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**Introduction**

This manual is designed to help student organization leaders understand how to obtain, manage, and spend student activity funds. As a President or Treasurer, you must work extensively with the Campus Union Treasurer within the Wofford College financial system. This manual will help you navigate that system. It contains simple directions for all facets of student organization finance, including but not limited to, submitting a budget, preparing for travel and paying a vendor.

In addition to obtaining and spending your organization’s funds, you have the responsibility for keeping financial records up to date. You also are responsible for keeping the leadership and membership of the organization informed of its financial status and any policies and procedures that affect the use of your funds.

Please be aware that this is not an all-inclusive manual. It includes information about the procedures and transactions that are used most frequently by student organizations. If you have any questions or need help regarding any aspect of your approved budget, please call your Staff Advisor or the Campus Union Treasurer.

**Resource Center**

The online Treasurer’s Resource Center and Business Office is available 24 hours a day, seven days a week, and contains many valuable resources including:

- A digital copy of this manual
- All forms required for expense reports, cash advance, missing receipt forms, and check requests.
- Contact information for the Campus Union Treasurer and Financial Affairs Committee.
- Announcements such as upcoming deadlines or changes to the financial codes
Essentials for Success

As a Treasurer

1. **Attend a Treasurer’s Workshop**
   Treasurer’s Workshops are conducted each fall and in the spring. All student organizations requesting funding from Campus Union are required to send a representative each semester. Treasurer’s Workshops are the main source of information for accounts, procedures, and deadlines.

2. **Know your Faculty Advisor**
   Each student organization has a Faculty Advisor who is responsible for knowing the organization’s budget. The Faculty Advisor is an employee of the College who works in accordance with the Advisor Handbook which includes knowledge of the organization’s financial status.

3. **Obtain authorization**
   Do not, under any circumstances, purchase food, supplies, or services without prior approval by Campus Union in regard to both allocations and proposals.

4. **Follow procedures**
   Use the proper transaction documents. Type all information on forms, and follow the instructions in this manual. Forms are online at [http://www.wofford.edu/businessOffice/](http://www.wofford.edu/businessOffice/).

5. **Keep records**
   Always keep a copy of all forms submitted for reimbursement for your organization’s records in case any misunderstandings occur.

6. **Plan ahead**
   All transactions involving the expenditure of funds are to be outlined within your budget for the upcoming semester.

7. **Monitor your account**
   Check your account monthly to stay updated on your financial status for the remainder of the semester. Bring any discrepancies to the attention of the Campus Union Treasurer.

8. **Understand budget composition**
   Your budget is made up of allocated funds that have been granted from Campus Union. If your organization receives funding from another source, please note the projected amount on your budget application.

9. **Comply with your budget**
   Organizations may spend funds only for the purposes detailed in their approved budget. Additional funding may be sought following the expenditure of all current funds.

10. **Make timely payments**
Forward all invoices, billings and receipts to the Student Affairs Office. Failure to forward information to Student Affairs will result in the vendor not receiving payment within a reasonable time period.

Eligibility for Campus Union Funding

Any student organization that has been chartered as an official organization for at least one full semester and has a Faculty Advisor that has been approved by the College is eligible to apply for general program funding.

Programmatic activities of student organizations receiving general funding must be used to promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between students and student groups, and/or foster campus community.

Student organizations must not be denied funding nor given preferential treatment in funding based upon the viewpoint of the organization requesting funds.

Advisor and in good standing
If an organization has an advisor and is in good standing with the College it is eligible for funding from Campus Union. However, if a faculty member decides not to continue serving as the advisor, the organization must notify Campus Union immediately. After the notification, the organization must begin searching for a new advisor in order to continue to receive funding from Campus Union.

Along with having an advisor, a new organization must be chartered as an official organization on Campus. Failure to do these things will result in the organization not receiving any funding from Campus Union.

