion with organization members. Not all students have the financial means to make a purchase on behalf of an organization.*

General Procedures

Overview of Emerson College Financial Procedures

Emerson College is a tax-exempt institution. To maintain this status, we ask that you follow certain rules and business procedures that are set forth by the IRS as outlined below:

- All SGA Funded organizations must manage their finances through a college account (no outside bank accounts are permitted).
 - ◆ This includes restrictions on crowdfunding, personal bank accounts, petty cash usage or any external operations.
 - ◆ See the “[Deposit Form](#)” for more information on fundraising.
 - ◆ [USEED](#) is a resource available through the Office of Institutional Advancement if your organization wishes to do a crowdfunded fundraiser.
- All Officers of Organizations which handle organizational funding **MUST** attend mandated workshops before they act within their role.
 - ◆ Not attending mandated workshops will result in your organization's account being frozen.
- Financial paperwork **MUST** be submitted to the *Incoming SGA Paperwork* dropbox in the Office of Student Affairs and Campus Life suite in Walker Building room 411, at 120 Boylston St.
 - ◆ Paperwork submitted elsewhere will not be processed.
- All paperwork must be filled out clearly, completely, and accurately. All fields on forms are required each time you fill them out. Incomplete paperwork will be rejected.
- All forms must be signed by the President, Treasurer, and Advisor (or equivalent roles) before being submitted to the SGA Executive Treasurer for Processing.
 - ◆ Forgery of any signatures or names will result in disciplinary action, including loss of signatory authority and loss of organization funding.
 - ◆ Purchases in excess of \$1000 should be discussed with the [SGA Treasurer](#) prior to submission.
 - ◆ Purchases in excess of \$3000 will go through a formal bidding process managed by the Office of Procurement Services with the SGA Treasurer as a liaison for a process. Please email the [SGA Treasurer](#) to begin this process.

There is a minimum THREE WEEK turnaround time for all submitted paperwork. Please leave additional time for any purchases or checks requested by forms to be

delivered. Always submit paperwork far in advance of any deadline you have. Paperwork with rush charges without prior approval may be rejected.

All paperwork must be submitted by the dates specified by the SGA Treasurer. Paperwork submitted late is NOT guaranteed to be processed.

Purchase Limitations

Certain expenditures of SGA funds are not permissible per College policy. Funds **cannot** be used for:

- Alcohol, alcohol paraphernalia, cigarettes, or tobacco products.
 - This includes any paraphernalia or items which promote or advertise these items, **including props**.
- Any items which are illegal to possess.
- Any types of citations, fees, or fines, including but not limited to:
 - Legal Fees (speeding tickets, parking tickets, etc.)
 - School Fees (late fees, space cleaning fees, etc.)
 - Admission/Submission fees for school events (ERA Awards, EVVYs, etc.)
- Cash awards of any kind, including pre-paid gift cards.
- Door prizes and drawings or raffles where the prize is over \$25 and/or where more than \$100 is awarded per event.
- Tips on any purchases. (bottle deposits are now accepted)^{NEW}
- Any form of furniture (**including props**).
- AirBNB's for any purpose, including film shoots.
- Any form of direct donation to any organization where the amount donated was not fundraised.
- Expenditures for meals exceeding per diem rates.
- Live animals (**used as props or otherwise**).
- Academic, departmental, or classroom related activities.
- Items not permitted within Emerson College residential halls.
- Any form of spending that is inconsistent with an organization's purpose as stated in its constitution.

Permission from the SGA Treasurer is required for purchases of:

- Food or Craft Services for closed/open meetings and productions
- Bottled water
- Clothing
- Merchant Gift Cards (ex. Starbucks, etc...)
- Door prizes or other awards
- Items with rush charges
- Gifts for organization members or advisors.

Note: For questions regarding the reasoning and rationale for funding restrictions, please contact the SGA Executive Treasurer.

Tax-Exempt Purchasing

As a non-profit organization, Emerson College is exempt from certain taxes.

SGA-Funded organizations are eligible to use the College's tax-exempt number, which can be requested by e-mailing SGA_Treasurer@emerson.edu or the Assistant Vice President for Student Affairs at sharon_duffy@emerson.edu.

In your email, please include the name, address, phone, fax, and e-mail of the business, and your reason for requesting these documents. You may copy the following text to use in your e-mail request:

I'm officially requesting a copy of the College's certificate of tax exemption/non-profit status to be sent to the following:

Company Name:
Company Address:
Company Phone:
Company Fax:

Name of company requestor:
Title of company requestor:
Phone of company requestor:
Email of company requestor:

Reason for Request: (ex: Need ST-2 and ST-5 proof for corporate office to get tax exemption for EMEPalooza event on 1/23)

The certificate will be sent directly to the requested vendor within two weeks. If a vendor requests a tax exempt certificate, contact the Assistant Vice President for Student Affairs at sharon_duffy@emerson.edu and they will assist you in securing this documentation. Please note that we are responsible for taxes of overnight hotel rooms.

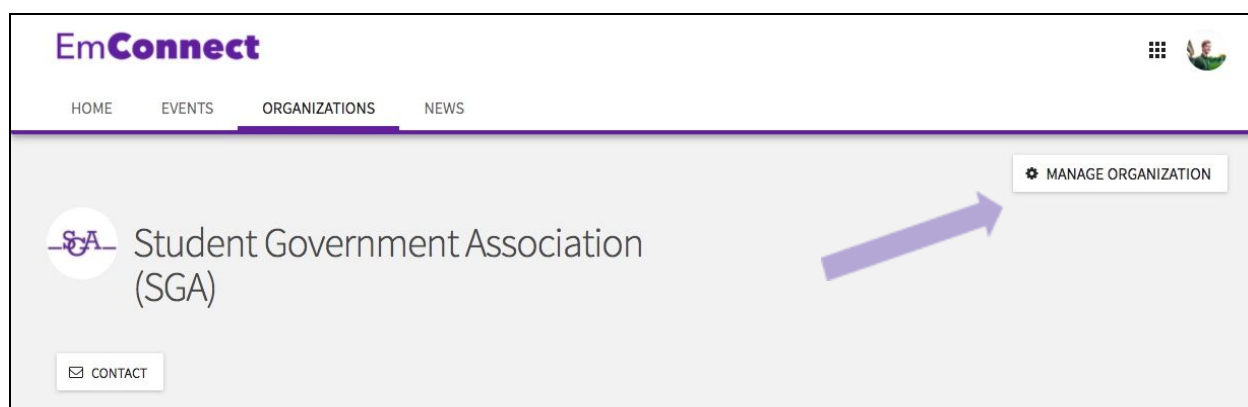
W9 Form Information:

For receiving checks issued to Emerson College to be deposited into your organization's account you may be required to use a W9 form. To obtain a copy of Emerson College's W9 form please reach out to the [SGA Treasurer](#).

Using EmConnect

[EmConnect](#) is a brand new system introduced at the start of the 2017-18 academic year designed to streamline organization event planning and finance. For organizational questions regarding EmConnect please contact the office of [Student Engagement and Leadership](#).

EmConnect is an organization’s go-to accounting resource as all funded organizations have an account built in. Organization executive and financial officers will have access to this part of their organization through the “Manage Organization” console.



Inside the manage console you will have access to extra features for your organization such as the ability to edit your about section, upload photos, host elections, etc... Please take the time to familiarize yourself with the features of EmConnect.



To access the finance section select the ☰ button in the top left of your screen and select “Finance”.

Finance in EmConnect

EmConnect allows your organization to see an ‘up-to-date’ balance based on the charges the SGA Treasurer has been notified of and able to process. It is important to note that the balance in this account is NOT a 100% reliable accounting tool as things such as catering orders, print and copy charges, or mail services may not match your organization’s spending.

If you are considering a purchase that runs close to depleting your balance in EmConnect it is essential that you contact the [SGA Treasurer](#) to discuss your purchase.

Accessing your Organization’s Balance

To access your organization’s balance and transaction history click the “Accounts” button on your Finance console (see above for steps on accessing the finance console).

Under the accounts tab you are able to access any accounts your organization may have access to at the time. Appeals and Institutional Advancement Accounts are also included here (see “[Institutional Advancement](#)” in *Additional Information* for more info).

Select the account to access your transaction history. As purchases are made and processed by the SGA Treasurer they will be documented here.

Note: transactions here may be reversed or canceled if errors in the forms are noticed after being logged in EmConnect.

Select the organizations “Trans #” to see a more detailed accounting of the transaction including payee, type of transaction, payment method, etc...



Five Forms to Utilize Funding

There are five primary forms which you should be familiar with in order to draw upon your organization's funds.

Submitted through physical forms:

These forms and types of purchases are submitted through physical forms, which can be found in the Office of Student Affairs and Campus Life (Walker 411). Each individual form has a unique serial number, and can only be found in the Office of Student Affairs and Campus Life. You must submit original forms. Copies will not be accepted.

- [Purchase Order Requisition Form](#)
To be used to purchase items and services from Emerson Approved Vendors.
- [Procurement Card Form](#)
To be used when requesting the use of a corporate credit card.
- [Consultant Payment Form](#)
To be used to request a payment to non-approved vendors or individuals with a Tax ID or Social Security Number. Advisors may also use this form to request a cash advance.
- [Expense Report/Reimbursement Form](#)
To be used to request reimbursement to current Emerson students, faculty, and staff. Advisors may use this form to return unused cash advances.

Submitted Digitally^(NEW):

The Deposit Form is now submitted digitally through a form found in the Treasury Resource collection on EmConnect.

- [Deposit Form](#)
To be used to deposit funds gathered through fundraising into an organization's account. This is not to be used for donations by third parties.

Note: Using the correct form for each transaction is crucial, as it prevents delays in the processing of your paperwork. Please note that incorrect or incomplete paperwork will be rejected and returned to the student organization. The information requested on these forms is per institutional requirements.

Purchase Order Requisition

Using an Emerson approved vendor is the most cost effective way to purchase the products or services your organization needs. There are many advantages to this system, particularly having the negotiating power and legal powers of the Office of Procurement Services behind you, given that the school—*not the student*—is purchasing the product/service.

The main advantage of purchase orders is that if there is an error on behalf of the vendor the student organization will not be responsible for paying the vendor until the error is corrected. This only applies to errors on behalf of the vendor—if the organization makes an error the organization is still responsible for payment. Additionally, these vendors already have Emerson's Tax-Exempt documentation and will not charge tax (with the exception of Hotels).

Please contact the [SGA Treasurer](#) to inquire about recommendations for Emerson Approved Vendors. If you have a Vendor in mind, feel free to provide the name of the Vendor to the SGA Treasurer for verification. There is no publicly accessible list of vendors.

***Note:** While businesses may indicate that they accept Purchase Orders as a means of payment, that does not guarantee that Emerson College will issue one for their services. An Emerson College Purchase Order will only be issued to those vendors that have entered into a contractual agreement with the College.*

Steps to working with a Vendor:

The steps below is the most reliable process for making purchases from an Emerson Approved Vendor. This process varies depending on the type of vendor and order.

1. Contact the [SGA Treasurer](#) with a description of the items you intend to purchase. The SGA Treasurer will respond with a list of potential Vendors.
 - a. If the purchase is over \$3,000 the organization will work with the [Office of Procurement Services](#) to secure the most affordable bid.
2. Reach out to Vendors about your intended purchase by requesting a quote.
 - a. The price quote must be obtained from the company itself, and must contain all associated charges (including screen charges, shipping, delivery, etc). A screenshot of an online shopping cart is not a price quote.
3. Submit all quotes obtained and note the most cost effective quote attached to a Purchase Order form (found in the Office of Student Affairs and Campus Life in Walker 411).

