

Club Spending Guide

Spring 2017

How to Spend Your Club's Money

Club Heads are responsible for all tracking of their budgets once they are finalized after Budget Forum. For questions about spending, or updates about your balance, please contact the Student Government Treasurer at bsgtreas@bard.edu. Club remaining balances are also available online. The link will be sent out as soon as all budgets are finalized. These will be updated every Wednesday after the treasurer processes requests each week. Additional questions can be directed to the Student Activities Office.

Purchase Orders

A purchase order will instruct the College's Purchasing Office to buy something for your club. The purchase will be delivered to Shipping and Receiving where a club officer must pick it up in a timely fashion. Keep in mind that shipping costs may be assessed. To request a Purchase Order, you will fill out a yellow form that can be found in the Student Activities Office. You should provide:

- A printed webpage, including a url, showing the item you wish to purchase. If you have multiple purchases, you should print the webpage showing your entire shopping cart.
- Login and password information from an online merchant, allowing Purchasing to complete the order of a shopping cart filled by you.
- If making a purchase from a company without a website, you should provide the name of company, phone number, and as many details about what you intend to purchase as possible.
- If submitting a catering order from a local restaurant, attach an itemized Invoice that includes delivery fees and/or tip for the order.

In order to receive your purchase in a timely fashion, be sure to turn in the request form at least two weeks before you need the purchase to be completed – **this includes food orders from local restaurants!** Be sure to factor in processing and delivery times. If you are unsure how to get what you need, you can work with Kristin Betts from Student Activities to find a way to purchase it.

Please Note: Purchase Orders are processed by the Purchasing Office. They will contact you directly if there are any problems when they order your food/items. Please be on the look-out for these e-mails and be sure to provide a cell phone number for them to be able to contact you quickly!

Check Requests

A check request will issue a check to an individual whom you have contracted to perform services or to reimburse you or another member of your club for purchases made. You will fill out a blue form in the Student Activities Office. ***There will be absolutely no cash advances.***

If issuing a check to an individual for services rendered.

You will need to provide copies of documentation from both parties that states the date, time, and other details of the service, as well as the payment amount agreed upon. This can take many forms, from a detailed contract to an email. *Please note, before signing any formal contract, you must consult with Student Activities.* A W9 form from the individual giving the service must also be attached. W9 forms can be downloaded from the Student Activities website: studentactivities.bard.edu/resources.

If issuing a check to STUDENTS for services rendered.

You will need to fill out a blue check request form with all the details of the agreement of service (what, where, why, when, and how much was agreed upon for payment). These forms are submitted through student payroll; if you do not currently have a job on campus, you must visit the Student Employment office in the Physical Plant (1st floor of B&G barn) to fill out appropriate paperwork. These payments will come directly from student employment on the same schedule that paychecks are on! (If you already have a job on campus, this amount will simply be added to your typical paycheck.)

If issuing a check to reimburse for previously made purchases.

Because Bard College is a tax-exempt organization, we cannot reimburse for taxes. Please stop by the Student Activities Office *before* making your purchase to obtain a tax-exempt form. You will need to provide documentation of the purchase, e.g. a receipt. In order to be valid, this documentation:

- Must include a list of items purchased, as well as the total of the purchase
- Must identify the vendor from which the goods were purchased and the date
- Must demonstrate proof of payment; invoices are not sufficient
- Must not mix your personal expenses with club expenses on the same receipt

When submitting the form for reimbursement, please include the Bard ID number of the student receiving the check in the very top line of the check request. Leave this line blank when requesting payment for individual services rendered. ***Check requests to reimburse for purchases must be submitted within one month of the purchase date. There will be no exceptions to this rule.***

Treasurer Office Hours: Wednesdays 3-5pm
Location: Student Gov't Office (Campus Center, 227)

Check Run Schedule

Check Requests and Purchase Orders are collected weekly (every Wednesday) in the Student Activities Office and processed by the Treasurer and Student Activities. They are brought to the Controller's Office every Friday, where they are also processed weekly. If submitting a Purchase Order, please allow adequate time for all processing and shipping. If submitting a Check Request, the check will be cut 10 days after the Wednesday you submit it by.

When checks are cut, they will be put in student mailboxes by 5pm that same day. If checks need to be sent off campus, they will be mailed out the Monday after the date the checks are cut. Please be mindful of this schedule and PLAN AHEAD as much as possible in order to get payments in time for events!