Allocations v. Proposals
An allocation is the funding an organization receives each semester through Campus Union in order to have programs and events that fulfill its purpose and goals. However, in order to receive the funding, the organization must go through the allocation process that will take place each semester. Once the process is complete, the Campus Union Treasurer will notify the organization of its funding for the following semester. If an organization does not complete the entire allocation process, it will not receive an allocation for the following semester.

A proposal is the funding that an organization applies for to the general assembly during the semester to fulfill its goals and purpose as well. This funding will allow the organization to receive extra funding to create an event that it is unable to have with the current budget. Also, if an organization did not apply for funding during the allocation process, it is eligible to apply for proposal funding in order to fulfill its purpose and goals.
Organization Finance Workshops

- There will be two Registered Student Organization Finance Workshops in the academic year for all chartered organizations.
- The first finance workshop will take place in the fall during the third week of September.
  *Representatives of approved organizations must attend the fall workshop to apply for spring allocations.
- The second finance workshop will take place in the spring during the second week of February.
  *Representatives of approved organizations must attend the spring workshop to apply for fall allocations
- Registered student organizations may not request allocations without at least one member attending a finance workshop unless excuse for being absent is approved by two-thirds vote of the Financial Affairs Committee.

Allocation Process

Summary

The allocation process will occur twice a year during the academic school year. The date and time for the process to take place is determined by the Campus Union Treasurer and the Financial Affairs Committee. Each organization is required to submit an application and schedule an interview time. Once the organization has received funding, it is required to submit a notification of any event to Campus Union Treasurer to make him or her aware of the use of the funding allocated.

Interviews

The interview for each organization will be between five to seven minutes. The purpose of the interview is to allow the Campus Union Treasurer and the Financial Affairs Committee to gain a better understanding of how the money will be spent for the upcoming semester.

Statement of Rationale
Each semester Campus Union allocates thousands of dollars to student organizations. The money is to be used by each organization to improve Wofford and to achieve its goals and purpose.

It is not the job of Campus Union to fund the dreams of each organization completely; we only supplement the necessary funding that each organization lacks to fulfill its goals and purpose. Each organization should ask themselves what expenses are necessary for Campus Union to fund and what expenses its members should be required to pay. For instance, the members of the organization should pay expenses for things such as t-shirts, retreats, and meals because these things will benefit the members and not the purpose and goals of the organization. The funding that is allocated to each organization should be used in a responsible manner.

In this world we are faced with limited resources and unlimited opportunities. As a result, we all must choose the best way to spend our time and money, both as individuals and as a committee.

**Reviewing budget**

The Campus Union Treasurer and the Financial Affairs Committee will review the budget for the allocation request that has been prepared to evaluate each organization. Also, the dates of the events the organization is planning and the number of people it realistically expects will be analyzed. Please verify that the events have been prioritized accurately.

After the budget is received, it is reviewed to determine eligibility for funding in a fair and unbiased way. After careful deliberation the Campus Union Treasure and Financial Affairs Committee will determine how much each organization will receive for allocation. Due to the limited amount of resources that are available to Campus Union, not every organization will receive the funding that they desire. Therefore, each organization should be prepared to make the necessary adjustment for their organization if they do not receive the necessary funding.

The Campus Union Treasurer and Financial Affairs Committee will make the necessary recommendation for the allocations of the student funds that are available. These recommendations will be submitted to the Campus Union Assembly for approval.

**Time Periods: Fall v. Spring**

In the fall, organizations may begin using the finding allocated for the current semester on the first day of classes. Each organization will have until 5pm on the Friday before exams to use all of its allocated funding. Receipts are to be turned into the Campus Union CPO in Student Affairs or to the Campus Union Treasurer’s CPO.

In the spring, organizations may begin using the funding allocated for the current semester on the first day of interim. Each organization will have until 5pm on the Friday before exams to use all of its allocated funding. Receipts are to be turned into the Campus Union CPO in Student Affairs or to the Campus Union Treasurer’s CPO.
Dates
The dates for the allocation process will be sent out to the president of every organization through email, will appear on the e-calendar, and will be posted in the Daily Announcements.

