Plymouth State University

Student Treasurer Handbook

2004-2005

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Introduction

This handbook explains some of the business policies of Plymouth State University in regards to those student organizations and other entities funded by the student activities fee. It is designed primarily to serve as a basic guide to those policies for the treasurers of PSU's student organizations and is not a comprehensive reference for all of the university's business policies. It is particularly important for the treasurer to read and understand the policies in this handbook as it is the duty of each treasurer to manage the business affairs of their organization and keep the other officers and members of their organization informed of those affairs. It would be helpful for the presidents and advisor(s) of each student organization to know these policies as well should their organization's treasurer become unavailable.

The Student Accounting Office

The Student Accounting Office is primarily responsible for overseeing the accounting of the funding of all the student organizations at Plymouth State University recognized by the Student Senate. It is also responsible for accounting of the funding of the portion of the budget of the Athletics Department funded by student activities fees. This office also oversees the accounting of the campus honor societies and certain agency organizations with a special relationship to PSU. All business activity involving your organization's account should be conducted with the knowledge and assistance of the Student Accounting Office.

The Student Accounting Office is located on the ground floor of the Speare Administration Building in room 106. The office is open Monday-Friday from 8:00 am-4:30 pm. No appointments are necessary for you to stop into the office. The current Coordinator of Student Accounting is Philip Atkinson. I may be reached by telephone at 603-535-2362, by fax at 603-535-2789, or by e-mail at phila@mail.plymouth.edu. The office has a website as well at: http://www.plymouth.edu/PSU/stuacct.

The office also has a Business Services Assistant with an office in Foley Gymnasium who assists in accounting for the portion of the Athletics Department budget funded by the student activities fee. Generally this means the budgets of campus sports teams. This position is currently held by Susan Jackson. Her office is located on the first floor of Foley Gymnasium in room 119. Her office hours are Monday-Friday from 8:00 am-4:00 pm. She may be reached by telephone at 603-535-2767, by fax at 603-535-2758, or by e-mail at sjackson@mail.plymouth.edu.

Your Organization's Account

The Student Senate of Plymouth State University currently recognizes over 80 official student organizations. These organizations are eligible to receive part of the student activities fees collected each year as funding. This funding is intended to support the endeavors of these student organizations. As a general rule these funds should not be used to support programs or activities sponsored as a function of academic or administrative departments without the approval of the officers of the student organizations involved in those activities. Organizations receiving this funding are required to have their funds in an account managed by the Student Accounting Office. Organizations **ARE NOT** allowed to have a separate account off campus at any time for any reason.

The funds in your organization's account may be accessed for the purchase of goods and/or services as well as to travel by the president, treasurer and advisor(s) of your organization. Other members of the organization may access the account's funds by **previous** mutual agreement between the president and/or treasurer of the organization and the Coordinator of the Student Accounting Office. Each organization will be required to have the president, treasurer and advisor(s) of their organization fill out a signature card each Fall Semester before any access to the account will be granted. If officers or advisors of the organization change please remember to contact the Student Accounting Office so we can update your information.

Additionally, your organization will not gain full access to its account until your organization's treasurer has attended a mandatory training session held each Fall Semester during the Student Organization Leadership Day (SOLD) seminar held by the Hartman Union Building (HUB) Student Activities Office staff. The time and place of this meeting will be announced by the HUB when you return for the new school year.

The accounting records for your organization's account are available in the Student Accounting Office. Any member of your organization may come to the office without any prior appointment to check the balance in your account, check the activity in your account or conduct business…although they must have authorization to conduct business that involves expensing funds as mentioned above. At the beginning, middle and end of each semester the office will mail a copy of your organization's budget to the treasurer's campus mailbox in the HUB.

Funding Your Organization

The Allocations Process

The funding your organization receives is determined by an allocations process organized through the Student Senate. In December of each year, the treasurer of each organization will be contacted by the Treasurer of the Student Senate regarding the allocations process. Each organization will need to develop a budget for the next academic year. This budget will be forwarded to the Student Accounting Office for the Senate Treasurer to review by a date they determine.

In early February the Senate Treasurer will convene and run an Allocations Committee made up of students approved for the committee by the Student Senate. Each student organization will be given **ONE** opportunity to present their budget request. After all the student organizations have given their presentation, the Allocations Committee will deliberate and allocate a budget for each organization. These budgets are approved by the Student Senate and the campus administration and form the basis of the student activities fee for the following year.

There are some important rules regarding the allocations process of which you should be aware.

1. If a member of your organizations does not attend the fall SOLD seminar in the HUB, then your organization will be, at best, **LEVEL FUNDED** for the following academic year.
2. If your organizations does not send a representative to the Allocations Committee meeting, then you organization **WILL NOT BE FUNDED** the following academic year.

3. If your organization does not make a request to rollover unused funds from the current year to the following year during the allocations process, then you **WILL NOT** receive rollover for the following year.
4. Rollover of unused current year's funds is **NOT GUARANTEED** and can be denied by the committee for any reason. Assume your organization will not receive rollover unless you receive written notification to the contrary.
5. Honor societies, fraternities, sororities, and agency organizations **ARE NOT** eligible for student activities fee funding.
6. **<u>THER ARE NO EXCEPTIONS AND NO APPEALS FOR THE PREVIOUS FIVE RULES!</u>**

Supplementing Your Budget through Fundraising

Any organization can add to their allocated budget through fundraising. Your organization may engage in fundraising to support any and all of its activities during the course of the school year. Fundraising can range from collecting dues, donating personal funds, holding raffles to any variety of activity. The Student Activities Office in the Hartman Union Building can assist you in your fundraising activities and provide ideas for successful fundraisers. They also have a means of identifying you as a legitimate member of the campus community while conducting local fundraising. The only prohibitions regarding fundraising is that you do not purchase or sell anything prohibited by PSU policy and you receive approval from the Advancement Office for any mailings soliciting cash donations.

A special note on fundraising raffle prizes:

If your organization is raffling off any sort of prize worth more than $50.00, then the winner must fill out a tax form before being awarded the prize. This is a University System of New Hampshire policy related to rules of the Internal Revenue Service. You or your advisor should contact the Student Activities Office or the Student Accounting Office for information on these tax forms.

Additionally, if the prize is to be cash, then you must have the winner sign a Cash Prize Form available from the Student Accounting Office. After they sign the cash prize form you will submit it to the office and a check will be mailed to them at the address they provide. **DO NOT** give the raffle winner cash from your ticket box or pocket…you **WILL NOT** be reimbursed if you do this!