***Please Note: The payroll schedule is different from this check run schedule. Any students being paid for a service will be paid through student employment on the regular payroll schedule. Those payments will be added to your regular paychecks (if you have a job on campus) or will be available through the Student Employment office (1st floor of the B&G Barn).**

Club Spending Policies

Transportation

General Transportation

When using personal vehicles for transportation, you can be reimbursed up to .57 cents per mile driven. To be reimbursed for travel, please attach a printed map showing mileage from Bard to your desired destination (eg, Google Maps).

If a club is unable to secure personal vehicles for off-campus use, the club should contact Bard's Transportation Office to reserve a college-owned vehicle. Such a request should be more than two weeks in advance of the expected day(s) of travel due to the limited availability of these vehicles. Only Bard Drivers may drive Bard vehicles - visit the Transportation website for information about how to become a Bard Driver.

If no personal vehicle or college-owned vehicle is available, the club is permitted to spend funds on alternative forms of transportation. Due to the higher cost associated with alternative modes of transit, such expenditures will be subsidized at a rate of 50%. Under special circumstances, exemptions to this subsidized rate may be granted by the Treasurer.

Travel to New York City

Clubs often travel to New York City for events. For travel to New York City, the cost of off-peak Metro North tickets is the cheapest option. Travel to New York City, whether it be on Amtrak or peak-fare Metro North, will be reimbursed at the rate of an off-peak Metro North ticket.

Zipcar Use

Clubs may use ZipCar for transportation. Zipcar usage must be approved by the Treasurer via e-mail.

Any other transportation-related expenses must be approved by the Treasurer.

Payment for Student Services

Payment for student services rendered at club-hosted events is limited to specialized services that could otherwise not be provided without payment to a student. Those services include, but are not necessarily limited to musical performances, and related artistic performances. The *maximum* payment to a student is double the current NY State minimum wage for hourly service, or a lump sum stipend payment that does not exceed \$100.

Student Drivers

For student drivers unaffiliated with your club, hourly wages equivalent to the current NY State minimum wage may be provided for time spent only in transit, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college-owned vehicle. For exemptions, contact the Treasurer.

Event Hosts

Payment for taking on the responsibility of an Event Host at large events where alcohol is provided is permitted. For more information about this concept, visit the Student Activities Office.

****Payment to students for event planning, web design, or poster design are prohibited. Clubs should seek out SPARC for these services.**

Costumes, Uniforms, and Other Attire

Costumes must remain in the ownership of the club. All clothing purchased and personalized for individual club members must first be approved by either the Fiscal Committee Chair or the Treasurer. Unless explicitly exempted by the Chair or the Treasurer, personalized items will be subsidized at 50% of final cost.

T-shirts

If your club would like to produce T-Shirts for fundraising, events, or club members, we suggest the use one of the following sites for purchasing:

- So Many Roads: <http://www.somanyroadsprinting.com/> (stevecsmr@gmail.com | 845.532.4978)
- Jiffy Shirts: jiffyshirts.com
- Red Hook Ts
- SustainUcolthing: sustainuclthing.com

Prohibited Expenditures

The following items are prohibited from use through the Convocation Fund. Those are:

- Alcohol (speak to Student Activities about the process of becoming an Event Host. To become an Event Host a club member **must** go through alcohol training prior to the event)
- Private Food for students (all events where food is provided must be in a public event and in a public space)
- Fog Machines
- Strobe Lights

Tax

As Bard College is a tax-exempt institution, we cannot reimburse for taxes for most purchases made. Prior to making your purchase, come to the Student Activities Office (Campus Center, 218) and ask for a tax exempt form to use. For exceptions to this, please contact the Treasurer prior to making the purchase.

Gratuity

We encourage students to tip for services as appropriate, and will reimburse tips up to 20% of the expense. (If you are submitting a purchase order for food delivery, please be sure to indicate the tip you'd like to give on the purchase order form.

Contractual Agreements

If your club is working with an outside group or performer that requires a formal contractual agreement, please contact the Student Activities Office to schedule an appointment to review and agree to the contract on behalf of the College. If you plan to pay your performer, you **MUST** make sure that you have the financial ability to do so.

Tracking Your Club Spending

Clubs are responsible for keeping track of their spending, and purchasing goods accordingly. We strongly recommend that large clubs that frequently submit purchase orders or check requests appoint a Club Treasurer responsible for approving these forms and keeping a ledger.

We recommend clubs keep a ledger in the following form (this was made in Google Sheets):

fx | =C1 -SUM(D4:D50)

	A	B	C	D	E
1	INITIAL ALLOTMENT:		123		
2					
3	Item	Unit Price	Quantity	Total Cost	Funds Remaining
4					=C1 -SUM(D4:D50)
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

For more information on how to produce a ledger, please contact the Treasurer at bsgtreas@bard.edu.