Application
The Campus Union Treasurer and the Financial Affairs Committee will create an allocation application. The time period in which the application will be available is up to the discretion of the Campus Union Treasurer.

Interviews
Once the application deadline has passed, each contact person for the organization will receive an email with available interview times. Sign up times for interviews are based on a first come, first served basis. If any organization fails to show up for the interview, they will not receive funding from Campus Union for the following semester. However, the organization will still be able to obtain money through proposals.

Notification
The Campus Union Treasurer will notify the president of each organization to inform him or her on how much money the organization has received within two weeks after the final interview has taken place. If any organization has any question about their organization’s allocation, they are encouraged to contact the Campus Union Treasurer for further explanation.

Access to funds
Each organization will have access to the funding for the entire semester. The money allocated cannot be transferred from one semester to the next or from year to year. If the organization has any concerns about their remaining allocation, it should contact the Campus Union Treasurer for further explanation. This money is not to be used in a way to help fulfill any individual desires; it should only be used to benefit this particular organization and Wofford College.

Applications

Forms
Applications will be available for fall and spring allocations on the Campus Union website. If any organization has any questions or concerns about the application, it should contact the Campus Union Treasurer for more clarification.

Budget
Organizations treasurers should create a budget for each semester. Please see example below.

Fall 2010 Budget
<table>
<thead>
<tr>
<th>Event</th>
<th>Price of Materials</th>
<th>Expected Attendance</th>
<th>Total Cost</th>
<th>Purpose of event or program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halloween Carnival 10/28</td>
<td>$25</td>
<td>50</td>
<td>$25</td>
<td>To give children an enjoyable time.</td>
</tr>
<tr>
<td>Making People Aware of Violence 11/4</td>
<td>$100 for speaker</td>
<td>-</td>
<td>$100</td>
<td>Make people aware of the violence that surrounds them.</td>
</tr>
<tr>
<td>Making People Aware of Violence 11/4</td>
<td>$2 per person for food</td>
<td>100</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Holiday Event 12/2</td>
<td>$2 per person for food</td>
<td>100</td>
<td>$200</td>
<td>Get people into the holiday spirit.</td>
</tr>
<tr>
<td>Total Needed</td>
<td></td>
<td>-</td>
<td>$525</td>
<td></td>
</tr>
</tbody>
</table>

*An organization is allowed to purchase food if the event hosts a speaker, for an end of the semester dinner, or for a special event open to the whole campus.*

**Planning a budget**

Planning a budget enables an organization to plan its programs in advance and estimate the necessary cost to conduct it. When planning a fall or spring allocation requests budget, be sure that the organization answers the five questions below. Answers to these questions will give any organization a better understanding of what is necessary to purchase and what is not. Therefore, it will be able to achieve the stated goals established and fulfill the purpose of the organization.

1. **Is all officer and advisor information up to date?**  
*Having this information available will make everyone more aware of who is in charge of the organization and how many members are currently available to assist to help achieve these goals. Also, it will allow the organization to receive assistance from the advisor if necessary.*

2. **Why was the organization established?**  
*Understanding the purpose of your organization will make each person aware of what is important for the organization to be successful.*

3. **What does the organization hope to accomplish next year, and how can it be accomplished?**  
*Establishing goals and objectives will allow your organization to fulfill the purpose of the organization.*
4. Will this program or event help the organization meet its goals, and how?
   *Design a program that will allow your organization to make others aware of goals for the semester. Plan each event carefully, estimate the attendance of each event, and estimate how much the event will cost.*

5. What does the organization want funding for the most?
   *Once your organization has agreed upon a number of programs believed to be most beneficial, rank each program in the order of importance. Not every program will be funded.*

Commonly Asked Questions:

1. What is Campus Union funding?
   *Campus Union funding is used to help improve the experience of each student at Wofford College and to allow different organization to make a positive impact at Wofford College. Each year, Campus Union allocates thousands of dollars to different student organization to the aid them in fulfilling their goals and purpose.*

2. How much money should an organization request during allocations?
   *Each organization should ask for the necessary funding that will allow it to achieve its goals and purpose. However, the organization should be prepared to make reduction to their budget if necessary.*

3. What is the importance of having an advisor?
   *The importance of an advisor it to assist the students in making the best decision possible for the organization to be effective in achieving its goals and purpose.*

Having a copy of the purpose of the organization will allow the Treasurer and the Financial Affairs Committee to best allocate funds.

