



2021-2022

Finance Certification Manual

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INTRODUCTION

Welcome to Campus Life at RIT!

Please note: Due to the ongoing situation with COVID-19, any of the processes and guidelines below may be adjusted during the year at the discretion of Campus Life.

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

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

Please note: While this document encompasses a broad range of financial procedures and policies, Campus Life reserves the right to update procedures and policies as needed at their discretion during the year in compliance with RIT and laws, as well as to address atypical situations.

We look forward to working with you!

CONTACTS

The Finance Team office is located in the Tiger Suite, Campus Center 03-1610. Office hours are Monday through Friday 8:30am - 4:30pm. **Appointments are preferred. We will accommodate walk-ins to the extent we are able.**

Front Desk Attendant:

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

Dawn Rizzo: Sr. Financial Assistant

Provides financial support for student clubs (L-Z), ALANA Collegiate Association, Tech Crew, & New Student Orientation darcccl@rit.edu, 585-475-5798

Tyler Brown: Sr. Financial Assistant

Provides financial support for student clubs (A-K), WITR, & Student Government

tnbccl@rit.edu, 585-475-6072

Tonya Holmes: Sr. Financial Assistant

Provides financial support to CAB, Off-Campus Commuter Services, Women & Gender, Q Center, and OUTspoken, tlhccl@rit.edu, 585-475-7653

Chantal McHugh: Sr. Financial Assistant

Provides support to Acapella, Spirituality & Religious Life, Fraternity & Sorority Life, and Greek Finance Committee, chccl@rit.edu

Laura Hellwig: Associate Director for Financial Operations

Provides financial support for Campus Life department accounts, Student Activity Fee accounts, lhcccl@rit.edu, 585-475-5658

RESERVE.RIT.EDU

Student clubs and organizations are required to register all events in [Reserve.rit.edu](https://reserve.rit.edu) at least 4 business days prior to the event date. This does not guarantee that the event will be approved as certain services may require up to 10 days notice in advance. An event must be entered in [Reserve.rit.edu](https://reserve.rit.edu) prior to any transactions being completed related to the event. When you receive an event reservation number, you need to include it in your completed EAFs for any event-related purchases. Virtual events must be registered a minimum of 1 business day prior to the event.

BUDGETS

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

Every month, the Campus Life finance team generates reports and places print copies in each student club's and organization's mail folder in the Tiger Suite for reconciliation purposes.

The club budget process is submitted online via CampusGroups in the **SPRING** of every academic year for the following year. **All eligible clubs will receive budget allocations from Campus Life by the first week of classes in August. Clubs will be notified of their budget allocation via CampusGroups.** The submission of a budget request to Campus Life does not guarantee budget allocation. Please note these funds are allocated from Campus Life and not Student Government (SG). This allocation from Campus Life is not intended to fund all club activities over the course of the year. Rather, this is funding to help a club offset some costs as they grow and expand.

It is expected that clubs fundraise which can be done in several ways through events and activities. For fundraising suggestions, please speak with your financial contact person.

Annual Club Budget Requests Ranges By Club Status:

\$0.00 - \$10,000	Clubs that compete at the state or national level
\$0.00 - \$5,000.00	Open membership/active organizations
\$0	Clubs that function as a closed group-not allowing campus wide membership/excludes membership or misuse of funds or event management procedures

CREATING AND MAINTAINING STUDENT CLUB AND ORGANIZATION BUDGETS

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

Please note that the available balance listed in CampusGroups is not a club or organization's official available balance. CampusGroups is not the official record for budget information and shows a limited financial picture. Official club and organization balances are maintained by Campus Life and can be requested at any time by emailing crcccl@rit.edu. We highly encourage all clubs and organizations to maintain their own budget records as well. No club or organization should solely rely on Campus Life for budget information.

