

Student Accounting Office

Updates for Fall Semester 2007

A new Student Accounting Office manual will be available online after the fall 2006 semester. The business office at PSU is reorganizing and some of the procedures and responsibilities of the Student Accounting Office may be changing during this time.

Please plan your activities well in advance for the fall 2006 semester. There is currently no Athletics Department Business Manager which means Phil will be working both positions for the foreseeable future. Be aware that some of Phil's office hours will be held at the PE Center on a varying schedule.

Spending Authorization/Contact Information

No organization will be allowed access to their funds until contact information is provided to the Student Accounting Office. Both the president and the treasurer of each organization must provide their full name, campus HUB Suite, campus e-mail (AND an alternate e-mail address if that is your preferred means of contact), and a contact telephone number to the office. The name of the organization's advisor must also be provided.

All communications from the office will be via this contact information ONLY.

Petty Cash Procedures

One petty cash advance will be issued per person and/or organization per day. The exceptions are PACE and the Residence Halls. PACE will have one petty cash advance available per committee and Residence Halls will have one petty cash advance available per RD, ARD and CA. Each individual must pick up their own advance.

Purchasing Goods

The preferred method of purchasing goods over \$200.00 will be online using the campus purchasing card. Goods will be delivered to your organization's mailbox or office, or alternately, to the Student Accounting Office if you wish.

The invoice for each purchase must be returned to the Student Accounting Office.

Purchasing Gift Certificates

All gift certificate purchases must be done for current year activities. A photocopy of the gift certificate must be given to the Student Accounting Office for auditing purposes.

Purchasing IT Items

All IT purchases must be made through the campus computer store. If the items can be purchased for less money elsewhere a written exception from the computer store manager must be sent to Phil in the Student Accounting Office. This exception is entirely at the discretion of the computer store manager.

The sole standing exception to this policy will be printers under \$100.00 in value and ink cartridges.

Purchasing Services

Please arrange for all services purchases to occur at least two weeks in advance. If contracts (such as for entertainers, speakers and lecturers) are required then they must be signed by your advisor or the appropriate HUB staff member and submitted with a substitute W-9 form at least two weeks before payment is due.

Fundraising for Charitable Organizations

Student organizations fundraising for charitable organizations must explicitly state in writing the name of the organization, the purpose of the fundraiser and the portion of the proceeds to be donated in clearly visible print at each fundraising location.

Please make sure your charitable organization has a vendor record with Plymouth State University BEFORE you start fundraising. If it does not then you will have to provide a substitute W-9 form that the charity has filled in to the office.

Fundraising cannot be done for specific individuals regardless of need or intent or reason.

Fundraising for specific religious and political organizations or purposes is absolutely forbidden.

A copy of all fundraising literature must be given to the Student Accounting Office before the donated funds will be distributed.

Individual students engaged in fundraising activities must find a sponsoring student organization if they wish to use the university's business resources for fundraising.

All donations should be deposited with the Student Accounting Office as soon as possible.

Fundraising and Games of Chance

A change in NH state law requires that all games of chance used as part of a fundraising activity by a not for profit entity be approved by the state Pari-Mutuel commission.

Distributing Prizes

The names, addresses and social security numbers of people winning prizes for any student organization sponsored event must be provided to the Student Accounting Office.

Prizes over \$500.00 in value will be subject to tax filings per IRS rules.

Cash prizes can only be distributed by the Student Accounting Office via check.

Deposits

All deposits under \$500.00 should be made to the Student Accounting Office within 48 hours. All deposits over 4500.00 should be made to the Student Accounting Office within 24 hours.

Please count your deposit before bringing it to the office. You will be required to stay in the office while we confirm your deposit amount and you will have to co-sign the deposit form before you leave.

A \$25.00 bounced check fee will be assessed against your organization for any check that bounces with a date greater than two weeks before the deposit date.

Domestic Travel in General

Please have a list of all members of your travel party with emergency contact information available for the Student Accounting Office and your organization's advisor.