- a. The SGA Treasurer will work with the Office of Procurement Services to secure your order. You will be notified when the order is received.
 4. Upon receiving your complete order notify the [SGA Treasurer](#) of the PO's completion so that payment can be released.
 - a. ***Because payment follows delivery*** with Purchase Orders, it is vital that you inform the SGA Executive Treasurer and Office of Procurement Services that you have received the product or service. This ***must*** be done as soon as possible.
-

Last-minute Purchase Orders will not be accommodated. It takes approximately three weeks to process a Purchase Order. Please plan ahead in your event planning and preproduction processes to account for this processing time.

Purchase Orders will not be processed for orders submitted to a vendor outside of the college system. If you submit an order to a company without going through a Purchase Order from the college your order will not be covered. Please follow the above steps.

Things to note when submitting a Purchase Order Requisition form:

- The Office of Procurement Services requires that for all purchases \$1000 or more, at least three written price quotes from three different companies be secured and attached to the PO Requisition Form. The Office of Procurement Services must be involved in obtaining these price quotes.
- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account may not include taxes.
- Keep a copy of all paperwork submitted for your records.
- Always complete all required information on submitted paperwork.

Procurement Card Form

Procurement Card forms are used with pre-approval by the Office of Student Affairs and Campus Life. They are utilized to request that the office make a purchase which requires the use of a college credit card on behalf of an organization. Certain types of purchases and businesses are not allowed, at the discretion of the Office of Procurement Services.

The Procurement Card Requisition Form is used for one-time purchases. The Procurement Card number is not public, and will only be utilized by the office. Given the varying nature of how the PCard may be used, contact the [Assistant Vice President for Student Affairs](#) with questions.

Steps to Submitting a Procurement Card form:

Below is a reliable outline of the process for submitting a Procurement Card Request form. The process begins with finding an order you wish to make.

1. Assemble a shopping cart or order online exactly as you want it to be ordered.
2. Save the shopping cart as a PDF (or screenshot).
3. Fill out a Procurement Card form, attaching the printed shopping cart/order information.
 - a. It is essential that you include **any and all** information necessary to make an order such as account login, participant info, graphics, etc...
 - b. You may be asked to schedule an appointment to complete payment.
4. Submit the form to the Office of Student Affairs and Campus Life.

When submitting a Procurement Card form:

- Purchases which may be made using a Consultant Payment or Purchase Order form will not be accepted.
- You must attach a price quote, bid, contract, and/or shopping cart stating services and/or products and their prices. The price quote must be obtained from the company itself, and must contain all associated charges. Please note that prices may fluctuate between form submission and order placement. The SGA Treasurer will contact you in the case of major fluctuations.
- Procurement Cards are not a replacement for Purchase Order requests or any purchase that could be made using another form.
- Last-minute purchases will not be accommodated. Please plan ahead.

Notes: If your organization's advisor has a Procurement Card, permission from the SGA Treasurer must be secured before it can be used for organization expenses.

Consultant Payment Form

The check request form is used to pay a non-Emerson approved business or individual for their services. Payment requests are processed through the Accounts Payable Office. Request submitted to Office of Accounts Payable made prior to Wednesday will be cut on Friday of the following week, no less than nine days later. The check will be made payable to the company or individual for the amount specified, and may be either picked up at the Office of Student Affairs and Campus Life or mailed.

In addition to a completed form, you must submit the following:

- An invoice from the company or individual
- A completed [contract](#) signed by the company or individual and the Assistant Vice President For Student Affairs. (See “[Contracts](#)” in the *Additional Information* section)
 - ◆ Student organization leaders and advisors are **NOT** permitted to sign on behalf of the college.
- A completed and original W9 form. (See the [Resource Collection](#) for more information).
 - ◆ If your consultant or business does not have a W9 form please contact the [SGA Treasurer](#) and [Assistant Vice President for Student Affairs](#).

Steps to Submitting a Consultant Payment Form:

This is the most reliable process for submitting a consultant payment form.

1. Contact your consultant to obtain a quote for the requested services.
2. Contact your consultant and the [Assistant Vice President for Student Affairs](#) with a filled in Contract from the [Resource Collection](#).
 - a. See “[Contracts](#)” in the *Additional Information* section below.
3. Contact your consultant with a W-9 form from the [Resource Collection](#) and obtain a completed form from them.
4. Submit the completed Contract, W-9 Form and Invoice with the Consultant Payment form for approval. This must be done after all services are rendered.

Remember:

- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account may not include taxes.
- Keep a copy of all paperwork you submit for your own records.
- Always complete all required information on submitted paperwork. Incomplete paperwork will be rejected and will cause delay in processing.

Reimbursement Request Form

The reimbursement request form is used to reimburse currently enrolled Emerson College students and/or faculty and staff advisors for money spent on organization-related purchases, and to reconcile cash advances obtained by advisors.

It is preferable that an organization utilizes the other forms available to them to make purchases, rather than through reimbursements, for the financial security provided the organization and its members. No organization member, including executive officers should be expected to spend personal money on organization expenses.

Additionally, reimbursements are never guaranteed. The process outlined below cover the standard requirements for a reimbursements, but adhering to these policies does not guarantee payment. Spending money out of your pocket comes at your own risk.

Reimbursements will be issued in the form of **Direct Deposit**^(NEW) or a physical check mailed to an off-campus address or made available for pick up on campus. To learn more about Direct Deposit, see “Direct Deposits” in the [Additional Information](#) section.