*"We the students of Wofford College, united as the Campus Union, convinced that our stake in the future of this college entitles us to a role in its governance, committed to the preservation of the ideals of the college and to improvement of campus life, and resolved to promote the orderly and efficient administration of student activities, to ensure the democratic representation of our interests and opinions, and to provide for the means to govern ourselves, do ordain and establish this Constitution of the Campus Union of Wofford College."

Above is the purpose statement of Campus Union. If Campus Union wants money to build robots it would not receive the funding because the activity does not fulfill the organization’s purpose statement. The purpose of Campus Union is to enrich the lives of the students at Wofford College. Money that is requested for an allocation should be used to help fulfill the purpose statement, therefore, allowing the organization to improve Wofford.

**CU CPO (paper form)**

When applying for an allocation, each organization needs to make sure that the organization’s leadership is aware of how much it is requesting for an allocation. The form below should be turned into
the Campus Union CPO in Student Affairs or to the Campus Union Treasurer’s CPO. The form will be emailed to each organization leader. An example of the form is below:

**Student Organization**  
Wofford College  
Allocation Submission Form  
2010-2011

Organization Name:________________________________________________________

#of Active Members:_____

**Officer and Advisor Information**

President’s Name:________________________ Email:________________________

Treasurer’s Name:________________________ Email:________________________

Advisor Name: __________________________ Email:________________________

I certify that I have read the Treasurer Handbook of Campus Union, and I agree to carry out my responsibilities in accordance with these codes, policies, and procedures of Wofford College. I understand that if I do not follow guidelines, my allocation could be suspended or not received. I certify that the information is for this funded group. This signature authorization form may be updated at any time with the advisor’s approval.

President’s Signature: __________________________ Date:____________________

Treasurer’s Signature: __________________________ Date:____________________

Advisor’s Signature: __________________________ Date:____________________

This document will allow each organization to become aware of the funding’s purpose and give Campus Union a better understanding of who is in charge of the money.
**President**
The organization’s president is responsible for knowing when each event for the organization is occurring, how much the event will cost, and who is purchasing the materials as well. The president should know how much the organization is allocated.

**Treasurer**
The organization’s treasurer should know how much each event will cost, and which member is purchasing the materials as well. In addition, they should be aware of how much money remains after each event. If the Campus Union Treasurer contacts the treasurer of any organization, they should be able to answer any question pertaining to any event that the organization sponsors. Therefore, their budget should be up to date.

**Advisor**
The advisor should be aware of any event that has been scheduled and how much the materials being purchased will cost.

*Not spending current semester funding at the end of semester for next semester*

If any organization decides to use funding to help with next semester, this will not be accepted. Each organization should properly manage its budget so that each dollar is used both efficiently and effectively. If any organization makes any purchase during or after the week in which the receipts are due, the organization should inform the Campus Union Treasurer before doing so. Failure to inform the Campus Union Treasurer will result in denial of reimbursement. Unused funding will be used to help CU or other individuals improve Wofford. Money should not be spent on impulse or from a threat of losing funding for the future; it should be spent with a plan that has been clearly thought out.

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**Proposal Process**

**How**
To create a proposal to receive funding, the organization should contact a delegate to help create a proposal in order to apply for funding. The delegate should be contacted at least a month before the event is to be schedule to take place. When writing the proposal, the organization should have the necessary information available to help the process run smoothly and quickly: the materials to be used, their price, the event’s location, and the event’s time.
When
The proposal should be completed and sent to the Campus Union Secretary at least three weeks before the event is scheduled to take place.

