Student Organizations, Leadership & Service (SOLS)

Treasurer's Training

STUDENT ORGANIZATIONS, LEADERSHIP, AND SERVICE (SOLS)

Mission Statement

Our mission is to create, curate, and facilitate co-curricular experiences that provide the Vanderbilt community with opportunities to build a sense of belonging, support lifelong learning, and engage in active citizenship.

TODAY'S AGENDA

- ❖ Organization Items

- ❖ Coach's Responsibility

- ❖ Finances

ORGANIZATION ITEMS

❖ Student Organization Registration

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STUDENT ORGANIZATION REGISTRATION

❖ Required for groups to become or remain a **Registered Student Organization (RSO)**

❖ Requires incoming student leader's admin access to org's Anchor Link page

❖ Requires **4** Officers, their emails, VUNetIDs, and cell phone numbers

❖ Also requires a Coach/Adviser (graduate/professional groups)

❖ Enables RSOs to register for Student Services Fee and Contingency Funding

❖ Updates org roster and constitution – Grants **current** E-board ability to reserve space via Virtual EMS provided that Anchor Link roster is current.

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COACH'S RESPONSIBILITY

COACH RESPONSIBILITIES

ORGANIZATION ADVOCATE

❖ Help student organization(s) fulfill their mission(s)

❖ Provide administrative guidance in planning programs and events

❖ Offer continuity from year to year

❖ Consult with Office of Student Organizations, Leadership and Service when necessary

FINANCIAL AUTHORITY

❖ Authorize all financial transactions

❖ Keep track of financial account to help determine activity

❖ Guiding officers in the maintenance of accurate records and bookkeeping

POLICY COMPLIANCE

❖ Interpret and enforce University policy concerning student groups

❖ Signing of organization registration documents

❖ Help organizations review and update constitutions and other governing documents

❖ Ensure compliance with Protection of Minors (POM) Policies

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REQUESTING COACH'S APPROVAL

Please send an email request to your coach and include the following information:
- ❖ Organization:
- ❖ Organization's Task Number:
- ❖ Reason for Purchase:
- ❖ Vendor Name(s):
- ❖ Estimated Cost:
- ❖ Student Services Fee Funds Provided:
- ❖ Funds Available in Org Account ([How to check for funds](#)):
- ❖ Form of Payment Requested:
  - ▪ In person (P-Card to be Checked Out)
  - ▪ Online Purchase
  - ▪ Merchandise and apparel order (Purchase Requisition for University approved supplier)
  - ▪ Reimbursement for items purchased
- ❖ Requested Date to Check Out P-Card or receive purchased items:
- ❖ If traveling outside of the Greater Nashville area, provide dates, location, and persons traveling (Travel Policy):

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REFERENCING BYLAWS & POLICIES

STUDENT HANDBOOK

- Vanderbilt's bylaws and policies exist to provide guidance on student organizational activities, help minimize risk from those activities, and to affirm and protect the values that make our University a great place to foster student engagement and life-long learning.

- These bylaws and policies can be found in greater detail in the Student Handbook. The SOLS website also contains shortcuts to commonly viewed policies and highlight what they cover.

- Two sections from the handbook that focus on student organizations are Student Engagement and University Policies and Regulations.

- Coaches and student leaders are strongly encouraged to review the handbook and ask questions about items that it does not directly address.

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Online Marketplace

❖ The Vanderbilt Marketplace is an online platform that allows registered student organizations to post fees and sell merchandise to members of the Vanderbilt community. The platform is ideal for student organizations to charge member dues, collect trip fees or sell their latest t-shirt or other merchandise. The marketplace is open to anyone in the VU community with a vunetid and payment can be made using a Commodore Card or Credit Card. There is no fee for use of the Commodore Card. Items purchased with a credit card are charged a 5% transaction fee, which will be deducted from what the student organization receives. Student Organizations are encouraged to take this into account when listing their fees. Please encourage everyone to use a Commodore Card when possible.