Reimbursements will not be issued for

- Purchases including any of the items listed in the “Purchase Limitations” section.
- Travel that has yet to occur or is not registered with the office of Student Engagement and Leadership.
- Sodexo charges including EC Cash or Board Bucks charges.
- Print/Copy charges, including the use of individual student print credits.
- Food or catering purchases without pre-approval from the SGA Treasurer.
- Payment to a vendor for products or services.
- Payment for individuals other than currently enrolled Emerson College students and employees
 - To pay non-Emerson individuals (including parents, family members, and Alumni) please submit the Consultant Payment Form.
- Purchases more than 90 days old.
- **AirBNB’s** will not be permitted for student organizations. This includes organization affiliated trips, film shoots and retreats.

Additional Notes:

- Please submit receipts attached to a standard 8.5x11 paper attached to your expense report and reimbursement form.

- Bank statements will not be accepted to show proof of payment without the approval of the SGA Treasurer.
- In cases where payment is made via check you must contact your bank to request a copy of the front and back of your canceled check from your bank as proof of payment.
- Keep a copy of all paperwork submitted for your records.
- Always complete all required information on submitted paperwork.
- Submit original, itemized/detailed receipts.

Proper Receipts

Due to the requirements of the offices that work with SGA reimbursement requests all receipts must meet the requirements of the college as outlined below.

- **Itemization** — all receipts must be itemized, meaning they list all items purchased per transaction. See below for example receipts.
- **Proof of Payment** — all receipts must include some sort of proof of payment such as “Cash Tendered” or “Credit - XXXX-1234”. See below for example receipts.
- **Date of Purchase** — all receipts must be submitted within 30 days of the transaction date in order for reimbursements to be accepted.

Example Receipts:



This receipt meets all the requirements of a proper receipt.

Box 1:

An itemized list of all products purchased in this transaction is included with the receipt totalling to the full amount paid.

Box 2:

Proof of Payment is included in the form of cash on this receipt. A credit alternative would say “Credit XXXXXXXXXXX1234”.

If any of the above requirements are missing or a purchase is more than 30 days old the receipt will not be accepted without prior approval from the SGA Treasurer.

Fundraising and Deposits Form

Changes to the Deposit form:

Deposits will now be submitted using an Excel spreadsheet form available for download from the Treasury Resource Collection. The form must be submitted digitally for approval and then submitted physically attached to the cash/checks.

The Deposit Form is used to deposit money into an organization's SGA account, usually after a fundraising effort or after ticket sales. All money raised by an organization must be deposited into the organization's SGA account.

Money must be submitted to the dropbox in the office of Student Affairs and Campus life as soon as possible after counting. Be sure to clearly mark the envelope with the organization's name and address it to the SGA Executive Treasurer. The money will then be secured in the Student Affairs and Campus Life office until the deposit can be made.

Contact the [SGA Treasurer](#) with any questions relating to the submission process outlined below.

Steps to submitting a Deposit form:

This is the most reliable set of steps for submitting a Deposit form using the new process.

1. Obtain approval to collect funds from the office of [Student Engagement and Leadership](#).
 2. Collect funds, count, label and record as soon as possible. Store in a safe place (preferably your organization's office or locker, if applicable).
 3. Download and fill out a "Deposit Form" from the Treasury Resource Collection.
 - a. For each separate check mark the deposit destination. Count all cash as a single check when denoting a deposit destination.
 4. Email the completed digital form to the [SGA Treasurer, Sharon Duffy](#), your Executive Officer, Financial Officer and Advisor.
 - a. All relevant officers must respond approving of the deposit.
 5. Upon complete approval, submit a printed "Deposit Form" attached to your cash deposit to the dropbox in Walker 411.
-

When submitting a Deposit form:

- Do not keep money collected in your residence hall room or apartment.
- As per College policy, a fundraising form must be on file with the Office of [Student Engagement and Leadership](#) prior to any collection of money.
- All checks being deposited should be made payable to Emerson College.
- Organizations are responsible for bounced checks and will take the monetary loss and any associated check bounce costs. It is the responsibility of the organization to secure payment from individuals/companies whose checks had bounced.
- Organizations must make copies of the checks you deposit to keep on file.
- When depositing cash, band like bills together and exchange coins for bills.
- Until your account is credited with the deposit, these funds may not be used.

Remember:

- Keep a copy of all paperwork submitted for your records.
- Always complete all required information on submitted paperwork.

Fundraising:

- Fundraisers must be approved by the Office of [Student Engagement and Leadership](#) before they can be held.
- Online fundraising sources such as Kickstarter or GoFundMe are not permitted for student organization use. They require a connection to a bank account to deposit raised funds and the use of any bank accounts external to Emerson College are not permitted.
- The college does offer a crowdfunding alternative through the Office of Institutional Advancement. This platform is called [USEED](#). Please contact the [SGA Treasurer](#) to enquire about the usage of USEED.

Print/Copy Orders & Machines

Print/Copy Orders can be made to commission work done at Emerson's Print/Copy Center, including letterhead, envelopes, printer paper, bulk copying, and custom printing jobs. When making purchases through the Print/Copy center, provide your 19-digit account code to the representative you are working with, and they will directly charge your organization. **Please ask for invoices to keep these for your own organization's records, and forward to the [SGA Treasurer](#).**

Additionally, Organizations are able to make copies on the copy machines located on floor L1 of the Max Mutchnick Campus Center and in the Office of Student Affairs and Campus Life (Walker 411). These copy machines are accessible by entering your four-digit copy code.

Copies made on these machines are not free. You will be charged a rate identical to the current fees of the Print/Copy center. Do not distribute your copy code without carefully considering who will use it. Copies made cannot be refunded.

Personal use of copy machines using an organization's' copy code is not permitted. SGA reserves the right to freeze an account for abuse of copy machine privileges. Any individual found responsible for misusing copy privileges will be subject to disciplinary action.

Remember:

- Reimbursements will not be processed for Print/Copy charges as well as the use of personal Print Credits. Your organization's account should be charged directly.
- Keep a copy of all invoices for your records.

Contact Information

Emerson Print/Copy Center
emersoncopy@gmail.com
617-824-8593

Hours: M-F, 9a-5p
98A Boylston Street

Office Supplies via WB Mason

Emerson College, including SGA, uses W.B. Mason exclusively for ordering office supplies. This affords discounts to organizations who make purchases through this approved vendor.