Show up for meeting
The individual that is speaking on behalf of the proposal from the organization should be present at the Campus Union meeting in Olin Theater at 6pm. The dress code for meeting is business attire.

Present current budget
The current budget of each organization should be available at the meeting. Failure to have the budget available will make it difficult to receive the requested funding.

Present thorough budget requested
The presentation of the budget should be very thorough. If there is any unused money that is remaining from allocation or from some other source that should be explained to the Campus Union Assembly. In addition, if there is another organization that is helping with the event, their contribution should be mentioned as well.

Number active members
The number of active members is important to know in order to determine how they are contributing to this event and this organization as well.

*Once an organization has received funding through a proposal, it has one month from the date that the proposal is passed to use all the funding. However, if there is a reason why the money cannot be spend by the deadline, the organization needs to have a valid explanation in order to receive an extension.

Travel Funding
Campus Union funding through the General Proposal budget will not be used for airfare, rental vehicles, gas, vehicle mileage, hotel accommodations, or food for individual students. However, the organization or individual is encouraged to apply for a convention funding.

Philanthropy Events
The Campus Union of Wofford College will not give funding in the form of direct donations to philanthropic causes. All requests for funding for philanthropic events or causes should be applied for through the General Allocation process. Events or items funded through General Allocations may not charge a fee to Wofford students. Any student-led organization with a gross independent budget of over $3,000 is not eligible for Campus Union funding.

Relatives
Campus Union will not give funding to student organizations to pay relatives for materials for an event, speaking at an event, or providing entertainment. However, if their price is lower than any competitors’ price and a valid contract can be provided, this may be taken into consideration. In order for an exception to receive consideration, this information needs to be presented to Campus Union Treasurer and Financial Affairs Committee six weeks before the event is schedule to take place.

### Using Student Activity Funds

<table>
<thead>
<tr>
<th>FORM</th>
<th>USED FOR</th>
<th>WHO NEEDS TO SIGN</th>
<th>MINIMUM LEAD TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report</td>
<td>Reimbursement for purchase of materials for an event.</td>
<td>The individual who purchased the material needs to sign the report.</td>
<td>A two week time period is required for reimbursement expenses.</td>
</tr>
<tr>
<td>Cash Advance</td>
<td>Cash for group and team travel, recruiting advance, fund raising, or other organized events where petty cash is needed and in other situations where only cash is accepted.</td>
<td>The individual who is requesting the funds needs to sign the form.</td>
<td>At least two weeks is necessary to receive the cash in advance.</td>
</tr>
<tr>
<td>Check Request</td>
<td>This form is used for honorariums or prepayment to vendors for which an invoice or receipt will be provided (e.g., Postmaster, Deposits for Entertainment, etc.) Attach any documentary support that you may have for this expenditure.</td>
<td>The individual who is requesting the check is required to sign the form.</td>
<td>At least two weeks period is necessary for the cash advancement.</td>
</tr>
<tr>
<td>Missing Receipt</td>
<td>This form is to be used only when an invoice, receipt, or other supporting documentation is unavailable. Standard procedure is to submit the original receipt of invoice as backup for purchases. The purchaser should make every effort to get a receipt or other documentation to support the expense. If the missing receipt is for travel or entertainment purposes, please include all IRS required in formation (who, what, when,</td>
<td>The individual who lost the receipt needs to sign the form.</td>
<td>The missing receipt form should be turned in as soon as possible.</td>
</tr>
</tbody>
</table>
Petty cash

Any purchase that is under $25 is considered petty cash by the business office.

Receipts

Receipts should be turned into the Campus Union CPO in Student Affairs or to the Campus Union Treasurer CPO.

Before exams

Each individual will receive his or her reimbursement in a timely matter. If the reimbursement is under $25, the individual will receive an email from the business office that will inform them to pick up their money from the business office. The business office does not write checks that are under $25. However, if the reimbursement is over $25, the individual will receive a check in their CPO.