❖ Student organizations that collect any fees from members are requested to complete the Marketplace Anchor Link Form

❖ While we strongly encourage all organizations to use this platform to collect fees, organizations that have members/participants that receive Experience Vanderbilt funds on their Commodore Card are **required** to have their fees posted in the marketplace.

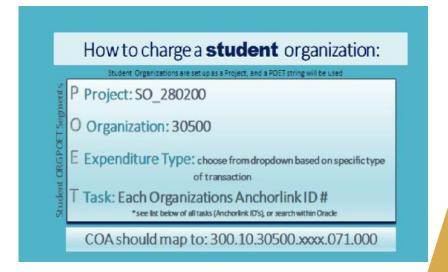❖ Any questions regarding the marketplace may be directed to sarratt@vanderbilt.edu .

FINANCES

IMPORTANT FINANCE TOPICS

❖ Finance Key Terms

❖ Viewing Org Finances in Anchor Link

❖ Funding Sources & Restrictions

❖ Fundraising

❖ Student Org Purchasing

❖ Merchandise & Apparel

❖ Prizes/Gifts

❖ Donating to Non-Profits

❖ Agreements & Contracts

❖ Reimbursement

❖ Deposits

❖ Marketplace

❖ Resources

FINANCE KEY TERMS

❖ **<u>Oracle Cloud</u>** - Sky VU is the Vanderbilt accounting software system. This is used to make purchase orders, prepare checks, set up reimbursements, add suppliers/vendors etc.

❖ **<u>Student Services Fee Funding</u>** – Funding that is distributed to RSOs to carry out their organization's activities. RSOs may apply for this funding every spring.

❖ **<u>Contingency Funds</u>** – Funding provided to RSOs that need funds, or additional funds to carry out mission activities. Needs are evaluated on a case by case basis.

❖ **<u>COA/POET String</u>** – This is a student organization's financial account number that is used for expenses and space reservations.

How to charge a **student** organization:

Student Organizations are set up as a Project, and a POET string will be used

P Project: SO_280200

O Organization: 30500

E Expenditure Type: choose from dropdown based on specific type of transaction

T Task: Each Organizations Anchorlink ID #
*see list below of all tasks (Anchorlink ID's), or search within Oracle

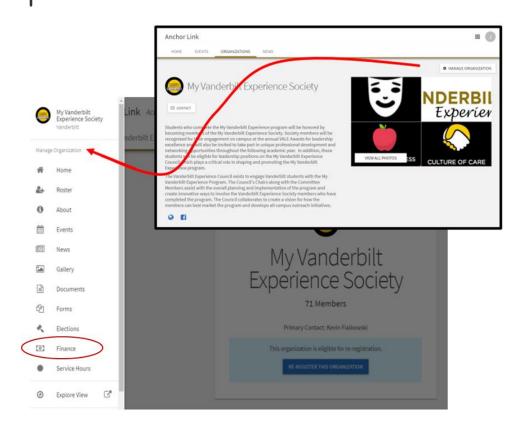COA should map to: 300.10.30500.xxxx.071.000
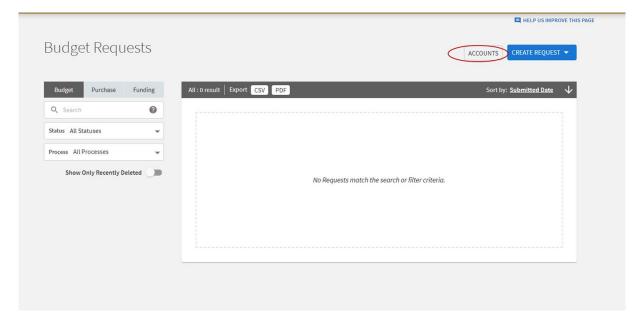
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FINANCE KEY TERMS

CONT.