To place an order from W.B. Mason, please utilize the Procurement Card Requisition form (see [Procurement Card](#) section). Load items into a shopping card on the website, take a screenshot of the cart items, print, and attach to serve as your quote.

W.B. Mason is to be used for the purchase of office supplies only. Computer equipment, paper, and anything that requires electricity should be purchased through the appropriate vendors (see “[Computer Equipment](#)” in *Additional Information*).

How to take a screenshot on a Windows computer:

- [Windows 7, 8, and 10.](#)
- [All other operating systems.](#)

How to take a screenshot on a Mac computer:

- [All operating systems](#)

Food Policy/Catering Orders

External Catering

If you do not wish to purchase catering through Sodexo, please contact the [SGA Treasurer](#) prior to doing so. This includes any food purchases made for general meetings, for craft services on productions, et cetera. You will be directed to the appropriate form to utilize, depending on the vendor.

Cooking for your organization

Student organizations are not permitted to prepare food for their organization members without prior approval from the Office of Student Affairs and Campus Life. All food should be prepared by a licensed vendor and individually wrapped.

Sodexo Catering

One of the most convenient means of providing food at an event is to utilize the College's on-campus vendor, Sodexo. When placing an order with Sodexo, visit the [Catertrax website](#) at least two weeks in advance to select your menu, obtain prices and check availability of certain menu items.

Steps for Submitting a Catering Order:

These are the standard steps for submitting a Sodexo catering order.

1. Visit the [Catertrax website](#). Create an account (or login).
 - a. Only organization Presidents and Treasurers may submit catering orders.
2. Assemble a cart full of the items you wish to purchase.
3. Proceed to checkout to confirm your order. If your order is correct provide event information.
 - a. When selecting the event date, Red means not enough notice to complete the order, Yellow means you must contact [Catering services](#) directly, and no color means you can proceed as normal.
4. Review and confirm your selection and proceed to payment.
5. Select "Departmental Approval" as payment method and provide your organization's 19-digit budget code.
 - a. In the "CC Additional People" section, you are **required** to include the [SGA Treasurer](#), [Assistant Vice President for Student Affairs](#), your organization's President, Treasurer and Advisor. Orders without this information cannot be approved.

For menu assistance, contact Sodexo at 617-824-8065 or by [email](#). Also, you may consult the catering/student catering menu, which is available [online](#).

Additional Catering Information:

- Consult with Property Management as to whether food service is permissible in your venue.
- Reimbursements forms will not be processed to reimburse Sodexo charges. **No exceptions.**
- Reimbursements will not be processed for ingredients for self prepared catering without pre-approval from SEAL.
- You can cancel orders within 48 hours of the event without being charged for the event.
- If you are looking for a custom order, or want to order items off the posted menus, you will need to contact the [Catering Manager](#) directly to place an order. The same would go for discussing price adjustments for “out of the ordinary” orders.
- Keep a copy of your email order for your records.
- SGA organizations may not purchase bottled water or alcohol.
- An order will be denied if the organization’s budget cannot handle the charges as outlined in the order, or if the event you are hosting is not an approved event.
- If you are not satisfied with the order you received, please contact the [SGA Treasurer](#) during or immediately after the event.

Trip Financial Protocol

A “trip” is any excursion an organization makes to a non-campus building or location. This is anything from a trip to Washington D.C. to walking across the street to the Boston Common. No purchases for trips will be processed unless these trips are properly registered with the Office of Student Affairs and Campus Life. Please refer to the guide in the [Resource Collection](#) on how to plan a trip for a step-by-step guide.

Trip Financial Policies:

- Cash advances taken by advisors must be reconciled within seven (7) days (see [“Cash Advances”](#) in *Additional Information*).
- **AirBNB’s** will not be permitted for student organizations. This includes organization affiliated trips, film shoots and retreats.
- Trip Reimbursement Policies:
 - As per the College established per diem rate, each individual may spend up to the following amounts on food per day when approved by the SGA Treasurer:

Breakfast — \$17.00

Lunch — \$18.00

Dinner — \$34.00

This is the maximum amount that may be reimbursed. It is advised that students not be excessive with the spending of their per diem allowance.

- Reimbursement receipts for group meals must be numbered and accompanied by a list of people who dined together, and properly attached to the Reimbursement Forms.
- SGA Funds cannot be used for the purchase of alcoholic beverages.
- Transportation and lodging expenses should be itemized showing itinerary, mode of transport and/or location (see [“Vehicle Use”](#) section).
- The College follows the IRS standard mileage rates ([check here for current rates](#)) when reimbursing for business related expenses

If you are unsure of what SGA funds will cover on a trip, please contact the [SGA Treasurer](#) prior to submitting any financial paperwork.

Vehicle Use

Rental Cars

Emerson College's preferred car rental vendor is Enterprise. All car rental bookings can be made through our dedicated Emerson College/Enterprise web portal. To ensure you receive our negotiated rate, use the code XZ10425 when finalizing your booking. See the [Emerson Car-Rental website](#) for more information. Note that only organization members over the age of 21 are legally permitted to rent cars.

Contact the [SGA Treasurer](#) and the [Assistant Vice President for Student Affairs](#) for more information regarding car-rentals.

Taxi and Ridesharing

Taxi and Rideshare services such as Uber or Lyft are permitted for reimbursement provided the trip is registered with the Office of [Student Engagement and Leadership](#). The ability to travel safely for your organization's excursions is an essential part of travel. Please see "[Trip Financial Protocol](#)" for more information regarding travel.

When traveling with a taxi company make sure to request an itemized receipt after payment. This receipt should adhere to the reimbursement requirements as described in the "Expense Report and Reimbursement" section. An email receipt or post-ride screenshot with origin, destination, price and payment method will suffice for Rideshare services.