A special note on fundraising for charitable donations:

Student organizations may raise funds for the purpose of making charitable donations. When doing so your organization should post clear notice that your organization is raising funds for a charitable donation, name the charity, the intent for which the funds shall be used and what percentage of the funds raised will go to the charity…i.e. 100% after expenses, 50/50 between your group and the charity, 100% of gross receipts, etc. The charity must be a not for profit organization. You cannot donate money to specific individuals for any reason. Remember to send the Student Accounting Office a copy of your public notice when fundraising for charity.

CEA – Conferences, Events, and Activities

The Student Senate has a special fund for additional funding of student organizations that wish to attend or present conferences, events, and activities that are usually outside of the scope of their usual activities. These funds are divided equally between the Fall and the Spring Semesters and are available on a first come first serve basis. In order to access these funds, a student organization must make a proposal to the Student Senate Finance Committee for funds and receive approval of their proposal. Information on how to do this is contained in the CEA Handbook available in the Student Senate Office, the Student Activities Office and the Student Accounting Office.

Only organizations that have their proposals approved will receive these funds. Disbursement of these funds will be made by the Student Accounting Office upon reception of a signed CEA contract. It is important to note that organizations with unused funds at year's end will have to reimburse the CEA from those funds up to the amount of the contracted disbursement.

Making Deposits -What to do with Your Raised Funds

Any coins, cash, checks or money orders collected during a fundraiser should be deposited as soon as possible. You do not have to collect all of your fundraiser money before making a deposit. In order to avoid loss or theft, USNH policy is to deposit funds totaling $500.00 or less within 48 hours and funds totaling more than $500.00 within 24 hours. To make a deposit, bring your money to the Student Accounting Office.

There are some important rules regarding making deposits of which you should be aware:

1. The Student Accounting Office will recount all deposits for accuracy. Our tally of the funds received in our office will be the official amount of the deposit.
2. Please have people make their checks and money orders out to **PLYMOUTH STATE UNIVERSITY**…not your organization and **NEVER** an individual.
3. The Student Accounting Office does not collect against bad checks. You will be notified of bad checks and you may attempt to collect against them.
4. You cannot "loan" money to your account for the purpose of making additional funding requests. All deposits are final.

As a courtesy, please try to avoid depositing large amounts of rolled coin. Our deposits are brought to a night deposit box by the University Police and large amounts of rolled coin do not always fit through the deposit box slot.

Deficits

As treasurer of your organization it is your responsibility to make sure your organization's spending stays within the bounds of its budget. You should never allow your account to fall into a deficit. A deficit can result in sanctions ranging from temporary suspension of your account until the deficit is funded to suspension of your account for one school year. Generally, we will revoke advance privileges for organizations immediately when a deficit appears as well as for the following school year when deficits exceed $100.00 at year's end.

Spending Money

Student organizations engage in a wide variety of activities throughout the school year. Generally, these activities involve the need to spend some money. The Student Accounting Office works with organizations that are interested in purchasing goods, purchasing services and/or traveling. For our office, virtually everything your organization will do can be described as an activity that falls into one or more of those three categories. Anytime your organization plans to engage in one of those activities please contact our office first.

Before we get into any specifics, there are four key rules to remember regarding purchasing goods, services or travel:

1. **COLLECT ALL RECEIPTS. No matter how small or petty. Make sure they are itemized and dated…particularly for receipts involving food. If necessary have the clerk handwrite and date a receipt listing what you purchased, how much it cost and have them sign it.**
2. **ALL TRANSACTIONS OVER $200.00 MUST BE APPROVED. You can not split one large transaction into several smaller transactions to get around this rule.**
3. **ALL TRAVEL PLANS MUST BE COORDINATED WITH THE STUDENT ACCOUNTING OFFICE. Even if you plan to use an agency that takes care of all travel details you must still seek approval from the student accounting office first.**
4. **NO "NEPOTISM". You can not purchase goods or services from relatives, fellow students or employees of the University System of New Hampshire.**

Purchasing Goods

General Information

Student organizations can purchase virtually any good they desire in order to engage in activities with a legitimate business purpose for their organization. These goods can range from standard office supplies to food to computers. Please use your judgment when purchasing goods…with the exception of office supplies most of the items you purchase will last more than one year. Larger organizations probably do not have a bona fide need to purchase new computers, sports equipment or other large ticket items each year.

There are some items that student organizations **CAN NOT** purchase for any reason. These items include:

1. **ANY ALCOHOL FOR ANY REASON.**
2. **ANY TOBACCO PRODUCT FOR ANY REASON.**
3. **ANY ILLICIT SUBSTANCES FOR ANY REASON.**
4. **ANYTHING THAT CAN BE CONSTRUED AS A WEAPON FOR ANY REASON.**

If you violate one of the above four prohibitions, your account will be immediately suspended by the Student Accounting Office. We also reserve the right to inform the Student Senate, Student Affairs and University Police of any of these violations.

Required Information for Purchasing Goods

The Student Accounting Office needs certain information before making goods purchases. This includes:

1. Who you intend to purchase it from…their name, address, and contact information?
2. What you intend to purchase…product description, product number, quantity?
3. How much your purchase will cost…per unit, in total and with shipping and handling?
4. When you will need your goods?
5. Why you need the goods…what is your business purpose for the item?

Ideally, you will have an order form or pro forma invoice for your purchase. If not, then the Student Accounting Office has an authorized order form that you can fill out and have sent to the vendor. If you are purchasing mixed order of goods and services, then you will follow the procedures outlined in the purchasing of services section of this manual.

How to Purchase Goods

There are several ways for you to purchase goods through the Student Accounting Office:

1. Petty Cash
2. Purchasing Card
3. Purchase Orders
4. Convenience Check

Petty Cash

Petty cash can be used for purchases up to $200.00. Petty cash can be utilized either on an advance or reimbursement basis.

A petty cash advance can be taken out through the Student Accounting Office. To do this you must come to the office and fill out a form for the amount you expect you will need…up to $200.00. This form is brought to Accounts Payable where you are given the cash so you may make your purchase. You have **48 hours to make your purchase**. Since the Student Accounting Office is not open Saturday and Sunday, petty cash advances taken out Thursdays are due Monday and those taken out Friday are due Tuesday. After that you must return any change and the itemized receipts for the goods you purchased to the Student Accounting Office. Your organization will not be issued any additional petty cash advances, nor given any petty cash reimbursements, until an outstanding advance is cleared. In the case of excessively or consistently late advances, the Student Accounting Office reserves the right to refuse your organization this privilege. Additionally, no petty cash advances will be allowed during the finals week of either semester. This rule exists so we can balance our books.