HERE'S WHAT YOU NEED TO DO:

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

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

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

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

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

Student Club's or Organization's Name			Beginning Balance As of 07/01/2020			\$150.00
<i>Date</i>	<i>Document Reference</i>	<i>Vendor's Name</i>	<i>Purpose</i>	<i>Revenue</i>	<i>Expense</i>	<i>Balance</i>
9/1/2020	Invoice # 1234	Amazon.com	tape for hanging posters for "Name" event		\$23.11	
10/13/2020	Check #567	Chipotle restaurant	fundraising event on 8/27/2020	\$100.00		
11/15/2020	Invoice #89	RIT HUB	posters for December "Name" banquet		\$25.00	
Totals				\$100.00	\$48.11	\$51.89
Current Available Balance = Beginning Balance + Total						\$201.89

RECONCILING STUDENT CLUB AND ORGANIZATION BUDGETS:

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

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

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

- Keep a copy of the source documentation to use when reconciling the budget
- Collect the printed copy from your mail folder in the Tiger Suite once a month
- Reconcile your budget and correct any discrepancies
- You may also meet with the Campus Life finance team for assistance with reconciling.

EXPENSE APPROVAL FORM (EAF)

Expenses may be in different forms of transactions performed by a process that starts with filling out an Expense Approval Form (EAF). An EAF is a Campus Life form that states the intent of a student club or organization to complete a transaction affecting its budget and is submitted in CampusGroups.

Student clubs and organizations are not allowed at any time to have a negative balance in their accounts. This means when planning for an event, there must be sufficient funding available for the club or organization to pay all required costs as they plan and prepare for the event, such as facility rentals, catering, travel costs, etc.

Campus Life does not allow expenses or reimbursements for previous fiscal years (July 1st through June 30th) to be approved or paid. This year's fiscal year is July 1, 2021– June 30, 2022.

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

The following is a list of transaction types:

- Visa Card (example: 3rd party vendors, local or online for amounts less than \$4999)
- Amazon.com purchase (example: any purchase made on the Amazon account **except gift cards**)
- Check Request (example: 3rd party vendors that don't accept the RIT Visa Pcard)
- RIT Chargeback (example: RIT entities such as HUB, FMS, Tech Crew, Catering)
- Petty Cash (example: making change for fundraising events, such as ticket sales)
- Transfer of Funds (example: Dept. sponsorship, donation from one club to another)
- Awards (example: requesting usage of a received SG award)

SALES TAX EXEMPTION

PURCHASES MADE IN NEW YORK

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

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

If you are charged sales tax with the RIT Visa Card, then it is your responsibility to return to the vendor and have them refund the tax. Failure to do this within 2 business days of the transaction date will lead to your club being placed on hold.

PURCHASES MADE OUTSIDE OF NEW YORK

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

RIT VISA CARDS

The RIT Visa Card is the preferred method of payment for most purchases (up to \$4,999.99). When students sign out a Visa Card, a copy of the RIT tax exemption certificate is also provided because **RIT does not pay sales tax**.

HERE'S WHAT YOU NEED TO DO TO SIGN OUT A VISA CARD:

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

Appointments are preferred. At this time, we will do our best to accommodate walk-ins due to physical distancing and safety requirements.

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

ONLINE PURCHASES WITH A VISA:

- Submit an EAF in CampusGroups
- Check out the Visa Card
- Forward the email confirmation you receive from the vendor to your financial contact
- Make sure the **Billing Address** is as follows:

Rochester Institute of Technology

Campus Center

127 Lomb Memorial Drive

Rochester, NY 14623-5608

- Make sure the **Shipping Address** is the Tiger Suite, as follows:
Rochester Institute of Technology/your Student Club's or Organization's
Name Attn: Your Financial Contact Person (Dawn Rizzo, Tyler Brown,
 Tonya Holmes, Chantal McHugh, Laura Hellwig)

Campus Center Bldg.03 – Room 1610

127 Lomb Memorial Drive

Rochester, NY 14623-5608

Shipping to a personal address or another on-campus address is prohibited.
All packages must be shipped to the Tiger Suite.

- Return the Visa Card by the next business day 11 am and provide all required documents.

