

# Club Spending Guide

## Fall 2017

### How to Spend Your Budget:

*Purchase Orders* and *Check Requests* are the two main ways to spend your club budget. A *Purchase Order* will instruct the College's Purchasing Office to buy something for your club. 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. Both forms are found outside of the Student Activities Office. **Please note: There will be absolutely no cash advances.**

**Both spending methods take AT LEAST TWO WEEKS to be processed.**

**Please plan out your purchasing in advance according to the Purchase Order Processing and Check Run Schedules.**

### Use a Check Request (Blue Sheet):

#### If you want to reimburse someone/yourself for a club purchase:

Say you need to make a last minute purchase for your club and you want to get reimbursed with your club budget afterwards:

**REQUIRED ATTACHMENTS:** *Itemized Receipt*

#### **BEFORE YOU MAKE THE PURCHASE:**

1. Obtain a *Tax-Exempt Form* from the Student Activities Office. Bard is a tax-exempt institution, and we cannot reimburse for taxes for most purchases made. This will allow your purchase to be exempt from tax so that the Treasurer can reimburse you in full.

#### **DURING THE PURCHASE:**

1. Present the *Tax-Exempt Form* to the cashier before your items are scanned.
2. Obtain and keep the *itemized receipt* of your purchase to later attach to your Check Request. In order for your receipt to be valid, it must:
  - a. Include a list of items purchased, as well as the total
  - b. Identify the vendor and the date
  - c. Demonstrate proof of payment; invoices are not sufficient
3. Some local stores and restaurants may not give you itemized receipts, but you should ask if they can give you one or an invoice of your order that has proof of payment on it, whether it is stamped or confirmed by the cashier/owner in writing.

#### **AFTER THE PURCHASE:**

1. Take a *Check Request* from the Student Activities Office. On the sheet, please fill out the following sections:
  - a. **"Is this reimbursement/payment for a current Bard student?":** Yes!
  - b. **"Bard Student ID":** Your ID number or the ID number of the club member getting reimbursed
  - c. **"Check payable to":** Your full name or the full name of a club member getting reimbursed
  - d. **"Address / City, State, Zip Code":** If you live on campus, simply put **"Campus Mail"**. The check will go directly to your campus mailbox. If you live off-campus, put down your full address.
  - e. **"Mail check to (If different from above)":** If you are reimbursing yourself, skip this. If you are reimbursing someone else (especially someone off-campus), put down their full address.
  - f. **"Cell phone and E-Mail of person making request":** Your contact information or contact information of the club member receiving the check
  - g. Fill in the **"Date"** and the **"Club"** reimbursing you.
  - h. Indicate whether this purchase **"Is/was for an event?"**. If so, indicate the **"Event Title"** and **"Date"** of the event.
  - i. In the **"Description of Purchase"** table, you just need to summarize what the purchase/products are and for what event.

- i. Example: “Food/ingredients for Italian Dinner Night”.
    - ii. If the purchase wasn’t for a specific event, please include the reason for the purchase.
      1. Example: “Buckets of black paint to repaint the floors of the Old Gym”.
  - j. Include the “**Quantity**”, “**Unit Price**”, and “**Amount**” per item/purchase.
  - k. Calculate and write down the “**Total**” of the purchase.
  - l. “**Club Head/Member (print)**” & “**Club Head/Member (sign)**”: Print and sign your name.
2. Staple the *itemized receipt* to the back of the *Check Request*, and submit it into the Check Request bin in the Student Activities Office.
    - a. **Please note:** Reimbursement for purchases must be submitted *within 30 days of the purchase*. There will be no exceptions to this rule.

### **FAQ:**

**Q: I went to Hannaford, and I purchased things for my club and for myself. Can I submit a receipt that has personal items on it?**

**A:** No. Please make sure to separate personal items from club items on your receipts.

### **If you want to be reimbursed for gas mileage:**

Say you used your car for a club trip or carpoled with club members for an off-campus event, and you’d like to be reimbursed for gas. The college can reimburse for gas mileage up to **.53** cents per mile driven.