Petty cash reimbursements function exactly as they sound. You may purchase up to $200.00 of goods using personal funds and be reimbursed for the expenses. There are two exceptions to this policy. First, if your account runs out of money you can not be reimbursed. Second, if you do not submit your reimbursement by June 30 of the given fiscal year then you will not be reimbursed.

Purchasing Card

The Coordinator of Student Accounting has a campus credit card called a purchasing card or p-card. Any merchant that accepts credit cards will accept the purchasing card. The purchasing card allows your organization great flexibility when ordering goods. You may come to the Student

Accounting Office and order goods over the World Wide Web, by fax, by telephone, or by mailing in an order form. Up to $3,000.00 worth of goods can be ordered at one time…provided you have sufficient funds.

The Student Accounting Office will have one online account for any given vendor on the World Wide Web. Most organizations will have their goods shipped to the Student Accounting Office via Central receiving for pick up unless the goods have some sort of significant size. **Once the goods are received you need to turn over the invoice from your order to the Coordinator of Student Accounting.** This last step is extremely important as we need these for audit purposes.

For PACE and the Student Senate, the Assistant Directors for Programming and Student Government in the HUB also have purchasing cards. Their cards have the same flexibility as listed above.

A special note regarding purchasing cards:

Purchasing cards are for use by University System of New Hampshire employees ONLY. Prior to issuance a contract stating thus is signed by each employee. Do not ask to borrow a purchasing card from an employee as this is not allowed. Employees who loan out their purchasing cards to students will have them cancelled and their privileges to use one will be permanently revoked.

Purchase Orders

Purchase orders are used to purchase goods when the amount needed exceeds $200.00 and the desired vendor does not accept credit cards. As a general rule, a purchase order must be entered in the university's finance system BEFORE a purchase order number will be provided. There are also special rules governing purchases over $3,000.00 that must be followed. Purchase orders are also used for purchasing many services which will be discussed later.

In order to generate a purchase order you will need to collect all the usual required information from your vendor. Since a purchase order must be entered into the university's finance system, the vendor you wish to deal with must also be part of the system. You may check with the Student

Accounting Office to see if they are currently part of the system. If not, you must have the vendor fill out a Substitute W-9 supplier registration form BEFORE any order can be placed. These forms are available in the student Accounting Office. Additionally, try to arrange for a pro-forma invoice or quote to be sent to you if you lack an order form for your prospective purchase.

For purchases over $3,000.00 there are additional special rules which apply to purchase orders.

1. For purchases between $3,000.00 and $4,999.99 you must provide a formal quote from the vendor detailing your prospective purchase.
2. For purchases between $4,999.99 and $9,999.99 you must provide three competitive quotes from three different vendors detailing you prospective purchase.
3. For purchases of $10,000.00 or more a formal bidding processing will be conducted by the PSU Purchasing Department.

The more expensive the purchase listed above, the longer it will take to process your order. Expect at least two weeks for a single quote, a month for three competitive quotes, and up to three months for a formal bidding process to be completed.

Occasionally, vendors will require formal contracts for these large purchases. Contracts will be discussed further under purchasing services as they are much more commonly used for those purposes.

Do not concern yourself with making sure the vendor gets paid after your goods are delivered. Part of the purchase order process involves sending the vendor instructions on how to receive payment for your purchase. If for some reason the vendor contacts you about payment, then instruct them to contact the Student Accounting Office with all further inquiries.

Convenience Checks

In cases where a vendor does not accept a purchasing card, for very small purchases of goods, group membership dues, license fees and registration for conferences where the total needed is $200.00, a convenience check can be issued. These checks are filled out by the Coordinator of Student

Accounting and will be issued at his discretion. These checks will usually be mailed to the vendor.

A special note on Tips

When purchasing food at a restaurant using your organization's funds, it is OK to leave a usual and customary tip of up to 15%, per USNH policy, assuming the restaurant does not assign a tip based on your party's size. The amount of the tip is per your discretion. When submitted payment documents for food purchases make sure your tip is reflected on your itemized bill. If your group is too small for a tip to be included by the restaurant, then you may simply write in the amount that you left and initial it.

A special note on purchasing goods from the campus Bookstore:

Some organizations, most notably student media, have been allowed to set up a tab in the campus bookstore for the purchase of minor office supplies. This system allows an organization to purchase goods at the bookstore without immediate payment. Instead an invoice is sent to the Student Accounting Office for payment at a later date. Organizations that wish to set up one of these accounts must have a convincing reason for such an account and prior approval from the Student Accounting Office to do so. Also, because of the cost to the bookstore of processing such post point of sale purchases, the minimum order allowed will be $15.00. If your organization's purchase costs less than $15.00 then you will have to use personal funds and seek a petty cash reimbursement.

A special note on purchasing food through Sodexho:

You are welcome to use the catering services offered by Sodexho, our dining hall operator, for catering business meetings, conferences and banquets. If you wish to take advantage of their catering service please contact the Student Accounting Office in advance. We need to make sure you have sufficient funds in your budget to cover the cost of the catering and Sodexho needs to make sure you're a representative of a valid student organization. You will not have to pay up front for the catering. Sodexho will invoice your organization through the Student Accounting Office and we will arrange a direct transfer of funds from your account.

A special note on information technology purchases:

All student organizations wishing to purchase information technology must do so through the campus computer store. The Student Accounting Office defines information technology as anything that will interact or has the potential to interact with the campus computer network. This includes but is not limited to computers, printers, personal digital assistants, and portable storage devices. This rule exists to protect both the student organization and the campus from potential problems such as incompatibility of systems, insecure systems and malicious software.

If you wish to purchase information technology, the following process will take place:

1. You contact the Student Accounting Office and let us know what you wish to purchase.
2. We will have you bring the specifications of your prospective purchase to the computer store.
3. The computer store will determine if your prospective purchase meets the standards of our Information Technology Services Department. If it does not, then they will work with you to correct any problems.
4. When your prospective purchase meets the standards set by ITS then the Student Accounting Office will authorize the purchase.

A special note on Web based purchases:

A casual review of the news will reveal a multitude of fly by night organizations, scam artists, and just plain questionable people doing business on the World Wide Web. This being the case, the Student Accounting Office reserves the right to refuse Web based purchases from questionable vendors in accordance with our personal judgment.

Additionally, we prohibit the purchase of goods on e-Bay and other auction sites. One goal as an officer of your organization should be to stretch your budget as far as is reasonable through prudent expenditures. Engaging in a bidding process for ever more expensive goods is generally antithetical to this goal.