Tracking Purchases and Ensuring Receipt of Goods:

All online and phone orders are required to be delivered to the Campus Life Tiger Suite, to ensure all ordered items and quantities are received in full. Student clubs and organizations are encouraged to document the order in their budgets and to monitor their email for tracking information. By doing so, they can identify any orders that have not been delivered in a timely manner or delivered to an incorrect address. Students then are able to contact the vendor to

resolve this situation by re-shipping items and/or making any financial adjustments to the transaction.

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

Additionally, since not all items in an order may ship together, students should open the box when picking up a package to review the delivered items and shipping documentation and verify that all ordered items have been received.

AMAZON.COM PURCHASES

(For Amazon.com ordering only, you don't need to check out a Visa Card to complete a purchase)

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

*The financial team reserves the right to reject orders that do not match the completed EAF or comply with the directions given in the email containing the Amazon login information.

PURCHASE ORDERS (PO'S):

Purchase Orders are required for purchases of \$5000.00 or more and are prepared by your financial contact person.

HERE'S WHAT YOU NEED TO DO:

- Complete an EAF for a Check Payment
- For orders \$10,000 or more, submit three (3) detailed written quotes from the vendors of your choosing
 - For catering purchasing, a quote from RIT Catering is required

- For NEW vendors/suppliers, the following forms need to be completed by the vendor/supplier and submitted to the Campus Life finance team along with the Contract Request Form:
 - [W9](#)
 - [Pre-Approval to Engage Independent Contractor Services](#)
 - [New Supplier Set Up Form](#)
 - [Determination of Citizenship Requirement Form](#) (if an individual)
- For CURRENT vendors/suppliers, an updated W9 form may be needed for vendors and suppliers that have been inactive in our finance system for a year or longer. The Campus Life finance team can advise you if this is needed.
- Schedule an appointment with your finance team contact person by emailing the Tiger Suite Front Desk Attendant at crcccl@rit.edu or calling 585-475-4111

CHECK REQUEST TO PAY TO A VENDOR

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

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

PAYMENTS FOR WORK DONE:

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

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

REIMBURSEMENTS (TO STUDENTS)

Effective 7/1/20: The following information applies to all mentions of reimbursements to students that appear in this document. With the availability of RIT Pcards from Campus Life and the option to pay for expenses online and over the phone, a justifiable need for students to personally pay for expenses on behalf of their club or organization is extremely limited.

There may be extenuating and specific circumstances in which a reimbursement from a student club or organization account to a student that has personally paid for an expense is allowed. **Reimbursements to students will not be permitted unless the student has received prior approval via a submitted AND approved EAF. This approval must be obtained BEFORE the purchase is made.** In addition, the club or organization must have sufficient available funds in their account.

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

1. RIT is a tax exempt organization, which means that tax cannot be reimbursed
2. In order to be reimbursed for allowable expenses, you need to follow this process:
 - a. If you believe you have an extenuating and specific circumstance, please reach out to your financial contact person to discuss. Not having adequate time to come to Campus Life and use a PCard is not sufficient justification since any financially certified club member can make an appointment to use the card.
 - b. Submit an EAF in CampusGroups to the Campus Life finance team. EMS Reservation #s are required for all events.
 - c. If a reimbursement is approved, you must email itemized receipts and other required documentation (such as mileage sheets, documentation of mileage, event registration, etc) to your financial contact person (see pages 3 & 4).
 - i. Receipts and documentation must be submitted to your financial contact person within 30 calendar days of the date of purchase. If not all required receipts and documentation are received within 30 calendar days, the reimbursement will not be made and the approval will expire.
 - ii. All purchases should be made by May 1, 2022: Receipts and documentation must be submitted to your financial contact person by May 15, 2022 in order to be processed.

- d. Reimbursements to students are processed through Oracle, and the funds will be direct deposited into their bank account.