After exams

In the first semester, if an individual is requesting reimbursement for an event that takes place after exam week, the reimbursement will be available as soon as possible. There is no guarantee that the reimbursement will be available before the individual leaves for winter break. If the materials can be purchased earlier, the individual is encouraged to do so in order for them to receive reimbursement within a timely manner.

In the second semester, if an event takes place during exam week, the individual reimbursement will be mailed to their home. The reimbursement will be available as soon as possible.

Information on Event

Along with turning in receipt for reimbursement each organization is required to present a statement outlining the money’s use. This will allow the Campus Union Treasurer to understand the purpose of the event when reimbursing the particular individual.

Example of document

On February 28, (Organization Name) had an event to make students more aware of the underage drinking that takes place in college. The event was held in Campus Life at 8pm. 35 students attended the event. There was food and a speaker (speaker name) for entertainment. The event allowed (Organization name) to achieve some of its goals and purpose.

Signature
Name
Which Form to Use and How to Fill It Out

Expense Report

Use if
The individual who purchased items with his or her own money is seeking reimbursement needs to fill out this form. Failure to fill out the form will result in the individual not receiving their reimbursement.

Steps
Step 1: Go to Wofford College main website.
Step 2: Go to business office section of the webpage.
Step 3: Look for the Accounts Payable tab.
Step 4: Under accounts payable is the expense report. Click on the tab.
Step 5: Enter today’s date, your name, W#, CPO, and check your relation to the college.
Step 6: Enter the date the items were purchased on the receipt.
Step 7: Under location and business purpose, enter the name of the student organization, the name of the event, and the place the items were purchased.
Step 8: Please click the most appropriate description of the purpose of the items and enter the amount of the event.
Step 9: Continue to repeat step 8 until all the receipts have been entered.
Step 10: When the total amount of the items has been calculated, transfer that amount to the box to which the arrow is pointing at.
Step 11: Print the document, sign the individual requesting reimbursement line from the document and turn the form, along with the receipts, to the Campus Union CPO in Student Affairs.

Cash Advance

Use if
The expense for an event is too large to pay for in advance. In order to receive a cash advance, the expense has to be at least $300. If a cash advance is needed for a smaller amount, the organization should email the Campus Union Treasurer for approval. Also, there must be a written explanation explaining what the cash advance will be used for. All the receipts have to be returned to equal the cash advancement, and any unused funds must be returned to Campus Union.

Steps
Step 1: Go to Wofford College main website.
Step 2: Go to the business office section of the webpage.
Step 3: Look for the Accounts Payable tab.
Step 4: Under the accounts payable tab is the cash advance form. Click on the tab.
Step 5: Enter the full name of the individual requesting the cash advance, the W#, check the purpose of the event and description of the event.

Step 6: Print form, sign the payee line and turn the form into the Campus Union CPO in Student Affairs.

Check Request

Use if
The vendor needs a prepayment. An invoice or receipt should be included along with an explanation for the purpose of the vendor.

Steps
Step 1: Go to Wofford College main website.
Step 2: Go to the business office section of the webpage.
Step 3: Look for the accounts Payable tab.
Step 4: Under the Accounts Payable tab is the check request form. Click on the tab.
Step 5: Enter the full name of the individual requesting the check request or the name of the vendor.
Step 6: Enter the address of the vendor, the W# of the individual requesting the check, the vendor type, total amount needed, and an explanation of the check request.
Step 7: Print form, sign the form, and turn the form into the Campus Union CPO in Student Affairs.

Lost Receipt

Use if
If any receipts have been lost, please contact the Campus Union Treasurer and wait for further instruction. If the explanation of way the receipt was lost is valid, the lost receipt form will be accepted. However, the individual who lost the receipt should continue to make an effort to get those receipts into the business office if possible.