How to Purchase Services

General Information

Throughout the course of the school year many organizations will find that they need to purchase services to conduct their organization's activities. A service can be defined as anything that your organization needs from an outside vendor that does not involve the permanent purchase of a physical object. Speakers, entertainers, EMT or police coverage, equipment installation, delivery and removal of fencing or staging are all examples of some common services student organizations arrange for during the school year.

Services are always purchased either using a purchase order or a formal written contract. The nature of your desired service is will determine the type of document needed to make the order. When you wish to purchase services for your organization you let your advisor know and work with them and the other appropriate campus parties to arrange for the service. In the case of **ALL** entertainers you **MUST** work through the Student Activities Office in the HUB. **NEVER** negotiate a contract on your own. Contracts in the United States involve complicated contract laws and designated employees at PSU have specialized training in these laws necessary to look out for your best interests.

Required Information

Just like the purchase of goods, the Student Accounting Office needs certain information before making a service purchase. This includes:

1. Who you intend to purchase it from…the name, address, and contact information of the service provider?
2. What you intend to purchase…in this case, what is the service?
3. How much your purchase will cost…per service rendered, in total and with delivery and pick up charges if necessary.
4. When you will need your service executed?
5. Why you need the service…what is your business purpose for the item?

You will need to have a pro forma invoice or contract for your service purchase. You will not be able to make the service purchase until you have one of these documents.

How to Purchase Services

Purchase Orders

Many services can be purchased using a purchase order processed through the Student Accounting Office. Services that involve delivery of an item such as staging or portable toilets that are later picked up usually fall into this category. In order to generate a purchase order you will need to collect all the usual required information from your service provider as mentioned above. Work with your advisor and consult the Purchasing Department while doing this. It is good to have a second set of eyes reviewing the order while making these arrangements.

As with a purchase order for goods, a purchase order for services must be entered into the university's finance system and the service provider you wish to deal with must also be part of the system. You may check with the Student Accounting Office to see if they are currently part of the system. If not, you must have the vendor fill out a Substitute W-9 supplier registration form **BEFORE** any order can be placed. These forms are available in the Student Accounting Office.

Keep in mind the importance of time in purchasing services. The sooner you can place your order with the Student Accounting Office the better. Whenever possible try to make sure you have **AT LEAST** a couple of weeks between the time you order the service and the time it is to be provided. When you have all of the necessary arrangement made to order the service, the Student Accounting Office enters the purchase order into our financial system. It must then be approved by The Purchasing Department after which it is mailed to your service provider. If any questions or problems arise during this process it is in your best interest to have a cushion of time to deal with the issues.

For service purchases over $3,000.00 the same special rules which apply to service purchase orders.

1. For purchases between $3,000.00 and $4,999.99 you must provide a formal quote from the vendor detailing your prospective purchase.
2. For purchases between $4,999.99 and $9,999.99 you must provide three competitive quotes from three different vendors detailing you prospective purchase.
3. For purchases of $10,000.00 or more a formal bidding processing will be conducted by the PSU Purchasing Department.

The more expensive the purchase listed above, the longer it will take to process your order. Expect at least two weeks for a single quote, a month for three competitive quotes, and up to three months for a formal bidding process to be completed.

Do not concern yourself with making sure the service provider gets paid after the service is provided. Part of the purchase order process involves sending the service provider instructions on how to receive payment for their services. If for some reason they contact you about payment, then instruct them to contact the Student Accounting Office with all further inquiries.

Purchase Orders – Goods and Services

Occasionally, your organization may need to purchase both goods and services from the same vendor. On these occasions when a written contract in not required by the vendor, you will need to provide the Student Accounting Office with all of the required information for both the goods to be purchased and the services to be provided. Make sure your work with your advisor and the Purchasing Department as necessary to cover all of your needs. Be as specific as you can in regard to the details of what goods are to be purchased and how the services affect the purchased goods.

Contracts

Contracts are formal written agreements between two or more parties to provide goods and/or services in compliance with mutually acceptable terms. There are three basic types of contract at PSU:

1. Honorarium Forms
2. Standard Performance Agreements

3. Written Contracts

Signing a Contract

Contracts must be signed by all contracting parties before they can be executed on behalf of your organization. Students should NEVER sign a contract for any reason. For Plymouth State University to accept responsibility for a contract, an agent of the university must sign the contract…i.e. one of the few full time employees who have been given the specific authority to do so by PSU. The signatures necessary for each type of contract will be discussed in each of their respective sections below.

Honorarium Forms

Honorarium forms are used when your organization wishes to have a speaker make a presentation to your group. The important thing to remember is that this contract is for a speaker NOT an entertainer. A speaker makes a presentation based on a topic that generally has some sort of intellectual value. PSU defines honorariums as non-negotiated token payments of appreciation to the speaker. This means YOU decide on the amount NOT the speaker.

An Honorarium Form allows payments up to $200.00. It must be signed by your advisor. As with a purchase order, the speaker must be entered into the university's financial system for payment to be processed. If they are not in the financial system then they must fill out the same W-9 Supplier Registration Form that is required of a standard vendor. When you have a completed Honorarium Form and W-9, if necessary, you will bring your forms to the Student Accounting Office where the payment will be processed. A check will be mailed the first Monday after the presentation… so do not promise the speaker a check at the end of the presentation. This form is available in the Student Accounting Office.

Standard Performance Agreements

A Standard Performance Agreement is a standardized contract available from the university that is used when a presenter requiring $200.00 or more or an entertainer lacks their own written contract. Terms are not negotiable.

The service provider must also be in the university financial system to get paid. Again, use a substitute W-9 form if they are not.

Standard Performance Agreements for presenters must be signed by your advisor, the presenter, and the Director of Purchasing to be valid. Please make sure all the blank spaces for terms are filled in on this contract before signatures are put to it. You are responsible for making sure the advisor and presenter sign the Standard Performance Agreement. When they have signed you may bring the Standard Performance Agreement to the Student Accounting Office for processing and we will arrange for the Director of Purchasing to sign it. This must be done **BEFORE** the presentation whenever possible…particularly if the presenter will require payment at the end of the presentation. We cannot issue payment until the Director of Purchasing signs the Standard Performance Agreement. This form is available in the Student Accounting Office.

Standard Performance Agreements for entertainers are processed the same way as for presenters with the exception that the Director of the HUB will sign in place of your advisor. The Student Activities Office will assist you with this form which is available in their office in the HUB. Remember that all entertainment contracts for student organizations are handled through the HUB.