3. Reimbursement requests can take approximately 10-15 business days for direct deposits to be made, once the request is received by Accounts Payable from Campus Life. Peak times during the year may extend this timeline, particularly in the spring semester.
4. Reimbursement cannot be made if:
 - a. There was no prior approval given BEFORE the expense was made.
 - b. All receipts and required documentation was not submitted by the deadlines listed above.
 - c. There are insufficient funds in the student club or organization's account.
 - d. For expenses made in the prior school year

REIMBURSEMENTS / PAYMENTS (TO ADVISORS OR ALUMNI)

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

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

RIT HUB

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

HERE'S WHAT YOU NEED TO DO:

- Submit your design through the Request Services button located on the CCL website in CampusGroups under the Marketing and Communication tab – [here](#)
- CCL Events Team will approve or request changes to the design
- Contact the HUB to request a quote
- Submit a completed EAF and check HUB to perform the job (printing/copying), with one copy of the design you want duplicated or printed on any type of promotional items
- We complete a HUB form for you and email it to the requester by the next business day

The HUB form is your method of payment, no RIT Visa Card is needed.

- Take this form to the HUB and they will complete your job.

- The HUB will send us the invoice/receipt automatically at the end of the month

FREE COPIES PROVIDED BY THE TIGER SUITE

All Campus Life recognized student clubs and organizations are allowed 200 FREE black/white single-sided copies per year from the Campus Life Tiger Suite.

HERE'S WHAT YOU NEED TO DO:

- Submit your design through CampusGroups [here](#)
- After your design is approved, email the Tiger Suite front desk at crcccl@rit.edu the best version/resolution to be copied and indicate how many copies are needed.
- You do NOT have to use all 200 at the same time.
- The copies will be placed in your club mail folder the next business day.

PETTY CASH

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

HERE'S WHAT YOU NEED TO DO:

1. Submit an EAF in CampusGroups by checking petty cash and indicate the exact denominations needed:
 - a. Quarters - \$10 roll (40 quarters)
 - b. Dimes - \$5 roll (50 dimes)
 - c. Nickels - \$2 roll (40 nickels)
 - d. Pennies - \$0.50 roll (50 pennies)
 - e. Paper bills (\$1s, \$5s, \$10s, \$20s)
2. The Requestor may pick up the petty cash themselves from the Tiger Suite front desk, or can email crcccl@rit.edu notifying them of pick up by another student, who has to be financially certified.
3. Return the petty cash by the next business day after the event by dropping it in the secure dropbox in the original envelope of pick up, separate from any fundraised funds.
 - a. Please make sure you roll the coins if there are enough to fill a roll. If you deposit loose change that should have been rolled, you will be contacted and requested to return to the office to roll it. The funds cannot be deposited until you do so. Coin Rollers are available in the student organization dropbox.
 - b. Please deposit your returned petty cash separately from any fundraising amount.

CASH BOXES

Cash boxes are available for use by CCL-recognized student clubs and organizations supported on a first come first served basis. You may sign out a cash box for the duration of your event.

Please note that the cash boxes DO NOT lock. Therefore, you are required to deposit your fundraised money each day in the secure dropbox.

HERE'S WHAT YOU NEED TO DO:

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

STUDENT CLUBS/ORGANIZATIONS CASH MANAGEMENT AGREEMENT

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

- ✓ All students completing financial transactions on behalf of their student club or organization must complete the Finance Certification Training annually.
- ✓ Each e-board member is strongly encouraged to review this document even if they will not be completing financial transactions on behalf of their student club or organization.
- ✓ NO student club's or organization's cash is permitted to be kept personally with a club/organization member, in a club's locker/space or any other location outside of Campus Life accounts. Thus, **all** student club's or organization's cash must be deposited with Campus Life per the process outlined in this document.
- ✓ Deposits into our dropbox should be made as soon as possible to safeguard the security of funds. The policy is that all funds collected must be deposited by the next business day after the event.
- ✓ Spending out of a student club or organization's fundraised cash without first depositing the revenue into your student club or organization's account will jeopardize your student club or organization's recognition status and place your student club or organization on hold. For example, paying a vendor cash at your event for their services and then depositing the remaining cash into our dropbox.