Steps
Step 1: Go to Wofford College main website
Step 2: Go to the business office section of the webpage
Step 3: Look for the Accounts Payable tab.
Step 4: Under the Accounts Payable tab is the missing receipt. Click on the tab.
Step 5: Enter the full name of the individual who lost the receipts, document how the items were purchased, and check reason for lost receipt with explanation.
Step 6: State the vendor name, date of purchase, the amount of the receipts, and a description and purpose of purchase.
Step 7: Print form, sign the employee line and turn the form into the Campus Union CPO in Student Affairs.
*If for any reason you are uncertain about anything from these forms, contact the Campus Union Treasurer for further explanation.*

## Object Codes

From the Business Office

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>710245</td>
<td><strong>Entertainment and Food</strong>- All Costs of food, bands, event rental</td>
</tr>
<tr>
<td>710250</td>
<td><strong>Travel</strong>- Travel cost such as lodging, transportation, mileage, gas, etc.</td>
</tr>
<tr>
<td>710265</td>
<td><strong>Books and Subscription</strong>- purchases of books, magazines, newspaper, online subscription, and access to online service or other referral material.</td>
</tr>
<tr>
<td>710010</td>
<td><strong>Supplies and Materials</strong>- Purchases of giveaway, non-food, supplies.</td>
</tr>
<tr>
<td>710005</td>
<td><strong>Office Supplies</strong>- Pens, Paper, Traditional office supplies.</td>
</tr>
<tr>
<td>710231</td>
<td><strong>Honoraria</strong>- Payment for the service of a professional guest speaker or lecture for why no payment is expected.</td>
</tr>
<tr>
<td>710020</td>
<td><strong>Printing</strong>- Printing and Southeastern Printing Allegra printing any printed item: posters, brochures, banners</td>
</tr>
<tr>
<td>710030</td>
<td><strong>Postage</strong>- Mailing costs, stamp, FedEx, etc.</td>
</tr>
<tr>
<td>710060</td>
<td><strong>Equipment and Equipment Replacement</strong>- Purchase of a computer, scanner, printer, TV, other video/media equipment.</td>
</tr>
</tbody>
</table>
*These codes are to be used when entering the account number of the expense report. If you have any question or concerns about this, please email the Campus Union Treasurer for more details.

Special Transactions

1. Transfer of Funds
If an organization has used funding from another department and needs the funds transferred, contact the Campus Union Treasurer. Also, the receipts for the expenses need to be available, an email or letter needs to be sent from the faculty member or department that paid for the expenses, and an email needs to be sent for the president of the organization as well.

2. Refunding Campus Union for going over budget
If an organization goes over budget it is required to reimburse Campus Union for these expenses. The president of the organization will be contacted by the Campus Union Treasurer to inform them of the amount. The organization will have two weeks to reimburse Campus Union for these expenses.

3. Purchasing Food
If an organization purchases food in advance and needs to request a check to pay the vendor in advance, contact the Campus Union Treasurer at least two weeks in advance to make him or her aware of the situation. Also, the organization must have an explanation of the purpose of the event, and why the food is being purchased early. Failure to inform the Campus Union Treasurer will result in the vendor not receiving the necessary funding in advance.

*If there any unexpected transaction that any organization is uncertain about, please do not hesitate to contact the Campus Union Treasurer for further explanation.

Financial Records and Reports

Statement
The purpose of the financial records and reports is to allow the Campus Union Treasurer to keep an up-to-date record of its budget. Campus Union allocates thousands of dollars to different organizations and events each year. The expense report, cash advance form, check request form, receipts, and missing receipts are very important in order to make sure funding is accurately used. Without these documents, Campus Union does not have any way of verifying how much each organization is spending and how it is being used. As a result, Campus Union would not be effective in helping student organizations finance events. In addition, accurate reporting and record keeping as well as careful attention to the process allows the business office to keep an accurate account of the money for auditing purposes.

These three steps are taken to keep records and reports up-to-date:
1. The students will turn all forms and receipts to the Campus Union CPO in Student Affairs.

2. The Campus Union Treasurer will make copies of all documents for Campus Union records and will send the original copy to the business office.

3. The business office will keep the documents for auditing purposes and to keep an accurate balance on how the money is being spent at Wofford College.