❖ **Task Number** – An organization's unique identifier. This number is used for expenses and space reservations. Can be found in Anchor Link. Orgs needing one must complete a Task Number Creation Form.

❖ **Student Org Purchase Request** – The process by which student groups request assistance with any type of purchase.

❖ **The Marketplace** – An online platform that allows registered student organizations to post fees/dues and sell merchandise to members of the Vanderbilt community. The platform is ideal for student organizations to charge member dues, collect trip fees or sell their latest t-shirt or other merchandise. To have posts made on behalf of your organizations, please complete the Marketplace Anchor Link Form. Any questions regarding the marketplace may be directed to sarratt@vanderbilt.edu .
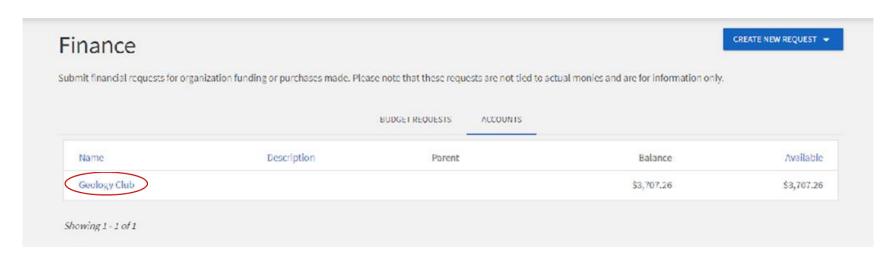
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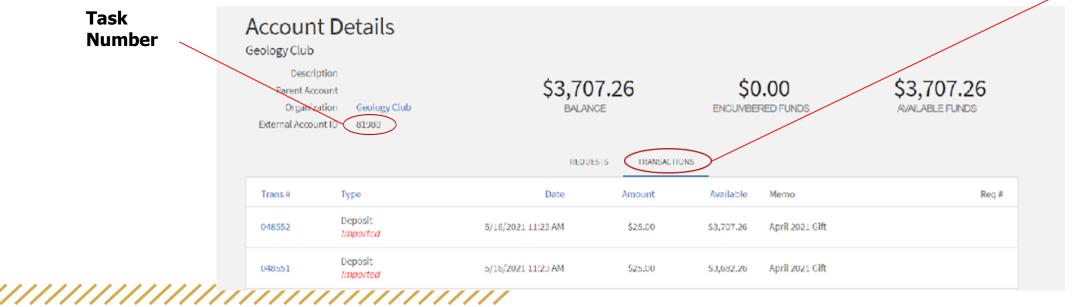# VIEWING ORG FINANCES IN ANCHOR LINK

VIEWING ORG FINANCES IN ANCHOR LINK

Task Number

Click here to view org transactions

FUNDING SOURCES & RESTRICTIONS

STUDENT SERVICES FEE FUNDING

- ❖ Funding provided to RSOs that complete annual Student Service Fees application in during application period (spring)

- ❖ Funds allocated to student organization's account for their activities throughout the academic year

- ❖ Applications are reviewed and recommendations are made by student-led Student Services Fee Committee. Final allocations are determined by Dean of Students

- ❖ Groups are required to keep records of event expenditures in order to apply for SSF (Includes tracking attendance through Anchor Link)

- ❖ Application Process
    - ▪ Application Process via Anchor Link
    - ▪ Interviews
    - ▪ Allocation Decisions

CONTINGENCY FUND

- ❖ RSOs may request during the academic year

- ❖ Used for new RSOs that missed the Student Services Fee application period because of late acceptance

- ❖ Used for current and new programming that require funding beyond the Student Services Fee funding allotted

- ❖ Other funding shortfalls evaluated by Student Services Fee Funding Committee on a Case-by-case basis.