**REQUIRED ATTACHMENTS:** *Google Maps Printout*

1. Go to Google Maps, and input your Departure and Arrival locations. Print the route that Google Maps gives you; this will be the *Google Maps Printout* that you will attach to your *Check Request*. It should provide you with the total miles at the top of the page.
2. Take a *Check Request* from the Student Activities Office. On the sheet, please fill out the following sections:
  - a. “**Is this reimbursement/payment for a current Bard student?**”: Yes!
  - b. “**Bard Student ID**”: Your ID number or the ID number of the club member getting reimbursed
  - c. “**Check payable to**”: Your full name or the full name of a club member getting reimbursed
  - d. “**Address / City, State, Zip Code**”: If you live on campus, simply put “*Campus Mail*”. The check will go directly to your campus mailbox. If you live off-campus, put down your full address.
  - e. “**Mail check to (If different from above)**”: If you are reimbursing yourself, skip this. If you are reimbursing someone else (especially someone off-campus), put down their full address.
  - f. “**Cell phone and E-Mail of person making request**”: Your contact information or contact information of the club member receiving the check
  - g. Fill in the “**Date**” and the “**Club**” reimbursing you.
  - h. Indicate whether this trip “**Is/was for an event?**”. If so, indicate the “**Event Title**” and “**Date**” of the event.
  - i. In the “**Description of Purchase**” table, you just need to say where you were going and for what reason.
    - i. Example: “Gas mileage reimbursement for carpooling to Boston for CUPSI Tournament”.
  - j. “**Quantity**”: this is the total miles that your *Google Maps Printout* indicates/ the total miles you’ve driven. Please double the amount if you made a round trip.
  - k. “**Unit Price**”: write down \$0.53.
  - l. “**Amount**”: multiply the “**Quantity**” by the “**Unit Price**”
  - m. Calculate and write down the “**Total**” of the purchase.
  - n. “**Club Head/Member (print)**” & “**Club Head/Member (sign)**”: Print and sign your name.
3. Staple the *Google Maps Printout* to the back of the *Check Request*, and submit it into the Check Request bin in the Student Activities Office

## **If you want to pay an outside performer/artist/lecturer:**

You can pay for outside performers to come to your events.

**REQUIRED ATTACHMENTS:** *Documentation of Agreement* between you and the outside individual, *W9 Form*

### **CREATING AN AGREEMENT & OBTAINING A W9 FORM:**

1. Before you agree with an outside performer/artist to come to your event, make sure you both agree on a payment amount that your club can actually afford. **DO NOT** promise a payment amount that your club will rely on Emergency Funds for; your E-Fund request will be denied if you have already made an agreement with an outside group.
2. The *agreement* between you and the outside performer/artist can be informal (such as an email thread or other message exchanges) or formal (such as a contract). Whatever it is, the *agreement* needs to include: your name, the performer's name, the date, time, and name of the event, what service they are providing, and the payment amount agreed upon. Both parties (you and the outside performer) must to show that you mutually agreed upon a payment amount.
  - a. **Please note:** before signing any formal contract, you must consult with Student Activities first. Schedule an appointment to review and agree to the contract on behalf of the College.
3. A *W9 Form* from the individual giving the service is also required. The individual must provide all applicable information. The form must include information for Part I and must be signed and dated.
  - a. *W9 Forms* can be found online (<http://studentactivities.bard.edu/resources/>) or a printed form can be found in the Student Activities Office.
  - b. **Please note:** If your performer is not a U.S. citizen, please contact Kristin Betts for appropriate paperwork.
4. Print out both the approved *agreement* and the *W9 Form*.