U-Haul / Truck Rental

Your organization is permitted to rent U-Hauls provided you have prior approval from the [SGA Treasurer](#) and the Office of [Student Engagement and Leadership](#). When submitting a reimbursement for a U-Haul or truck rental make sure that your receipt adheres to the reimbursement requirements outlined in the "Expense Report and Reimbursement" section. A quote prior to the rental does not meet requirements.

Zipcars

Your organization is permitted to travel using Zipcar rentals provided you have prior approval from the SGA Treasurer and the Office of Student Affairs and Campus Life. Emerson College does not have a ZipCar membership and will not reimburse for memberships. The college may reimburse for individual rentals and will not provide insurance coverage for Zipcars. Contact the [SGA Treasurer](#) and [Assistant Vice President for Student Affairs](#) for more information.

Film Shoot Financial Policy

All Emerson College students must adhere to the policies and procedures associated with shooting film/video and/or recording audio as dictated by the Office of Television Radio and Film. Any information regarding Shooting Policies and Procedures and forms may be found on the [TRF web site](#).

Note: *Location film and video production carries risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.*

- The College does not provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does not provide insurance on equipment rented outside the College.
- The College does not provide workman's compensation insurance for talent including members of SAG and AFTRA.
- **This is your financial responsibility.**

Penalties:

Violations by students of the following policies and procedures may result in:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the Student Handbook.

Shoots that Require Special Permission:

- Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission and will not be financially supported without prior approval.
- Shoots that require access to buildings or locations after hours may require special additional permission or associated fees.

Equipment Distribution Center Manager, TRF, (617-824-8349), can provide procedures that outline requirements for these special requests.

Appeal Requests

Changes to the Appeal Request Process:

Due to a constitutional change at the end of the Spring 2017 semester, the Financial Advisory Board ([FAB, see section below](#)) will be a permanent board within the SGA. The FAB is the first stop for an Appeal Request. The FAB must recommend all Appeal Requests before they are presented to SGA Joint Session. Additionally, Appeal Requests are now submitted as a form on EmConnect.

While organizations are encouraged to use their allocated funds and seek out additional co-sponsorships from other organizations and departments, a need for greater funding arises from time to time. SGA recognized organizations and FSL organizations may appeal for funds if the organizations meet the given criteria **once per semester**.

Additionally, Appeals will be granted with an 'expiration date' where unused funds will return to the SGA Appeals Account for use by other organizations. This date will be determined in conjunction with the SGA Treasurer based on your Appeal Requests details.

If you have any questions, please do not hesitate to contact the [SGA Executive Treasurer](#) who will assist you in preparing your Appeal Request, if necessary.

Warning: *Keep in mind that even if your organization decides to submit an Appeal Request, you are never guaranteed the amount you are appealing for. There is a limited amount of money in the SGA Appeal account each school year, and therefore SGA reserves the right to deny any Appeal Request that does not meet the listed criteria. It is expected for your organization to only submit an Appeal Request as a last resort:*

- **First Resort:** Reasonable cost cutting.
- **Second Resort:** Re-prioritizing your Organization's budgeted funding allocation.
- **Third Resort:** Independent Fundraising.
- **Fourth Resort:** Co-sponsorships from departments and organizations.
- **Fifth Resort:** In-kind donations.
- **Last Resort: Submitting an SGA Appeal packet.**

Acquiring co-sponsorships, donations, or fundraising prior to submitting your SGA

Appeal packet will make your appeal look more attractive to the SGA Joint Session officials. If your organization has no co-sponsorships, donations, or fundraising, it will be difficult for you to make the case that your organization has exhausted all other possible ways of getting additional funds (which is the first criteria that SGA Joint Session officials will be looking for).

Any organization that has an Appeal Request denied is welcome to submit a remade SGA Appeal packet after obtaining co-sponsorships, donations, fundraising, or after going through and cutting costs.

SGA Appeal criteria:

When judging appeals, SGA Joint Session officials are looking for the following:

- The organization has exhausted all other possible ways of getting additional funds.
- The Appeal Request is financially responsible.
- The Appeal Request shows proof of planning ahead.
- The Appeal Request benefits the college community outside of the organization as well as the students directly involved.
- A similar Appeal Request has been made by the organization in the past, and has consistently lead to a successful event, trip, etc.
 - This particular criteria is not required for approval. We encourage new and returning organizations to create new events and programs.

Who may submit an Appeal Request:

SGA recognized organizations (regardless of funding status), recognized campus chapter FSL organizations, Alternative Spring Break, ERA Awards, and the EVVY awards may submit an SGA Appeal packet. If individuals or groups who are not officially recognized SGA organizations wish to appeal, they must have an official SGA recognized organization be their sponsor and assume responsibility for the project.

Steps for Submitting an Appeal Request:

1. You must contact the [SGA Executive Treasurer](#) at least four weeks prior to the date in which you need the funds.
2. Appeal Requests will be submitted through EmConnect under the Appeal Request form. The form requires a supplemental spreadsheet which can be found in the Treasury Resources folder on EmConnect. Once the form and supplemental information is attached the form can be submitted for approval.
 - a. The SGA Treasurer will reach out to establish a time to meet with the Financial Advisory Board based on your submission.

3. A representative(s) from your organization will be invited to present the Appeal Request to the FAB. The FAB will vote on whether or not to recommend the Appeal Request will be presented to SGA Joint Session.
 - a. If the Appeal Request is not recommended you will receive an email from the SGA Treasurer with a list of concerns presented by the FAB. You are welcome to re-submit your Appeal Request after addressing these concerns.
4. If approved, the Appeal Request will be presented by the SGA Treasurer at the next available SGA Joint Session meeting (Tuesdays 2-3:45pm). This presentation does not require a representative of your organization, however, as SGA Joint Session meetings are open to the student population a representative is welcome to attend and field questions. SGA Joint Session will vote on whether or not to grant the Appeal Request.
 - a. If the Appeal Request is denied you will receive an email from the SGA Treasurer with a list of concerns presented by SGA Joint Session. You are welcome to re-submit your Appeal Request after addressing these concerns.
5. If approved you will receive an email from the SGA Treasurer with information about your spending your appeal allocation. An “Account” will be added to your organization’s Finance section of EmConnect through which charges can be made and recorded.