Written Contracts - Entertainers

Many entertainers, and virtually every entertainer represented by an agent, will require a written contract of their own design be signed prior to performance. It is imperative that the Student Activities Office be involved when you are arranging written contracts with entertainers. Often the terms of the contract will have to be negotiated and/or renegotiated to the mutual acceptance of the entertainer and PSU. The staff in the Student Activities Office has the formal training and experience necessary to execute a mutually beneficial contract. Working with the Student Activities Office staff in negotiating an entertainment contract provides an interesting and useful learning experience.

When your entertainment contract has been negotiated it will need to be signed by the Director of the HUB and the Artist and/or his or her Agent/Agency. Any changes to the terms of the contract as initially presented must be individually acknowledged with a signature or initialization of each change both by PSU and the artist. Additionally, written entertainment contracts require the aforementioned parties to include a signed Contract Indemnification Form. The Contract Indemnification Form spells out certain legal rights and obligations should something bad occur regarding the entertainer's performance. Contracts cannot be processed without having the necessary signatures on both the contract and the Contract Indemnification Form.

When submitting a written entertainment contract for processing in the Student Accounting Office, please remember the importance of time. This is a particularly important point if the Artist expects deposit by a specific date or payment at the end of the performance. The University System of New Hampshire, including PSU, prints checks **ONCE PER WEEK** on Monday… and the checks are not available until after 2:00 pm on Tuesday.

Read the rest of this section carefully to get an idea of the timeline involved in processing written contracts to meet your needs. If the Artist will require payment in advance or at the end of a performance Tuesday through Sunday of a given week, then you will need to submit contract by noon on the Thursday of the week **PRIOR** to the performance. If they require advance payment or payment at the end of a performance on Monday, then you will need to submit contract by noon on the Thursday two weeks **PRIOR** to the performance for them to receive payment.

Using September 2004 as an example, if you had an entertainer that wanted payment at the end of a performance scheduled for Wednesday, September 8, then you would need to have the completed contract in by noon on Thursday, September 03. If you had an entertainer that wanted payment at the end of a performance scheduled for Monday, September 27 then you would need to have the completed contract in by noon on Thursday, September 17.

<u>September 2004</u>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Written Contracts – Other Services

Please contact the Student Accounting Office and your advisor when you need to negotiate with a non-entertainment service provider. Written contracts for other service providers are generally dealt with in the same manner as written contracts for entertainers. There are some important exceptions. Instead of working closely with the Student Activities Office staff you will be working closely with the staff of the Purchasing Department to negotiate your contract; the Director of Purchasing will sign the contract instead of the Director of the HUB; and you will not need a Contract Indemnification Form.

Keep in mind the importance of timing when negotiating a contract for these services as well. Sometimes the service provider will require advance payments such as deposits or work in progress installment payments. Other times the service provider will require a series of payments as a series of services is provided. These payments cannot be made until a completed contract is signed and processed. You can use the calendar example in the section for written entertainment contracts as a basic guideline for making sure your advance payments will have the opportunity to be made in a timely manner.

Written Contracts – Goods and Services

On some occasions an organization requires a blend of non-entertainment goods and services from a vendor that requires a written contract. Again, make sure your work closely with the Student Accounting Office and the Purchasing Department and your advisor in these situations. In these cases your organization must obtain the usual required information for both the goods and the services to be provided. Make sure you know the details of how the goods and services are to interact with one another. For example, if your organization orders some sort of office equipment, ask yourself…how will it be delivered? …Who is responsible for installment?... Is there hands on instruction on usage? …What is the maintenance agreement?...etc.

A special note on Contracts

As noted repeatedly in this section, students should **NEVER** negotiate a contract without the assistance of the Student Activities Office or

Purchasing Department staff, the knowledge of the Student Accounting Office, and the knowledge of their advisor. If a student takes it upon themselves to negotiate and sign a written contract for goods, services or both without the knowledge or approval of the aforementioned offices, then that student **ASSUMES ALL RISKS PERSUANT TO THE CONTRACT**. Plymouth State University will not necessarily assume the risk of such an unauthorized contract simply because you are a student here. Should something go wrong in the execution of an unauthorized contract then you are assuming the full legal risk, including that of financial loss, of the broken contract's provisions.

Special Services Provided by PSU

There are some special services provided by PSU. Among these services are:

1. Office telephones provided through the Telecomm Office (You will need an office for this service.)
2. Mailing services provided through Campus Mail
3. Printing and copying services provided through the HUB Print Shop
4. Technical entertainment assistance provided through the HUB (Staging, lighting and such for entertainers.)

In order to use these services, please contact the Student Accounting Office first. For telephone and mail services we will arrange for an account to be set up for your organization. Funds from your organization's budget will be encumbered for these services. This means the money will be reserved for the services only and any unspent amount will be returned to your organization at the end of the school year.

Printing and copying services will be charged directly against your budget. If you are doing less than $50.00 of printing and copying you do not need to inform the Student Accounting Office. Be honest! The HUB Print Shop should be used for legitimate organization business only.

Contact the HUB directly if you need technical services for entertainers for which you have arrangements to appear in the HUB. They will be able to assist you with staging, lighting, sound and other necessary performance needs. Let the Student Accounting Office know that you have made these arrangements. Your organization will be invoiced for these services at a later date. We will arrange for a direct transfer of funds to make payment when the invoice arrives in the Student Accounting Office.

TRAVELING

Some student organizations will have activities and events that involve domestic and/or international travel. You may travel to your destination by the most economical means (i.e. plane, train, or automobile) you choose and make appropriate accommodations. However; your travel using school funds should be limited to a legitimate business purpose and should be timed accordingly. Arriving a day early to prepare for a presentation at a conference or leaving a day late to obtain a cheaper return airfare is generally OK. Arriving or departing three days early or late so you can get some free vacation time on someone else's tab is not.

Planning Your Travel

The most important aspect of travel is planning ahead. You should make your travel plans as far in advance as is feasible. As a rule of thumb, the closer you get to the dates you need to travel the more expensive it will be to travel. All domestic travel arrangements are made through the Student Accounting Office. All international travel arrangements are also made in the Student Accounting Office **AFTER your organization has consulted the Director of the Bagley Center.** The Bagley Center coordinates overseas study at Plymouth State University and offers its expertise on international travel for student organizations.

You do not need an appointment to come to the Student Accounting Office to make travel arrangements but one is recommended. If you make an appointment to arrange travel, then the office will give you priority over all other organizations for the time needed to make your arrangements. Otherwise you will be served on the same first come, first serve basis as other organizations.

What Should You Know Before You Go?