### **FILLING OUT THE CHECK REQUEST:**

1. **It is highly recommended that you submit a *Check Request* at least two weeks prior to the event. This way, you can pay your outside individual at the time of the event instead of sending the check via mail after the event.**
2. Take a *Check Request* from the Student Activities Office. On the sheet, please fill out the following sections:
  - a. **“Is this reimbursement/payment for a current Bard student?”:** No!
  - b. **“Bard Student ID”:** Skip!
  - c. **“Check payable to”:** The full name of a the outside individual you're paying
  - d. **“Address / City, State, Zip Code”:** Indicate their full address (It is usually the same on the *W9 Form*).
  - e. **“Mail check to (If different from above)”:** Write down your name and “Campus Mail” if you'd like to receive the check in your mailbox and give it to the individual directly after the event. This is recommended if you submit this request two weeks prior to your event!
  - f. **“Cell phone and E-Mail of person making request”:** Your contact information
  - g. Fill in the **“Date”** and the **“Club”** paying for this individual.
  - h. **“Is/was for an event?”:** Yes. Indicate the **“Event Title”** and **“Date”** of the event.
  - i. In the **“Description of Purchase”** table, you just need to summarize what the payment is for and for what event.
    - i. Example: “DJ Ogun Payment for SMOG Show”.
    - ii. If you paid them hourly, include the number of hours in **“Quantity”** and the rate per hour in **“Unit Price”**. If you paid them a lump sum, skip **“Quantity”** and **“Unit Price”** and write it in **“Amount”**.
  - j. Calculate and write down the **“Total”** of the payment.
  - k. **“Club Head/Member (print)” & “Club Head/Member (sign)”:** Print and sign your name.
3. Staple the *agreement and the W9 Form* to the back of the *Check Request*, and submit it into the Check Request bin in the Student Activities Office.

## **If you want to pay a Bard student for certain services:**

You can hire Bard students for your events who are known for their DJing, photography, videography, driving skills!

**REQUIRED ATTACHMENTS: None!**

### **FILLING OUT THE CHECK REQUEST:**

1. **Because you are paying a Bard student, you have to wait until after the event to submit their *Check Request*.** These forms are submitted through Student Payroll, not through the typical Check Run Schedule. If they do not currently have a job on campus, they 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 the Bard student you're paying already has a job on campus, this amount will simply be added to their typical paycheck/Direct Deposit.)
2. Take a *Check Request* from the Student Activities Office. On the sheet, please fill out the following sections:
  - a. **“Is this reimbursement/payment for a current Bard student?”: YES!**
  - b. **“Bard Student ID”:** ID number of the Bard student performing a service
  - c. **“Check payable to”:** The full name of the Bard student you're paying
  - d. **“Address / City, State, Zip Code”:** If they live on campus, simply put **“Campus Mail”**. The check will go directly to their campus mailbox. If they live off-campus, put down their full address.
  - e. **“Mail check to (If different from above)”:** Skip!
  - f. Indicate whether this payment **“Is/was for an event?”**. If so, indicate the **“Event Title”** and **“Date”** of the event.
  - g. In the **“Description of Purchase”** table, you just need to summarize what the payment is for and for what event.
    - i. Example: “Photography Payment for ISO Cultural Show”.
    - ii. If the payment wasn't for a specific event, please include the reason for the purchase.
      1. Example: “Driving from Bard to Poughkeepsie to pick up Bard Free Press issues”.
  - h. If you paid them hourly, include the number of hours in **“Quantity”** and the rate per hour in **“Unit Price”**. If you paid them a lump sum, write it in **“Amount”**.
    - i. **Please note:** 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.
  - i. Calculate and write down the **“Total”** of the payment.
  - j. **“Club Head/Member (print)” & “Club Head/Member (sign)”:** Print and sign your name.
    - i. **Please note: Only a few clubs can pay their club members for select services. Please speak with Student Activities if your club falls into this category. If you performed a service for your own club, you cannot sign your own *Check Request*. You have to get a/another club head to sign your *Check Request* for you.**
2. Submit the *Check Request* into the Check Request bin in the Student Activities Office.

### **FAQ:**

**Q: Is it possible to pay one of my club members to drive us around?**

**A:** No. However, student drivers unaffiliated with your club can get paid. 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.

**Q: I've heard of club members getting paid an “Event Host Fee”. What is that?**

**A:** 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.

**Q: Can I pay a student who can design a website for my club?**

**A:** No. Payment to students for event planning, web design, or poster design is prohibited. Clubs should seek out SPARC for these services.