- ❖ Application Process
    - ▪ Form to be completed in Student Service Fee Funding Committee Anchor Link page

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FUNDING SOURCES & RESTRICTIONS

❖ Funds have restrictions
  - Requests to purchase or supply alcohol or tobacco to students;
  - Requests for programs which exclude participation or membership to segments of the Vanderbilt population, or where certain groups of students are not fully included in the event;
  - Requests to fund charitable donations or expenses intended to directly and solely benefit non-Vanderbilt students or agencies;
  - Requests for funding to directly maintain or establish a reserve. Organizations are allowed to be fiscally responsible and hold on to funds between years if they end a year under budget, but this reserve shouldn't be above 5% of their previous allocation;
  - Up to 10% or no more than $1,000 may be used for internal operational expenses (Printing, membership t-shirts, retreats, GBM food, etc.);
  - Requests to fund travel, unless it is core to the mission of the organization.

❖ Questions regarding the Student Services Fee should be addressed to studentservicesfee@vanderbilt.edu .

❖ Visit webpage for more details: https://www.vanderbilt.edu/studentorgs/finances/studentservicesfee/ .

FUNDRAISING

❖ Companies that you cannot contact (as of September 1, 2021)
- Nasdaq and Deloitte
- This list is subject to change

❖ Fundraising Office: Development and Alumni Relations (DAR).Please contact Jillian Neal, jillian.b.neal@vanderbilt.edu and include the name of the person/organization you are soliciting, and for what purpose (your student org).

❖ The office of Gift and Donor Services, in DAR, oversees all donations at Vanderbilt University. This is the only office at Vanderbilt University that may issue tax receipts to donors. When a donation is allocated to your student group, it will show up in the student org account as "gift revenue". When you are fundraising, you should always ask the person/organization if they want a receipt from Vanderbilt for their donation.

STUDENT ORG PURCHASING

❖ **All purchase requests MUST be approved via email by your Student Organization Coach**. You will be required to attach the entire email thread to your Purchase Request form.

❖ **How to make a purchase:**
  - <u>In person (P-Card)</u> – Must reserve p-card at least two weeks in advance for pick up in Sarratt 310. For local in-person purchases only and not online purchases.
  - <u>On-Line (One Card)</u> – May be requested by completing <u>Purchase Request Form</u> two weeks in advance.
  - <u>Merchandise and Apparel</u> – To be ordered four weeks in advance through the Brand Engagement Office. Student must work with approved or licensed vendor only.
  - <u>Payment to service providers</u> - May be requested by completing the Purchase Request form two weeks in advance. New suppliers will receive an email with instructions on how to register as a supplier at Vanderbilt.

❖ With pre-approval from your organization's coach/advisor, you can submit an expense for reimbursement by using Oracle. This applies to purchases that are made by using personal funds.

STUDENT ORG PURCHASING

❖ Secure coach's approval via email before submitting a request to make a purchase

❖ A **P-Card** is a credit card that is checked out and used for in-person purchases. There are a limited number of cards available and a card is not guaranteed until you have received confirmation from the card trustee.

❖ A **One Card** is used for online purchases completed by a coach or staff member

❖ A **Purchase Requisition** is used by a coach or staff member to purchase items through University approved suppliers

❖ Please visit our website for more information on checkout procedures

❖ **All** requests, regardless of purchase type, must be received 2 weeks in advance or they will be declined (this is two weeks prior to the purchase, not the event). Merchandise requires request 4 weeks in advance.

❖ **You must schedule an appointment to pick up/return a P-card**

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MERCHANDISE & APPAREL

Office of Brand Engagement & Governance (BE&G)

❖ All merchandise orders require approval from the Office of Brand Engagement and Governance
  ❖ Approved purchases will be issued a MOR number via email. The MOR number is required to make the purchase.

❖ Merchandise is defined as apparel, promotional products, and awards

❖ Student organizations can spend up to 10% and no more than $1000 of their Student Services Fee allocation on internal expenses, such as retreats, t-shirts for members or other similar items

❖ Purchase of merchandise and apparel also require Coach's approval before requesting the purchase.