**Note**
If any organization would like a copy of any document, they should contact the Campus Union Treasurer. In addition, no organization can keep the original copy of their receipt because the business office requires them. If an organization needs the original receipt, they should ask the business from which they received the receipts for an extra copy of the original receipts.

### Reserving Meeting/Event Space:

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin W. Olin Building</td>
<td>Cathy Conner</td>
<td>864-597-4500</td>
</tr>
<tr>
<td>Roger Milliken Science Center</td>
<td>Lisa Thomas</td>
<td>864-597-4620</td>
</tr>
<tr>
<td>Main Building</td>
<td>Campus Ministries</td>
<td>864-597-4050</td>
</tr>
<tr>
<td>Intramural Facilities</td>
<td>Steve Traylor</td>
<td>864-597-4069</td>
</tr>
<tr>
<td>Papadopoulos Building</td>
<td>Crystal Crawford</td>
<td>864-597-4143</td>
</tr>
<tr>
<td>Player’s Corner</td>
<td>John Blair</td>
<td></td>
</tr>
<tr>
<td>Anna Todd Wofford</td>
<td>John Blair</td>
<td></td>
</tr>
<tr>
<td>The Pavilion</td>
<td>John Blair</td>
<td></td>
</tr>
<tr>
<td>McMillan Theater</td>
<td>John Blair</td>
<td></td>
</tr>
<tr>
<td>Campus Life Building</td>
<td>John Blair: 864-597-4404</td>
<td></td>
</tr>
<tr>
<td>AAAS</td>
<td>John Blair:</td>
<td></td>
</tr>
<tr>
<td>Sound Systems</td>
<td>John Blair</td>
<td></td>
</tr>
<tr>
<td>Most Other Facilities</td>
<td>John Blair:</td>
<td></td>
</tr>
</tbody>
</table>

**What if’s**

1. **What if I do not turn in my receipt immediately after the purchase was made?**
   
   You will receive your reimbursement as long as the receipts are turned in before the deadline at the end of the semester.
2. **What if I do not receive my reimbursement within the typical one week return period?**
   Usually, the reimbursement will be received within one week if not earlier. However, if you do not receive you reimbursement within this time period, contact the Campus Union Treasurer to make him or her aware of the situation.

3. **What if the vendor does not receive their prepayment for an event within the time period that is required in order for an organization to have a scheduled event?**
   The vendor or student organization should contact the Campus Union Treasurer and make him or her aware of the situation.

4. **What if my organization does not receive any money from allocations for the upcoming semester?**
   The organization is encouraged to apply for a proposal to receive funding from Campus Union.

5. **What if my organization does not have an advisor?**
   If your organization does not have an advisor than it is not in good standing with the college. As a result, it is unable to receive funding from Campus Union until it has an advisor.

6. **What if my organization is created during the semester and needs funding to have an events.**
   The organization is encouraged to apply for funding from Campus Union through proposals.

7. **What if an organization decides to have events that are not the same as the events they originally planned?**
   As long as the events allow the organization to fulfill its goals and purpose, the organization is allowed to change events. However, the organization needs to notify the Campus Union Treasurer of the change to receive Campus Union approval before having the event.

8. **What if an organization loses its advisor during the semester?**
   The organization should notify Campus Union immediately and begin looking for a new advisor. The organization is still able to use the funding that they have been given. However, until a new advisor is found, the organization is unable to receive any more funding from Campus Union.

9. **What if my organization does not have the traditional format of leadership such as a president, vice-president, secretary, and treasurer?**
   The organization is allowed to receive funding from the organization; however, it should identify a person to keep the financial records up to date and a contact person responsible for knowing all the organization is doing.

10. **What if an organization does not have a large roster of members?**
   Every organization does not have the same number of members. Some organizations are large and some are small. However, as long as it is able to fulfill its goals and purpose it is able to receive funding and help from Campus Union.
For More Information

Check Out

www.wofford.edu/campusunion