TRAVEL

The first step to plan for travel is to register your event in [Reserve.rit.edu](https://reserve.rit.edu) at least 3-4 weeks in advance before any travel-related financial transactions can be completed. A list of names of all student travelers (current RIT students only) must be provided when the event is registered.

1. Submit one EAF in CampusGroups for each: Lodging, Airfare, Car Rental, etc. (check the info below for more info about how to plan for each expense).
2. Contact the Tiger Suite Front Desk at crcccl@rit.edu to make an appointment with your financial contact person once your EAF has been approved. This appointment may last 30 to 60 minutes depending on the travel arrangements required.

Lodging:

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

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

SOME FACTS ABOUT HOTEL BOOKING:

- The hotel reservation number must be included on the EAF
 - If you are traveling to a state that accepts RIT's tax exempt certification, your financial contact person will provide the hotel with proper documentation
 - Some hotels may require you to provide a list of names of who will be staying in each room
 - If the hotel cannot email you the receipt, you must bring back a hardcopy receipt and submit it to your financial contact person within 2 business days from when you check out of the hotel.
 - Before leaving the hotel, please make sure tax was not charged (if applicable)
-
- Airbnb: RIT Visa cards cannot be used to pay for Airbnb. If you would like to stay at an Airbnb location, you must first pay for it out of pocket, and then be reimbursed. In order to be reimbursed, you must have prior approval before paying for the Airbnb (see section on Reimbursements to Students for additional information). RIT cannot guarantee the accommodations/safety of Airbnb. When possible, hotels are preferred.

Airfare:

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

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

Ground Transportation:

- **SG/PATS Vans:** <https://www.rit.edu/fa/parking/transportation/charter>

The following applies for most student clubs and organizations

- Reserve the event in [Reserve.rit.edu](https://www.rit.edu/fa/parking/transportation/charter)
- Certify student driver(s) (submit a completed EAF: cost is \$25.00 per person and can be confirmed by PATS)
- Reimbursement for gas expenses (submit an EAF with original gas receipts)
- Reimbursement for mileage is not applicable since the vehicle is not personally owned

The following applies for Greek Chapters

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

Car rental: If PATS/SG vans are not available, students have the option of renting a car through the Enterprise Henrietta branch on W. Henrietta Rd. RIT Procurement Services has made special arrangements with this location in regards to pricing and allowing students under the age of 25 to rent without significant financial fees. Students should decline extra insurance coverage offered at the rental counter unless they are willing to pay for it personally since this cannot be

reimbursed. If you have auto insurance at home, it is recommended to check with your agent about coverage. In addition, if you are renting a car from any other rental car agency location, please check with your personal credit card company regarding possible insurance for car rentals.

- Reimbursement for gas expenses (submit an EAF in CampusGroups with original gas receipts)
 - Reimbursement for mileage is not applicable since the vehicle is not personally owned
- **Buses/Limos:** If you need a bus or limo service originating from Rochester, here is the [list of RIT approved transportation companies](#) that have been screened for safety and adequate insurance coverage. If a company is not on this list, we cannot do business with them.
- **Personal vehicle:** If you choose to use your personal vehicle for your student club or organization purposes, you are eligible for:
 - Reimbursement for mileage up to \$0.50/mile which is meant to cover travel expenses including wear and tear on your vehicle (submit an EAF in CampusGroups and a mileage form, no gas receipts are required)
 - Reimbursement for road/bridge tolls and parking fees (submit an EAF in CampusGroups and original receipts)

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

All design content must be approved. Design approval is required every time a student club or organization wants to use a logo or design in any form of digital/print media. Approval from Campus Life is required **every single time, even if the specific logo or design has been used previously and previously approved by Campus Life.** Do not engage with any vendor(s) before getting this approval. All designs must be submitted through CampusGroups [here](#).

Any designs advertising an event will not be accepted without a reservation number. Please allow at least 48 business hours for approval.