❖ Questions: Contact brandengagement@vanderbilt.edu

MERCHANDISE & APPAREL

Step One

Get a quote from one of our [licensed vendors](#)

After deciding on what is to be printed, please provide the following information to the licensed vendor so they can provide you with a proper quote:

- ❖ Department/Organization name
- ❖ Contact information
- ❖ When you need the product by
- ❖ Budget
- ❖ What products you're interested in
- ❖ Provide information on what you want on the product
- ❖ Indicate use of the product:
  - ▪ Internal Use/Promotional Giveaways
  - ▪ Purchase for Resale (Requires prior approval from Coach)

MERCHANDISE & APPAREL

Step Two

Complete the [Merchandise Order Request (MOR) Form](#)

❖ Complete the Merchandise Order Request (MOR) Form at a **minimum of four weeks before the desired date** of use to allow for necessary approvals, vendor production, and shipment

❖ If your Coach has the ability to make requisitions and is working with you on your order, please make sure to provide them with the MOR#.

MERCHANDISE & APPAREL

Step Three

Contact the [Licensed Vanderbilt Vendor](#) to Design and Place Your Order

❖ The Office of Brand Engagement and Governance will review the information provided on the Merchandise Order Request form and reply to you and the licensed vendor with an approval and a MOR#. When the Office of Brand Engagement and Governance approves your Merchandise Order Request, the licensed vendor will send you the final quote with the MOR# listed.

❖ Once you have received an MOR # you can complete the [Purchase Request Form](#).   This will allow a Procurement Requester to request a Purchase Order number on your behalf. The Purchase Order number will trigger creation and shipping of your merchandise.

❖ Policy requires that suppliers be paid by purchase order (PO).

❖ Please visit our [website](#) for more detailed information.

PRIZES/GIFTS

❖ Purchases must be made by a Vanderbilt Employee using a OneCard. **<u>Students may not</u>** purchase gifts, prizes, or gift cards. **Students will NOT be eligible for reimbursement**.

❖ **Cash prizes are not allowed**

❖ **Prizes and Gifts (tangible gifts – not gift cards):**
- Gifts and Prizes: defined as items given to select individuals; items given to all attendees/members with a value under $75 are not considered gifts. The gift total value includes all items within the gift to one person at one time (IE: Gift Baskets)
  - **Tangible Gifts Under $75**
    <u>Required for purchase:</u>
    - ➤ Approval of the groups' coach
    - ➤ Explanation for purchase of gifts
    - ➤ Number of recipients receiving gifts
    - ➤ A list of recipients is preferred if available
    - ➤ Coach approval email

PRIZES/GIFTS

❖ **Tangible Gifts Over $75**

❖ Required for purchase:
- Approval of the groups' coach
  - ➢ Coach should obtain approval from DOS Finance for the gift above $75

❖ Explanation for purchase of gifts

❖ Tax tracking spreadsheet filled out and attached

❖ Coach approval email

❖ Gifts to Employees:
- Gifts and Prizes awarded to Employees (staff and student employees) must be reported as additional income to the employee
  - ➢ Coach should obtain approval by providing documentation to DOS Finance

PRIZES/GIFTS

❖ **Gift Cards:**
  - The purchase of Gift Cards or Gift Certificates is **highly discouraged**.
  - **Preapproval is required** for the purchase of all Gift Cards or Gift Certificates regardless of value from DOS Finance and Payment Card Office
    ➢ Cash Advance Gift Card Request Form
    ➢ Cash Advance Gift Card Tax Tracking Form
  - Approved purchases must be made by a Vanderbilt Employee using a OneCard.
  - Students may not purchase gifts, prizes, gift certificates or gift cards with personal funds. They will not be eligible for reimbursement.