When making your travel plans make sure you can answer the following questions:

1. **Who will be traveling in the group?** You should know specific names and the specific number traveling. You should also know who will be responsible for paying the expenses of each traveler. For example, if an advisor is going on the trip do you know if the organization or the advisor's department is paying their way?
2. **Where will the group be traveling to?** What is your final destination?
3. **When will the group be traveling?** Be as specific as possible with dates and times.
4. **How will the group be traveling?** What mode of transportation will you need to get there? What mode of transportation may you need when you get there?
5. **What will you need when you get there?** Accommodations? A rental car? Money for food?
6. **Why are you traveling?** You will need a specific bona fide business purpose for your trip.

It is important to get concrete answers to the above questions. In a post September 11 world many transportation tickets are issued to specific individuals, are not transferable and usually require a photo ID to obtain. You generally will not be able to substitute one traveler for another after your travel arrangements have been made. If a traveler with your group cancels after tickets have been purchased then they will be responsible for reimbursing the organization the full cost of the ticket and any associated fees even if the ticket is usable at a later date.

Another useful step in planning your travel is to make sure you have a well mapped out timeline of everything you need to do to before, during and after you trip. This timeline will often be a long list of tasks that need to be accomplished such as

- making sure your organization has sufficient funds to travel,
- making sure you have commitments from all the travelers,
- making sure your are registered for the events you wish to attend,
- making sure your airline tickets are booked,
- that your travel to the airport is arranged,
- that you have a hotel upon arrival,
- that you have money for meals, etc.,

You won't have to worry about your trip itinerary if you forget to register for your conference…a poorly planned trip can quickly become a very frustrating, and expensive, nightmare instead of a very positive learning experience. Don't be afraid to ask faculty, staff and fellow students who may have taken a similar trip in years past what they would do the same and what they would do differently should they take the trip again.

Paying for Your Trip

The Student Accounting Office will provide payment for your trip and charge your organization's account for the expenses. This offers you the resources and protections of the institution should any problems arise.

Travel Agencies

You are not required to use a travel agency when planning your trip; however, when you are planning your travel you are welcome to use any travel agency that you wish. Do not worry about providing your own funds and being reimbursed. Your organization's account will be charged directly for the expenses as long as you work with the Student Accounting Office.

Purchase Orders for Package Deals

When making your travel arrangements some organizations are able to find package deals offered by professional associations in which their faculty advisor holds membership or community service groups with which their organization is affiliated. For organizations that find an outside organization able to make comprehensive arrangements, we will usually issue a purchase order to order and pay for a package deal. In these cases, the Student Accounting Office and the Travel Office in Accounts Payable will assist you with arranging for your package deal. This process will be similar to the process underlined earlier in this manual for contracting for services. You will need detailed information on the services and coverage that the package provides and provide that information to the Student Accounting Office **PRIOR** to commitment to the package.

Travel Purchasing Card

If you are arranging for travel yourself, then the Student Accounting Office has a special Travel Purchasing Card to pay for transportation and accommodations. As of late, this has become the standard method of arranging travel for your organization. This travel purchasing card has the benefit of special travel insurance coverage that covers travel related charges for student organizations at PSU. It can be used to make travel arrangements by phone, by fax or via various websites such as Orbitz, Expedia and Hotels.com. Feel free to research airfare and accommodations via the Web and bring your desired arrangements to the Student Accounting Office so we may make your reservations. There are no restrictions on making arrangements through Web based travel sites other than those cases where the Student Accounting Office feels the site may not be trustworthy or reputable. We have a list of example secure Web based travel sites in our office that have proven easy to use and provided us with quality service.

Travel Advances

An organization may also take out a travel advance to pay for some aspects of their travel. A travel advance is similar to a petty cash advance but does not possess the $200.00 cap of a petty cash advance. Only one travel advance will be allowed per organization. In order to get a travel advance, an organization must have a specific individual come to the Student Accounting Office. That individual will be held personally responsible for the advanced funds **TO THE PENNY** and completion of follow up paperwork. If you are this individual responsible for a travel advance make sure you collect **ALL receipts** related to any travel costs upon which the travel advance funds are expended. Remember to ask for a handwritten receipt if one is unavailable.

When the advance taker comes to the office, they will fill out a Request for Travel Advance Form with information on the destination, dates of travel, and reason for travel as well as a budget of expected costs to be incurred. These costs should include such things as meals, fuel, tolls, camping fees, etc. The form will then be submitted to the Travel Office in Accounts Payable with a date specifying when the funds are needed.

When the Request for Travel Advance is approved, the individual responsible for the Travel Advance will be issued a check. That check can be cashed at the Pemigewasset Bank in Plymouth in exchange for cash and/or travelers checks.

Within 10 days of returning from the trip the individual responsible for the travel advance must come to the Student Accounting Office and fill out a Travel Expense Voucher. This form details how the travel advance funds were expended. You must return all unused funds from the travel advance and must turn in all receipts for expenditures. Your responsibility for the travel advance will not be released until the Travel Expense Voucher is processed and cleared by the Travel Office in Accounts Payable.

A special note on meals while traveling:

The most common use of a travel advance is to provide funds to purchase meals while traveling. The amount you will be allowed to spend on meals will varying from destination to destination based on guidelines developed by the United States government. For your reference while planning your travel, these guidelines can be found at the following website:

http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.html

When submitting the expenses for group meals while traveling, the individual responsible for the travel advance has the option of submitting itemized individual receipts for the cost of all meals or a Meals Roster. The Meals Roster is available in the Student Accounting Office.

To use a Meals Roster the individual responsible for the travel advance gives each member of the traveling group a set amount of money for meals. The members of the group are on their own with the distributed funds when buying meals. If they need more than is distributed they must use personal funds to cover the additional expense. Each member of the group signs their name to the Meals Roster acknowledging receipt of the funds. The individual responsible for the travel advance then submits this document as proof of expenditure of funds when they fill out their Travel Expense Voucher. No individual itemized receipts are necessary. The one restriction on use of the Meals Roster is that all members of the group must sign it or it cannot be used.

Modes of Travel

Personal Automobile

If you decide to travel using your own vehicle you may seek reimbursement for mileage, gas and tolls. Take note of the mileage listed on your odometer at the start and finish of each trip. It will determine the amount of mileage for which you shall be reimbursed. The Travel Office in Accounts Payable also has a list of common New England travel destinations with roundtrip mileage from PSU. If you destination is on this list it will be used to determine the mileage for your reimbursement.

PSU reimburses at no more than the standard mileage reimbursement rate set by the Internal Revenue Service each January. Currently this rate is 37.5¢ per mile. It may change on January 01, 2005.

Gas and toll expenses will be reimbursed for actual expenses incurred based upon presentation of your receipts to the Student Accounting Office.