Note: Remember that Appeal Requests are heard in the order in which they were received. FAB and SGA Joint Session officials are asked to look at each appeal on a case by case basis and not allow upcoming appeals or potential future appeals to influence their decision. That being said, FAB and SGA Joint Session officials will be looking for organizations to practice fiscal responsibility and consider the impact that their appeal will have on the SGA Appeal account while submitting their Appeal Request. If the SGA Appeal account hits \$0.00, all upcoming Appeal Request hearings will be cancelled and no further Appeal Requests will be accepted.

After an SGA Appeal is granted, you will work with the SGA Executive Treasurer and Assistant Vice President for Student Affairs to develop a plan for the SGA Appeal funds. **Granted Appeal funds may only be utilized for the purposes noted in the Appeals Packet, and not for any other expenses.** Please note, funds from the SGA Appeal will NOT be transferred into your organization account. Rather, you will submit paperwork noting “SGA Appeal” in order to access these funds.

Annual Budgetary Requests

Changes to the Annual Budgetary Request process:

The Annual Budgetary Process (formerly known as the FAB process) has undergone changes due to constitutional changes in the Spring 2017 semester. The process is now known as the Annual Budgetary Request process. Additionally, the process will be submitted through EmConnect.

Each Spring, the Financial Advisory Board (FAB) reviews Annual Budgetary Requests (ABR's) from each SGA-funded organization and recommends Organization Allocations for the upcoming academic year to SGA Joint Session. This is the only time during which SGA-funded organizations can be considered for annual funding. *(Note: newly recognized organizations may receive a small allocation from the Organization Recognition and Review Board external to the ABR process.)*

ABR forms will be made available to organization Presidents and Treasurers shortly after spring break through EmConnect. It is essential that your organization participates in the ABR process. If you choose to not participate or turn in the form late, your organization may not receive funds for the upcoming school year.

What the FAB takes into account when reviewing ABR's:

- If the numbers provided in the request are concrete and well-researched.
- Number of active members and outreach to multiple majors.
- Benefit of organization's proposed budget spending to the student population.
- The organization's historic ability to spend funds wisely and responsibly.
- Spending (actual and anticipated) that support the mission and purpose of the organization and of the College.
- Attention to detail and specifics in the form.

Each organization is responsible for completing their ABR form on time. Specific information will come during the Spring semester.

Please note, the form requires the signatures and contact information of the officers for the next school year. Please plan your elections before ABR's are due, if possible, so you will be able to submit this information. Otherwise, it is your responsibility to submit this information to the Office of Student Affairs and Campus Life once you hold

elections.

Additional Information

It is the sole responsibility of the organization to follow the ABR process correctly. The FAB reserves the right to penalize any SGA funded organization for failure to provide a complete and thorough accounting of its request.

If your form has not been submitted, you will not be offered a hearing with the FAB. These hearings are encouraged as they give student organizations a prime opportunity to professionally present themselves to ensure that the Board makes an educated decision regarding the organization's annual funding. It is recommended that one incoming and one outgoing officer attend the hearing.

The SGA Executive Treasurer is available to answer any questions about the ABR process. ABR Workshops will be held in the Spring semester by the SGA Executive Treasurer to aid organization Presidents and Treasurers in the ABR process and how to fill out the paperwork necessary to participate in the ABR process.

Upon review, the FAB will create a budget proposal and submit it to the SGA Joint Session, which will review and vote on the proposal before the end of the spring semester. Notification letters will follow this decision.

Note:

- The Board does not compare organizations when allocating funds; a larger budget allocated to one organization does not reflect on a like organization that may have received a smaller budget.
- Organizations may submit an Appeal Request for more funds the following academic year for a specific event, project or trip but not an Annual or Operational Allocation. See the section on [Appeal Requests](#) for more information.

Financial Advisory Board (FAB)

Changes to the FAB:

Due to a constitutional change at the end of the 2016-2017 academic year the Financial Advisory Board is now a permanent board within SGA.

The Financial Advisory Board (FAB) is a body of students charged with governing Financial Policy, Annual Budgetary Requests and Appeal Requests.

The Board is comprised of the SGA Executive Treasurer and Vice Treasurer, a representative from each class, the SGA Chief Justice, a representative from the Organization Recognition and Review Board (ORRB) and the SGA Advisor. An invitation to participate as a member of the FAB is at the discretion of their relevant Class Council or the Chair of the ORRB and is approved by the Assistant Vice President for Student Affairs and SGA Treasurer.

Duties of the FAB:

- Meet with and review student organizations that request a hearing during the Annual Budgetary Request hearing process.
- Make long-term financial policy recommendations to the SGA on such issues as criteria for funding, fee increases, and vendor dealings.
- Review and approve changes to the Treasury Handbook.
- Review and approve changes to the Appeal Request form.
- Recommend Appeal Requests to SGA Joint Session.
- Recommend organization Annual Budgetary Requests to SGA Joint Session.

FAB Investigations

If the FAB or members of the Office of Student Affairs and Campus Life suspect any impropriety regarding an organization's spending the FAB, alongside the ORRB and the Office of Student Affairs and Campus Life reserves the right to investigate.

Investigations may result in suspension of funds.

- Past reasons for suspension of funds include: misuse of funds, personal use of funds, misuse of phone, storing organizational equipment at off campus residences or in the residence halls, falsifying documents (e.g. forgery of signatures) and knowingly providing false information to the FAB.