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

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

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

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

FOOD & CATERING PURCHASES

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

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

HERE'S WHAT YOU NEED TO DO:

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

CONTRACTS

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

If bringing a visitor/speaker/performer to campus and the club/organization would like to pay some or all of their travel expenses, include a reasonable flat rate amount in the contract that the individual can use for their travel expenses. That amount can be decided upon by the club/organization so long as they have sufficient available funds in their account. This can be added to their speaker/performance fee amount. This will allow the individual to make their own travel arrangement and eliminate the need for them to provide travel-related receipts and await reimbursement.

HERE'S WHAT YOU NEED TO DO:

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

PRIZES, AWARDS, AND GIVEAWAYS

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

- Any gift cards or gift certificates in ANY dollar amount (these cannot be purchased from Amazon)
- For all non-personalized items costing \$25.00 or more.
- For all personalized items costing \$50.00 or more. Personalized means it either has the recipient's, RIT's, or the event's name on the item.

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

DONATIONS GIVEN

Donations given: When student clubs/organizations wish to donate to an off-campus non-profit organization, the following is required:

- Submit an EAF in CampusGroups, indicating the correct method of payment
- In CampusGroups, attach a letter of intent from your club that includes the following:
 - The name/title of the person writing the letter (club president/treasurer/...)
 - The name of your student club or organization
 - The student club or organization's type of activities
 - The fundraising activity/theme
 - The amount collected
 - The amount to be donated
 - Why you chose this organization

TRANSFER OF FUNDS

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

HERE’S WHAT YOU NEED TO DO:

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

CASH & CHECKS

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

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

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

FUNDRAISING & DONATIONS RECEIVED

Fundraising: Student clubs are encouraged to engage in fundraising events to generate revenue. If your student club requests a budget from Campus Life, fundraising is required in order to be considered for budget allocation. For the 2021-2022 school year, student clubs must fundraise 20% of their budget. Please be sure to register your event in [Reserve.rit.edu](https://reserve.rit.edu).

- **Restaurant fundraisers:** These are not actually fundraisers, although this term is commonly used by external vendors. These events are classified as donations by RIT because the restaurant is donating a portion of sales/proceeds. **These activities do not count towards the required 20% fundraising.**

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

- **Cash / Check Donations:** must be deposited into the dropbox by the next business day after being received by the student club or organization. Campus Life will route these donations to RIT Development Office so the donor can be acknowledged and the deposit can be made into the student club or organization's account. **For all donation checks received, please be sure to obtain the organization name, mailing address, and the name and title of the individual from the organization connected with this donation. Without this information, your donation cannot be routed for deposit. This includes checks received from restaurants after a fundraising event.**
- **Donations given to clubs and organizations cannot be refunded.** Students cannot donate funds to their clubs' and organizations' accounts and then later ask for any portion of those funds to be refunded to them.

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

Rochester Institute of Technology - your club/organization's name

Attn: Your Financial Contact Person (Dawn Rizzo, Tyler Brown, Chantal McHugh or Laura Hellwig)

Campus Center Bldg.03 – Room 1610

127 Lomb Memorial Drive

Rochester, NY 14623-5608

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

Please note that RIT does not permit the usage of third party fund collections platforms or apps. Examples of this include Venmo and CashApp

DROPBOX

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

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

HOW TO USE THE DROPBOX:

- To deposit cash or checks (always deposit petty cash separately from fundraising/donations):
 - Complete the deposit form (2 student club/organization members need to count the funds, and then sign this form)
 - Complete the label on the envelope
 - Place the cash and/or checks inside the envelope
 - Seal the envelope and place it into the dropbox
- To return a Visa card (during non-business hours, between 4:30pm and 8:30am only)
 - Complete the label on the envelope
 - Place the Visa card, receipts and attendee list (if required) in the envelope
 - Seal the envelope and place it into the dropbox

WHEN TO USE THE DROPBOX:

- For depositing cash or checks (fundraising, donations, or returning petty cash), please deposit these into the dropbox regardless if it is during business hours or not.
Cash and checks are not accepted at any of the Campus Life offices.
- Paper rolls are available in the dropbox room for student clubs and organizations to roll their change. If there is adequate change to properly fill a roll, please roll your change and then put the rolls in the deposit envelope. If you do not have enough coins to fill a paper wrap, put the change directly in the deposit envelope. Please do not partially fill paper rolls.