Automobile Rentals

PSU has an exclusive contract with **Enterprise Rent-A-Car** to provide automobile rentals for the university. This contract means we cannot rent automobiles from another rental service such as Budget or Alamo. All automobile rentals will be arranged through the Student Accounting Office. To place a reservation the Student Accounting Office will need the name of your organization, the dates the vehicle will be needed, and the approximate time you wish to pick up and drop off the vehicle.

Any student over the age of 18 with a valid driver's license is eligible to rent and drive vehicles from Enterprise reserved under our contract. This applies to vehicles that are to be used for official university related business only. Personal rentals at discounted rates are available to students in accordance with Enterprise's internal rules. You cannot rent a vehicle from Enterprise using your organization's funds for personal reasons regardless of your intent to reimburse your organization.

Virtually any class of automobile can be rented by student organizations if Enterprise is given sufficient time to obtain the desired vehicle. Currently the rates for reservations originating in New Hampshire are:

Compact cars (example: Dodge Neons)	$26.00/day
Intermediate cars (example: Chevy Cavalier)	$28.00/day
Full size cars (example: Ford Taurus)	$31.00/day
Premium cars (example: Pontiac Bonneville)	$39.00/day
Minivans (example: Dodge Caravan)	$50.00/day
Pick-up trucks (example: F-150)	$43.00/day
Sports Utility Vehicles (example: Jeep Cherokee)	$45.00/day
12 Passenger van (example: Dodge Ram Wagon)	$85.00/day

Mileage is unlimited within New England. There is an additional $10.00/day charge for unlimited mileage while traveling outside of New England. Special discounted rates for week long rentals are also available. For vehicle reservations originating outside of New England, PSU travelers are entitled to a 10% discount from local rates.

For vehicles reserved locally, you may pick up and drop off your reserved vehicle at the Enterprise store located across the street from McDonald's in Plymouth. The Plymouth Enterprise store currently has the following hours:

Monday – Friday	8:00 am to 5:30 pm
Saturday	9:00 am to 12:00 pm (noon)
Sunday	Closed

When you arrive to pick up your vehicle please do so at least 30 minutes in advance of your requested pick up time. You will need to fill out and sign a vehicle rental contract. In this one case, you as a student may sign this particular contract. **Please make sure you have a valid driver's license with you when you pick up the vehicle.**

Break Downs and Accidents

If your rental vehicle from Enterprise breaks down during your trip you will have coverage from their 24 hour roadside service. On the back of your rental contract there will be information on what to do during a breakdown as well as a toll free telephone number you can call for assistance. Please call this number for assistance. There is little the university can do to provide you with immediate assistance as you travel away from campus. Each vehicle is equipped with a power connection so you may charge a cell phone while driving.

If you are involved in an accident with your rental vehicle, you must make sure you report it regardless of how minor it is. If another vehicle is involved, at the very least make sure you exchange contact information with driver of the other vehicle. Copy all the information from their driver's license, insurance card and vehicle registration. If the police are involved in taking an accident report, then request that you be provided with a copy of the report. Take the reporting officer's name and contact information. Bring a copy of this information to the Student Accounting Office upon your return. You will also need to fill out an accident report both with Enterprise and PSU. Ask Enterprise to forward a copy of the accident report to the Student Accounting Office.

A special note on travel to Canada:

Because of high rates of auto theft for rental vehicles originating in the United States, no vehicle larger than a full size car rented from Enterprise will be allowed to travel to Canada per their rental policy.

Expectations

You should return vehicles rented from Enterprise in at least as pristine condition as they were when you picked them up. Vehicles returned dirty or damaged will be noted by Enterprise and the Student Accounting Office will be informed. If needed, feel free to bring your vehicle to a car wash. Your rental vehicle should also be returned on time. Organizations that consistently return dirty, damaged or late vehicles will lose their right to rent vehicles at the discretion of the Student Accounting Office.

Additionally, you are expected to return the vehicles with at least as much gasoline as was in the gas tank at the point of pick up. In other words, if you picked up a car with half of a tank of gas, then you are expected to return it with at least half of a tank of gas. Failure to do so will result in a refilling charge against your organization. Currently Enterprise's refilling charge is $2.50 per gallon necessary to return the gas tank to its original level.

When renting larger vehicles such as passenger vans, we encourage you to have some defensive driving training. A defensive driving video course is available from the Student Activities Office. This training is required of recreation sports clubs by the Recreation Sports Office in the HUB.

Driving While Intoxicated

There is a zero tolerance policy in effect for driving while intoxicated. If evidence of alcohol or illegal drug use is found in any vehicle by Enterprise it will be reported to the Student Accounting Office. Your organization will immediately have its funds frozen for the remainder of the school year and have its vehicle rental privileges revoked for at least one year. Additionally, the organization will be reported to the Student Senate for disciplinary action and the names of the travelers will be reported to Students Affairs for sanctioning by the campus Judicial Board.

Airlines

As mentioned earlier in this section, you may order airfare over the Web from a variety of sites. There are no restrictions on which airlines you choose to travel although it is suggested you use budget carriers whenever possible to maximize the purchasing power of your organization's budget.

When planning travel by air online, make sure you check both the websites for general travel as well as those for the specific airlines. Prices for airfare change constantly, even throughout the day, but are generally lower the earlier you book your flight, when you travel at off peak hours and for flights recently added to a route.

In order to order airline tickets you will need very specific information for each individual flying. When you come to the Student Accounting Office make sure you have all of the information listed below for each traveler:

- Full name: first, middle and last
- Current address: Both local and permanent
- Social security number

Airfare ordered online by the Student Accounting Office will be in the form of electronic tickets. Airfare will not be transferable and will not be refundable. Each organization is responsible for 100% of the taxes and fees assessed on airfare. These taxes and fees can add up to an additional 20% to the cost of each ticket. Any cancellation fees are also the responsibility of your organization. Always be careful of hidden costs when arranging travel. And again, if a traveler confirms that they will be going on a group trip and later drops out for any reason, then that traveler will be responsible for reimbursing the organization the full cost of the airfare ordered for the traveler.

One last word on travel by air…**PLEASE MAKE SURE YOU READ YOUR AIRLINES TRAVEL POLICIES BEFORE ARRIVING FOR YOUR FLIGHT!!!** Each airline has absolute authority over whether or not you will be flying with them. Make sure you know their rules ahead of time regarding all aspects of your flight.

A special note on international travel:

Before coming to the Student Accounting Office and arranging for international travel via air, please work with your advisor and the Bagley Center on your travel plans. The Bagley Center arranges for overseas study and is Plymouth State University's resource for international travel. They will assist you in developing a checklist of additional special requirements for international travel such as vaccinations and travel insurance.