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DONATING TO NON-PROFIT ORGANIZATIONS

❖ You may not use Student Services Fee Funding to donate to charity. Raised funds may be used for charitable donations;

The Process To Donate To Desired Organization
1. The student org completes the Charitable Contribution Form;
2. The coach signs form, then the org emails it to Mindy Ireland (mindy.ireland@vanderbilt.edu) for the remaining signatures;
3. Once Mindy collects the signatures, she sends them back to the designated student;
4. They submit it to StuOrgPurchases@vanderbilt.edu for processing;
5. The charitable organization should be contacted by the student to let them know they may be asked to create a supplier account if one doesn't already exist. This step can be completed at any time during the process.

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AGREEMENTS & CONTRACTS

- ❖ **Under $5K – a contract is not required, unless catering**
    - ▪ Establish an agreement of terms via email
        - ❑ Who
        - ❑ What
        - ❑ Where
        - ❑ Why
- ❖ **Contracts are reviewed and signed by the Procurement office and then by Dean Black**
    - ▪ Students and Coaches are not allowed to sign contracts on behalf of the University or your Student Organization
    - ▪ Email: PurchasingServices@vanderbilt.edu
    - ▪ After Purchasing has signed, forward to Mindy Ireland (mindy.ireland@vanderbilt.edu) for Dean Black's signature
    - ▪ After all signatures have been collected the contract will be returned to you. At this time you can submit it to StuOrgPurchases@vanderbilt.edu
- ❖ Best practice: allow **6 weeks of lead time** for contract review and vendor set-up. Encourage student orgs to start as early as possible!
- ❖ New vendors need to be set up
- ❖ Work with a Procurement Requestor StuOrgPurchases@vanderbilt.edu to set up the vendor and create the requisition before the work/event is completed. Notify the vendor that they will receive an email from a Procurement Requester instructing them on how to set up their vendor account in our system.

- ❖ **Speakers and performing artists visiting campus**:
    - ▪ Fees paid should be all-inclusive including travel and hotel in total contract price. The visitor should book their own travel at their own expense.
- ❖ More information: https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingservices

REIMBURSEMENT

❖ Instructions on completing a reimbursement report in Oracle Cloud may be found here.

❖ **If** you do not have access to the Oracle Expenses Module, please reach out to Mark Leners

❖ You will need to know your organization's COA/POET string and task number in order to complete the report.

  ▪ COA string is: 300.10.30500.XXXX.071.000.000.0.0.
    ▪ The 'XXXX" is a place holder for the account number, each expense will default to a different expense account.
  ▪ POET information:
    ▪ Project ID: SO_280200
    ▪ Task Number: Unique to each organization
    ▪ Expenditure Organization: 30500 -Student Organizations and Leadership

❖ Your task number is in the finance section of the student org Anchor Link page. It will be listed as the "**External Account ID**".

❖ The Financial Unit Manager will review the Request for Reimbursement and approve or return based on the information received. If returned, please look for comments with corrections needed for the report outlined in the email generated from Oracle.

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DEPOSITS

CASH AND CHECK DEPOSITS – go to Sarratt 310 to complete the deposit process
- Do not hold cash and checks, make the deposit as soon as possible.

❖ **Email Mark Leners at** mark.leners@vanderbilt.edu with your RSO's deposit information. It must include the following:

- **Name of Organization**
- **Task number or COA string**
- **Amount of deposit**
- **How the revenue was earned**
- **Your name and best way to contact you**
- **Date of deposit**

*If all of the steps below are not completed, we cannot guarantee that the deposit made will make it to your organization.

If you have any questions, please email Mark at the email listed above.

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RESOURCES

- Student Organizations, Leadership, and Service
- Anchor Link Resources
- Student Handbook
- Student Services Fee | VSG Description of SSF
- SOLS Description of SSF
- Organization Best Practices
- The Hub
- Brand Engagement website
- Approved Vendor List
- MOR Form
- Marketplace Website | Marketplace
- How to Complete a Reimbursement Request
- How to Make a Deposit

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