Additional Information

Direct Deposits:

Starting the 2017-2018 academic year all reimbursements for students with direct deposit set up through their eCommon account will automatically receive reimbursements by direct deposit. If you do not have direct deposit set up you may pick up a physical check from the Campus Life Office (Walker 411) or receive a check by mail to the provided off-campus address.

All students are encouraged to enable Direct Deposit through eCommon. For steps to set-up Direct Deposit please see this FAQ. If you are a student employee you are automatically enabled for Direct Deposit.

Equipment / Furniture / Office Supplies:

All equipment, furniture, and supplies purchased or received by an SGA organization remain the property of SGA and Emerson College. Contact the [SGA Treasurer](#) for assistance with obtaining furniture or contact the Information Technology Department for computer and/or equipment purchases.

Only organizations with approved office and/or storage space will be allowed to purchase furniture and/or computers/computer equipment or supplies. No organization may trade or dispose of equipment without permission from SGA and the Assistant Vice President for Student Affairs. Organizations must keep an up-to-date inventory of all equipment and furniture in their possession and submit it during Financial Advisory Board process, including all computer and telephone equipment.

Furniture and technical equipment is for organization use only, becomes property of Emerson College, and may not be used for personal reasons. In the event that an organization becomes inactive, all property reverts to SGA ownership. No organization equipment may be stored in a student's residence hall room or apartment during College breaks.

Sending Mail & Packages:

All mail and packages must include the organization's account number in the upper left hand corner. It can then be placed in an Emerson mailbox or brought directly to the main mailroom on the Lower Level of 100 Boylston Street. The organization's account is charged directly by the mailroom. For postage totaling over \$25, the SGA Executive Treasurer's approval is required. It is recommended that you keep track of any mailings

you make to avoid being over or under charged.

Computer Equipment:

Most basic computer equipment purchases can be made through the Office of Student Affairs and Campus Life through Marketplace. Any purchases that include non-standard computer equipment requires the Information Technology Department to obtain bids and approve purchases. For assistance in beginning this process, or answering questions about which computer equipment to purchase, contact the IT Helpdesk at helpdesk@emerson.edu. Only organizations with College allocated office space will be able to purchase computer equipment.

Room Reservations:

[SpaceBook](#), Emerson's online space reservation system, is now open and available! Use SpaceBook to browse existing events, check space availability and room details, request space for events, meetings rehearsals and study and track and modify existing reservations.

For a [list of rooms](#) available through SpaceBook and additional information on planning your next event, visit www.emerson.edu/eventresources. Then log in to [SpaceBook](#) with your Emerson account to get started. Read the [How-To Guide](#) for detailed instructions. Some facilities such as the Bordy Theatre may require additional after hours security fees. Please consider this when planning and scheduling your event.

Have a question? Contact the appropriate [space manager](#).

Office of the Arts Managed Spaces:

For information regarding renting Office of the Arts managed spaces please see the [Resource Collection](#) and contact the office of [Student Engagement and Leadership](#). Keep in mind that these spaces require professional staffing and thus come with a reservation fee.

Once your event is negotiated and a price estimate is completed, forward your reservation summary to the [SGA Treasurer](#). Once your event is complete and your account has been charged, reach out to the SGA Treasurer as soon as possible if your final invoice is more or less than the prior estimate.

Ticket sales from Office of the Arts events will be entered into your account upon receipt of a successful transfer from the Office of the Arts. Ticket sale funds cannot be spent prior to this deposits completion. Additionally, ticket sales cannot be used to cover the

cost of the production or space rental.

Media Services:

Equipment needs for non-course related events will be charged to your organization's account. A complete listing of services is available [online](#).

Donations and Institutional Advancement:

If someone would like to make a donation to your organization, they are more than welcomed to do so. Donations go through the College's Office of Institutional Advancement, where it can be specified that the donation is to go to your organization. These accounts are used exclusively for donations from sources outside the college such as a personal alumni donation or business sponsorship. Donations from internal sources will be deposited to your SGA account (see "[Deposit](#)" section). Funds donated to your SGA account will roll over at the end of the year while funds donated to an Institutional Advancement account will remain until spent.

Cash Advances:

A cash advance of up to \$500 may also be requested by your group's advisor using the Consultant Payment form. Only advisors may receive a cash advance contingent on the approval of the SGA Executive Treasurer and the Assistant Vice President for Student Affairs.

Cash advances must be reconciled within seven (7) business days after use. A completed Expense Report and Reimbursement Form must be submitted to the Office of Student Affairs and Campus Life within this time period. The requestor of the advance will be held accountable for any missing funds.

Contact the [Assistant Vice President for Student Affairs](#) and the [SGA Treasurer](#) for more information. Approved cash advances will be directly deposited into the advisor's bank account.

Contracts:

Contracts are used to bind vendors and non-Emerson individuals to services offered in exchange for payment. These are necessary to protect student organization's funds. All contracts must be pre-approved by the Office of Student Affairs and Campus Life and the Assistant Vice President for Student Affairs before services are rendered and before the SGA Executive Treasurer will process any paperwork. Contact the office of [Student Engagement and Leadership](#) for more information or see the [Resource Collection](#) on EmConnect.

Contracts must be signed by the Assistant Vice President for Student Affairs. The original contract must be signed by the consultant/company. **No contracts may be signed by a student or an advisor!** A student/advisor is not an agent of Emerson College or the Student Government Association. A student/advisor signed contract is NOT binding to Emerson College or SGA.

See the Off-Campus Events policy in the [Resource Collection](#) on EmConnect for contracts involving the use of off-campus venues.

Closing

Thank you for taking the time to read the Emerson College SGA Treasury Handbook (2017-2018). If you have any further questions, please feel free to reach out to the [SGA Treasurer](#) over email or in person.

I look forward to working with each and every one of you this year.

-- Ian Mandt

SGA Executive Treasurer

2017-2018

Passed unanimously on September 21st, 2017 by the Financial Advisory Board.