## Use a Purchase Order (Yellow Sheet):

### If you want to purchase something online:

#### REQUIRED ATTACHMENTS: *Shopping Cart Printout*

1. Go to the website that you wish to purchase your items, and add the items to your Shopping Cart. Click on the Shopping Cart, which should show you all of the items you wish to purchase, and the total amount of your purchase, including your desired shipping costs/delivery fees.
  - a. **Please note:** Although tax costs will be automatically added in your Shopping Cart, the Purchasing Office will deduct those costs since the College is tax-exempt for most stores.
2. Print out this page, which will be the *Shopping Cart Printout* that you will attach to your Purchase Order. Make sure the URL is visible on the printout.
3. Take a *Purchase Order* from the Student Activities Office. On the sheet, please fill out the following sections:
  - a. Fill in the “Date” and the “Club” paying for this purchase.
  - b. “Company Name”: Name of the company you’re ordering from
  - c. “For online orders: Web Address”: URL of the online store
  - d. “Cell phone and E-Mail of person making request”: Your contact information
  - e. “NAME OF INDIVIDUAL TO SHIP ITEMS TO”: Your full name (so that B&G knows who the package is for; they will email you when the package arrives on campus)
  - f. Indicate whether this purchase “Is/was for an event?”. If so, indicate the “Event Title” and “Date” of the event.
    - i. **Please note:** This is crucial for the Purchasing Office so that they can make sure the shipping options/arrival of your package coordinate with the date of your event.
  - g. In the “Description of Purchase” table, you just need to summarize what the purchase/products are and for what event.
    - i. Example: “Glow sticks for Black Light Party”.
    - ii. If the purchase wasn’t for a specific event, please include the reason for the purchase.
      1. Example: “Flavored condoms for the DimeStore”.
    - iii. Include the “Quantity”, “Unit Price”, and “Amount” per item/purchase. Include the shipping costs here as well.
  - h. Calculate and write down the “Total” of the purchase.
  - i. “Club Head/Member (print)” & “Club Head/Member (sign)”: Print and sign your name.
4. Staple the *Shopping Cart Printout* to the back of the *Purchase Order*, and submit it into the Purchase Order bin in the Student Activities Office.

### FAQ:

**Q: I want to order something with a custom design that’s on my own online account. Do I need to provide my login information?**

**A:** Yes. Login and password information from an online merchant is required for custom purchases.

**Q: Is it possible to pay online for travel and accommodations for outside artists through Purchase Orders?**

**A:** Yes. If part of paying your outside artist is paying for their accommodations, you can use your club budget to pay for their transportation or hotel room. Again, you will need at least two weeks prior to the event/date of arrival in order for the *Purchase Order* to be processed.

**REQUIRED ATTACHMENTS:** “*Shopping Cart Printout*” and a *filled out printout of all of the necessary personal information* that the travel/hotel company requires (artist’s name, full address, phone number, email, dates they are staying/arriving & departing, etc). You need to make sure you receive all of this information from the artist prior to submitting a *Purchase Order* for their accommodations.

## **If you want to pay for a food order from a restaurant/purchase items from a store that accepts American Express:**

If you have two weeks prior to your event, you can use a *Purchase Order* to order food from a restaurant or items from a store, directly through your club budget. Please note you can only use a *Purchase Order* if a restaurant or store accepts American Express.

### **REQUIRED ATTACHMENTS: *Itemized Invoice***

1. Visit or call the restaurant/store that you wish to order from. Ask for an *Itemized Invoice* of the items you wish to purchase; make sure it includes all of the items, tax, tip, delivery fee and the total amount of your purchase.
  - a. **Please note:** We encourage students to tip for services as appropriate. Please be sure to indicate the tip you'd like to give.
  - b. **Please note:** You should ask if a restaurant accepts tax-exempt forms, but the Purchasing Office usually pardons tax costs for restaurant orders.
2. Take a *Purchase Order* from the Student Activities Office. On the sheet, please fill out the following sections:
  - a. Fill in the “**Date**” and the “**Club**” paying for this purchase.
  - b. “**Company Name**”: Name of the restaurant/store you're ordering from
  - c. “**For all other orders: Company Address / City, State, Zip Code**”: Full address of the restaurant/store
  - d. “**Cell phone and E-Mail of person making request**”: Your contact information
  - e. Indicate whether this purchase “**Is/was for an event?**”. If so, indicate the “**Event Title**” and “**Date**” of the event.
    - i. **Please note:** This is crucial for the Purchasing Office so that they can make sure the delivery of your food/items coordinate with the date of your event.
  - f. In the “**Description of Purchase**” table, you just need to summarize what the food/products are and for what event.
    - i. Example: “Hana Sushi Large Party Platter for ASO Food Festival”.
    - ii. If the purchase wasn't for a specific event, please include the reason for the purchase.
      1. Example: “Assorted Tea Collection for Tee Club Giveaways”.
    - iii. Include the “**Quantity**”, “**Unit Price**”, and “**Amount**” per item/purchase.
    - iv. Please note whether this is for pick-up or delivery. For restaurant orders, include the delivery costs and tip here as well.
  - g. Calculate and write down the “**Total**” of the purchase.
  - h. “**Club Head/Member (print)**” & “**Club Head/Member (sign)**”: Print and sign your name.
3. Staple the *Itemized Invoice* to the back of the *Purchase Order*, and submit it into the Purchase Order bin in the Student Activities Office.