Upon arrival at you destination and return to campus please e-mail or call the office and let us know that all is well.

The Student Accounting Office reserves the right to disallow travel to any domestic destination that it feels offers excessive risk to the members of your organization. Generally this means disaster areas such as those affected by hurricane Katrina last year.

If at any time during your travel you do not feel safe please contact the Student Accounting Office and we will attempt to assist you. A prime example of this would be unexpected or severe snow where you do not feel comfortable driving. In cases such as this we will help make arrangements for additional hotel stays and worry about costs later.

Travel via Automobile from NH

All non-van vehicle reservations for student organizations must be made through Enterprise rent A Car using the Student Accounting Office. Drivers must be at least 18 years old with a valid driver's license. Please allow yourself at least one hour before departure to sign the rental agreements.

All van rentals must be made through Merchants Auto. Drivers under 21 must take a Merchant's Auto sponsored driver's education course before they are allowed to drive a rental van. Van rentals of less than 48 hours will be assessed a \$25.00 delivery and a \$25.00 pick up charge.

Please inspect all rental vehicles for damage upon pick up and delivery and report any concerns to the rental agency immediately.

Travel via Automobile from Elsewhere

If you travel by air to a conference and require a car rental at the destination, you will be responsible for the rental. The Student Accounting Office will not rent you a vehicle at your destination airport. You must do this on your own using your OWN CREDIT CARD. You will be reimbursed for all reasonable car rental expenses upon your return. You must provide an original copy of your rental agreement and proof of payment for this reimbursement. You may rent from any rental agency.

Travel via Air

Any student wishing to travel to a conference via air must have proof that their conference registration has been paid BEFORE any airfare is purchased on their behalf.

Before airline tickets are purchased a student must provide the Student Accounting Office with a legible photocopy of the campus ID, a current campus address, current campus e-mail, telephone number and a statement authorizing the purchase of airline tickets in their name. You will be held responsible for the appropriate use of the ticket purchased in your name and will have to reimburse the university for you fare, fees and taxes if you decide to opt out of your trip.

All airfare purchases will default to Southwest Airlines departing from and returning to Manchester-Boston Regional Airport unless a significantly lower fare is available on another carrier or from another airport. All airfare purchases will be in the form of e-tickets that will be sent to your e-mail address given as part of your provided contact information. PLEASE READ YOU E-TICKET UPON RECEIPT.

For groups of 10 or more, group airfare contracts will be utilized. Generally these tickets are issued in paper format that sent Fed Ex to the Student Accounting Office for pick up.

The Student Accounting Office will not make airline reservations via Hotwire, Priceline or Travelocity.

Please make sure you arrive at the airport with appropriate time. If you miss a flight you will be responsible for any additional charges that you incur. You will not be reimbursed for the additional charges unless there is third party documented mitigating circumstances.

Hotel Reservations

Hotel reservations may be made through the Student Accounting Office. This is generally done online or via telephone using the campus credit card. Please provide the Student Accounting Office with the names of all travelers, the dates of arrival and departure, the rooms types needed, and the contact information of the hotel. We will assume non-smoking rooms for all rentals. Please let us know in advance if you or a member of the party has disabilities or limitations that require special accommodation.

The university will pay for ROOM AND TAX ONLY. You are personally responsible for all other charges assessed to the room with the exception of one phone call back to campus.

An itemized hotel bill is due back to the Student Accounting Office upon your return. Your organization's account will be suspended from all activity until such a bill is provided.

Travel Abroad

All international travel must be approved as far in advance as is possible. We suggest starting in September for spring semester trips and in February for fall semester trips. THIS INCLUDES TRIPS TO CANADA AND MEXICO. All international travel is approved by the Bagley Center.

You will not be allowed to travel to any locale that is on the United States State Department's Travel Advisory List.

The Student Accounting Office also reserves the right to disallow travel abroad to other locales at its discretions. Currently, travel to the Nuevo Laredo metropolitan area of Mexico as well as Oaxaca State is off limits.