CAMPUSGROUPS STORES

CampusGroups stores are housed under the money tab of your club’s CampusGroups page. This is meant for your club to collect revenue for events such as ticket/apparel sales, dues collection, registration fees, team gear, etc. Please note that membership dues must be collected via CampusGroups stores.

In compliance with New York State law and RIT policies and procedures, CampusGroups stores and other online fund collections platforms strictly cannot be used to collect payment for raffles.

For information on how to use CampusGroups, please visit the [RIT CampusGroups Wiki](#).

STUDENT GOVERNMENT AWARDS

SG has three finance committees that can make one-time awards, which is a separate process from Campus Life budget allocations. For more information about SG's awards, contact [SG](#) for more details. You cannot apply to more than one committee for the same financial request.

IMPORTANCE OF SEGREGATION OF DUTIES

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

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

The incompatible duties to be segregated are:

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

The same person should not be responsible for more than one of these functions. Segregation of duties is effective because in order for an individual to commit fraud or intentionally conceal an error, another individual in the process would need to be recruited (i.e., collusion) as a conspirator, which is risky for the perpetrator as they might be discovered by an honest student club or organization member.

Some examples of functions that need to be segregated include:

- Individuals responsible for collecting cash ("custody") should not also prepare the deposit into the dropbox ("recording"), and reconcile the student club or organization's budget ("reconciliation").

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

FINANCIAL HOLDS

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

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

ACCOUNTABILITY MATRIX

This matrix outlines situations that are not compliant with RIT and Campus Life policies and procedures, and the actions Campus Life will take in response to address each of these. The purpose of this matrix is to provide transparency and set proper expectations. For any situation not specified below, Campus Life will respond accordingly.

Action	1st Occurrence	2nd Occurrence
Overspent more than 10% of approved amount on EAF	Warning emailed to student.	Student club or organization will lose privilege of using Visa Card for semester.
Transaction included tax	Student club or organization member will have 2 business days to get the tax refunded to the Visa card and provide a receipt of the refund. Student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using Visa Card for semester.
Itemized receipt not provided when the Visa Card was returned	Student club or organization member will have 2 business days to submit the itemized receipt. Otherwise, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using Visa Card for semester.

Visa Card not returned by 11:00am the following business day	If not returned by 11:00am the following business day, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using Visa Card for semester.
Petty cash not returned by the next business day after event	If not returned by 8:00am the following business day to the dropbox, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club or organization will lose privilege of using petty cash.
Event fundraising not deposited by the next business day after event	If not returned by 8:00am the following business day to the dropbox, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Student club becomes ineligible for a budget allocation the next school year.
Visa Card lost/stolen	Student cannot use the Visa card for the rest of the semester.	Student club or organization will lose privilege of using Visa Card for semester.
Gift Given and Citizenship Forms not submitted	Student club or organization member will have 5 business days to submit these completed forms. Otherwise, student club or organization will be placed on hold until this is submitted and will then remain on hold for 1 week.	Club becomes ineligible for a budget allocation the next school year.
Student club or organization is keeping money outside of their Campus Life account (ie: an off campus bank account).	Student club or organization will be placed on hold for semester.	Suspension or termination of Student club or organization. Student Conduct case will be initiated by Campus Life
Cash box not returned within 24 hours from end date of cash box reservation.	If not returned by 8:00am the following business day to the Tiger Suite the student club or organization will be put on hold until this is submitted and will then remain on hold for 1 week.	If not returned by 8:00am the following business day to the Tiger Suite, the student clubs or organization will be charged the replacement cost for a new cash box and be placed on hold for 1 week.

Misuse/unauthorized use of funds	Student club or organization will be put on hold. Student Conduct case will be initiated by Campus Life.	Suspension or termination of Student club or organization. Student Conduct case will be initiated by Campus Life.
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