From time to time problems tend to erupt somewhere in the world without warning. For student organizations wishing to travel internationally this can be an issue. The United States State Department maintains a list of travel warnings and restrictions on the World Wide Web along with general information on travel destinations. Every nation on Earth is listed on this site with a description of what can be expected of the country for services, assistance and crime when you visit. It can be accessed at: http://travel.state.gov/travel_warnings.html. You cannot travel to a country with a current travel warning or travel restriction. Should you book a trip to a country that receives a travel warning or restriction between the time of booking and the time of departure, you will have to cancel your trip. This rule is to protect you from potentially dangerous situations far from home.

Buses and Trains

Travel by bus and train can be arranged as necessary. Since each carrier has its own rules regarding travel, arrangements will vary on a case by case basis.

Currently, most of the bus companies operating out of New Hampshire (Concord Trailways, Peter Pan, Dartmouth Coach) have a same day purchase policy. This means reservations are not accepted. You will have to purchase all tickets the same day you decide to travel. You will need at least one form of photo ID to purchase the ticket. Please arrive early to purchase your tickets since busses are filled on a first come first serve basis. You may pay for your bus ticket yourself and be reimbursed through the Student Accounting Office or you may call the Student Accounting Office from the bus terminal and we will pay your fare over the phone using the travel purchasing card. **MAKE SURE YOU MAKE PRIOR ARRANGEMENTS FOR A SPECIFIC TIME WITH THE STUDENT ACCOUNTING OFFICE IN ADVANCE IF YOU CHOOSE THE LATTER OPTION.**

Accommodations

Travel accommodations are arranged through the Student Accounting Office. You may opt to stay at any hotel or motel at your destination within reason. Feel free to research potential accommodations using the Web before you come to the Student Accounting Office. You may book your reservations directly or via a third party service such as Hotels.com.

When you are ready to make your reservation, please have the names of each traveler in your group, their gender and their age as well as the dates of your stay available. Let the Student Accounting Office know of any smoking preferences as well…otherwise we will operate under the assumptions that all rooms to be reserved will be non-smoking. This is standard information asked by hotels whether making reservations online or over the phone. Most hotels will have a policy of placing no more than four adults in one room.

Payment for your accommodations will be made using the travel purchasing card. The Student Accounting Office will fax a payment authorization form to your hotel authorizing payment for rooms and taxes **ONLY**. You are responsible for all other expenses such as room service, telephone calls, pay per view television, etc. Any fees or penalties assessed for changing or canceling reservations or damages will also be the responsibility of your organization. Make sure you are given an invoice at check out. This invoice must be turned into the Student Accounting Office upon your return.

STIPENDS

Stipends are set amounts of money paid to students in certain positions for the work they render in service to the university. In the case of student organizations, it is for the work they render to the student organization. Only certain organizations on campus have stipend positions for their members…generally officers. Stipends are granted in accordance to positions **NOT** individuals. They are deducted from the organization's budget and are fully taxable as income for the individual receiving them. Currently, organizations receiving stipends are the Clock, the Yearbook and WPCR.

ALL stipends must have their allowance and amounts approved by the Student Senate in order to be granted. This means organizations seeking to have stipends for their membership must seek approval through the Student Senate… which has the right to approve or deny stipends as it sees fit. The Student Accounting Office will not approve the issuance of stipends without the written authorization of the Student Senate with detail as to positions and amounts. We will not vary the amount to be paid unless an organization seeks reauthorization of amounts from the Student Senate. Retroactive pay for work done before a stipend has been authorized will not be granted. Distribution of payments will be determined by the Human Resources Department. All payments will be distributed from the first week of the school year to the last week of the school year.

Members of organizations granting stipends must come to the Student Accounting Office as soon as possible after the start of the school year. Because stipends are taxable income, each recipient must fill out an I-9 INS work form, a W-4 IRS withholding tax form and a PSU J-3 supplemental staff employment form. You will need two forms of identification such as a driver's license, PSU ID and social security card. One must be a photo ID. We can not pay you until this paperwork is complete and you should not work in your stipend position until it is complete.

If a student in a stipend position quits your organization you need to inform the Student Accounting Office so payment of the stipend can be terminated. Failure to do so will result in continued payments against the stipend for which your organization will be held responsible.

Disciplinary Issues

The vast majority of activities undertaken by student organizations at PSU run smoothly. Unfortunately problems do occasionally arise with a member or members of an organization. Minor infractions of Student Accounting Office rules will be handled at the discretion of the office. Generally this will result in the suspension of privileges to use one or more of our services, such as petty cash advances, for a period of time.

More severe infractions such as purchase of prohibited substances, fraudulent use of funds, or any sort of crimes are fortunately extremely rare. However, should the Student Accounting Office discover evidence of any such significant infractions we will inform the Student Senate, Student Affairs and the University Police as necessary.

What to Expect At the Student Accounting Office

The Student Accounting Office is open year round. We are here to assist your organization in meeting the business needs of the activities it plans. Feel free to stop by the office anytime you have a question, concern or desire to do so. The rules in this book reflect many of the financial policies of PSU that will have an impact on your organization. The office cannot change rules reflecting University System of New Hampshire or PSU policies; however, rules that are exclusive to our office can be modified or even suspended in special situations if a special need arises. Officers of large and multifunctional organizations should talk to us about making special arrangements to meet your special needs. Our goal is to help you have a positive learning experience while conducting your co-curricular activities and we will do what we can to meet that goal.

That being said, many organizations have many business needs to fill each day. In order to meet your organization's financial needs, the Student Accounting Office has to work with a number of other offices on campus such as the Student Activities Office, Accounts Payable, Purchasing and the Controller's Office…occasionally; even centralized offices for the University System of New Hampshire located in Durham, NH must be consulted. It requires time for the Student Accounting Office to work with these other offices as they have their own obligations. Keep our need to interact with other offices in mind while planning your events and activities. Please do not appear in the Student Accounting Office without warning and expect a check to be written for you on the spot or to have airline reservations be made for you in the 30 minute window remaining for the cheap fare you found on the internet.

Planning and time management on the part of every organization are as key to keeping the Student Accounting Office functioning efficiently as are our own planning and time management skills. The earlier you come to us with your needs the better we will be able to serve you. We do not like to see people leave or turn away unassisted but if everyone wishes to conduct business on Friday after lunch then there will be limits to what can be done for everyone by the close of business at 4:30. On those occasions where a significant number of organizations do attempt to do business late in the week, the organizations serving the largest numbers of students or the most notable public events will receive priority from the Student Accounting Office. We look forward to seeing you soon.