## **Purchase Order Processing Schedule & 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 5 PM on Fridays. 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! As a general rule of thumb, plan for two weeks prior to your event to make *Purchase Orders* and *Check Requests*.

**Please Note:** Any students being paid for a service will be paid through Student Employment on the regular Payroll Schedule, not through the Check Run Schedule listed above. Please refer to Point #1 under “Use a Check Request: If you want to pay a Bard student for certain services...”

## Club Spending Policies:

### Transportation

#### General Transportation

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, the Treasurer may grant exemptions to this subsidized rate.

#### 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, but must be approved by the Treasurer beforehand via e-mail. Any other transportation-related expenses must be approved by the Treasurer.

## Food – NEW POLICY – READ CAREFULLY!

### Chartwells

Clubs must spend 20% of their food budget on food through Chartwells! Anything can be ordered through Chartwells catering, but here's a special list of affordable options intended for clubs only:

**Please note – if ordering any of these items for your club, you MUST go through Chartwells to do so.**

Coffee:	\$16 per 10 people
Tea:	\$12.50 per 10 people
Donuts:	\$10 per dozen
Donut holes:	\$10 for 50 pieces
	\$6.30 for 25 pieces (need 3 days notice)
Cookie platter:	\$12.50 for 25 cookies
Cheese/cracker platter:	\$37.50 feeds 25 guests
Sliced fruit platter:	\$35 feeds 25 guests
Pizza:	\$9 cheese pie (+\$1.50 for each topping)
Sandwiches (minimum order of 10):	\$5.50 each – includes two selections

- Turkey & Cheese
- Ham & Cheese
- Hummus
- Grilled Vegetable

All sandwiches are available on sliced bread, wrap, or french bread, with lettuce, tomato and choice of condiments

Sandwich Buffet: \$9 per person:

- Includes the above sandwich selections plus a garden salad with dressing, composed salad and chips

\*\*All orders will include necessary plates, cups, & utensils. There will be a \$10 delivery fee unless picked up. If clubs opt to pick up their order, they will be responsible for returning all borrowed equipment to the dining commons the next day. If items are not returned in the set time frame, the club will be charged for the purchase of that equipment.

### Hannaford To-Go and Sam's Club Orders

In order to purchase food and items from Sam's Club and Hannaford To-Go (Kingston store only) you must go to the web-site for the store, create a shopping list and print it to attach to the Student Association Purchase Order. The shopping list must show the item(s), item number(s) and quantity needed.

The Student Association Purchase Order you submit to the Student Government Treasurer MUST include the date, approximat time you would like the items ready to for pick-up and the full name of the individual who will be picking up the order. Sam's club may check the ID to ensure that the correct individual is picking up the order.

### **Amazon Orders**

Bard College has partnered with Amazon Business in order to simplify the purchasing process for Amazon Orders. Instead of creating a shopping list to attach to your Purchase Order you will be submitting your Amazon order directly to the Purchasing Department via the Amazon website. You will still need to print your order and attach it to the Student Association Purchase Order which you will submit to the Student Government Treasurer. The Purchasing Department will not approve the order you submit via the website until they receive the approved purchase order from the Student Government Treasurer.

*With the new Business account we receive free two-day shipping only on orders over \$49. Shipping time begins the date the order is processed by the Controller's Office – NOT when you submit the form. This will include automatic tax exemption and business pricing.*

Additional information is provided on separate "Amazon Orders – Club Instructions" handout.

### **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.

### **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
- Websites (Seek out the SPARC Web Design Intern for free web design services)

### **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.

### **Questions?**

For questions about spending, or updates about your balance, please contact the Student Government Treasurer at [bsgtreas@bard.edu](mailto: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.