

# Sign in

## PRINT YOUR NAME

This is the Official Record of AFC & P-Cards and how you get on the listing of

### Treasurers & Presidents.

If your club is not listed – add it to the list.

# Audit & Finance Committee

Chair & Treasurer

**Max Von Deylen**

Member

**Mitchell Beard**

Member

**Daniel McCarthy**

Member

**Lukios Stefan**

Member

**Rogeno Malone**

# AFC Member Assignments

- Max Von Deylen                      Big 4 & General
  - Mitchell Beard                      Creativity & Culture
  - Daniel McCarthy                      Sports & Industry
  - Lukios Stefan                      Academic & Issues
  - Rogeno Malone                      Performance, Service, STEM
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- Academic, Creativity, Culture, Industry, Issues, Performance, Service, Sports, STEM, Big4, General

WRITE THIS DOWN

11-05365-XXXX-00

Senate Account #

# AFC Meetings

- Tuesdays (when classes are in session)
- 11:10 am
- Goodrich Room – Lilly Library
- Requests must be submitted the Monday at 9:00 PM PRIOR to meeting.
- Highly Encouraged for Treasurers to appear to explain request and answer any questions.

# Role of the AFC

- To set the Financial Policy of the Student Senate
- To enforce the Financial Policy of the Student Senate
- To allocate funds to recognized clubs of the Student Senate
- To ensure proper governance of the funds of the Student Senate
- To ensure funds are being used to support the stated mission & goal of the requesting club of the Student Senate
- To properly document all financial transactions of the Student Senate
- To report on the finances of the Student Senate

# AFC Documentation

- All documents are housed on the AFC page of the Student Senate website.
- Policy, Forms, Templates, Budgets, Minutes, etc.
- MyBash > Student Life > Student Senate > AFC

# Spending Restrictions

- No Funds will be allocated to cover expenses that are not Pre-Approved by the AFC.
- Over spending will result in automatic reduction of next budget allocation for the club.
- No funds will be allocated without a proper budget submission that includes itemized listing of expenses.
- No funds will be allocated for apparel – unless items are purchased for each member of the student body.

# Inventory

- This summer five students looked at the issue as part of their internship.
- In the past two years – \$180,000 spent on club inventory.
- **\$70,000** of inventory has gone missing & unaccounted.
- A new inventory system is being developed.
- New inventory tracking and management system will be put into place this semester.

# Club Advisors

- Each club must submit the name of a **Wabash College FACULTY or STAFF** member that is willing to act as the Advisor to the Club.
- This must be submitted with the Club budget request each semester.
- No Funding will be allocated without an Advisor being listed.

# Call Out-Meetings

- AFC Policy states
- Any food-related event for a club in excess of \$300 will require an all-campus invitation
- Food requests for organizational meetings shall not exceed \$50 per meeting
- Call-out meeting requests shall not exceed \$50
- Office supplies requests shall not exceed \$50

# Mileage

- Funding is \$.50/mile for college vehicles and personal vehicles
- Make sure to check mileage and be specific about that for your event
- YOU MUST HAVE ALLOCATED MILEAGE BEFORE YOU RESERVE A VEHICLE
- WE DO NOT REIMBURSE FOR GAS, WE REIMBURSE FOR MILEAGE

# Fall 2018 Dates

August 31	Budgets Due to AFC Representative
September 2	AFC Allocation Session
September 3	AFC Publishes Allocations List
September 4	AFC Meeting to approve Allocations
September 4	Senate Meeting: Budget Approved
September 5	First day to check out P-Cards
December 5	Last day to check out a P-Cards
December 7	Last day to make purchases

# P-Card's & Spending

The Essentials.

August 2018

# Student Life Specialist

## Beth Warner

- New staff member in Dean of Students Office
- Will work with Senate Cabinet and Club Leaders
- Planning & Implementation of student activities
- Campus wide events
- Will eventually take over P-Card office
- Starts September 5<sup>th</sup>

# P-Card/Student Activities...

- Not here to say “Yes” or “No” to what you want to purchase.
- Not here to stop you from spending funds.
- **Will question why clubs are making funding requests.**
- **Will question why AFC is allocating funding.**
  
- P-Card role is make sure that ALL PURCHASES are made according to the established policy of the Student Senate and Wabash College, and that all purchases are fully documented.
- Yes, will stop **how** you make a purchase, but not here to stop **what** you purchase (except for alcohol, gasoline and illegal items).

# A Little Perspective...

- Wabash is the ONLY college in the GLCA, or in Indiana that gives students near full control over Student Activities Fees.
- Other Colleges/Universities clubs receive limited funds directly from the Student/Resident Life Office or the Dean of Student's Office.
- Notre Dame: 9,000 students – Student Funding is \$250,000
- Wabash: 900 students - Senate Funding is about...

~\$200,000

# Reality....

- The Senate Reserve fund has been spent.
- Funding for ALL parts of the College is being looked at and adjusted.
- Academics, Athletics, Deans' Offices, Admissions, Alumni, WISE, Facilities, IT, Career Services, Departments, Campus Services, Support departments.... Everything.
- Not just Student Senate.

Note: College Funds, not Senate Funds. Funding is NOT guaranteed.

# Political Clubs

- Any club that has a political affiliation of any kind that intends to hold an event at Wabash College using any Wabash College resource MUST speak with Mr. Amidon (Chief of Staff) to review the event.
- Do not plan or budget for an event without first speaking with Mr. Amidon.
- Wabash College resources are NOT allowed to be used to advocate for or against any candidate for any political office. This includes use of the Wabash College email system.

**Policy of the  
Wabash College Board of Trustees.**

Club Treasurers

# P-Card Cardholder Agreement

- Every Treasurer must sign a new agreement each semester for each club.
- You are agreeing to follow all the Business Office, Student Senate, AFC and P-Card Office Policies.
- You are agreeing to not purchase Alcohol or Gasoline with the P-Card

YOU ARE ACCEPTING

**PERSONAL LIABILITY**

FOR ANY PURCHASES THAT ARE MADE WHILE THE  
CARD IS CHECKED OUT TO YOU.

# Read the Agreement...

- ...Wabash personnel and AFC will audit the use of the P-card.
- I cannot use the P-card for restricted commodities (including alcohol & gasoline)...
- ...certain commodities, where College-wide agreements are in place, must be purchased from the contract suppliers ...
- ... improper use of the P-card may result in disciplinary action up to and including termination to use of the card ...
- ...fail to use the P-card properly, I authorize Wabash College to bill my W-2 form an amount equal to the total of the improper purchases.

# Also in Agreement....

- I will take any steps necessary to permit Wabash College to collect any amounts owed by me even if I am no longer a student at Wabash College. If Wabash College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Wabash College in such proceedings.
- Wabash College may terminate my privilege to use the P-card at any time for any reason.
- I will abide by and understand the consequences to my club if I fail to follow the Check-in and Check-out Policy as outlined and distributed.

# Documentation

- Financial Policy of the Student Senate & AFC
- Business Office & P-Card Office Policy
- P-Card Checking-in & Checking-Out Policy
- Find on-line: MyBash – Student Life – Student Senate
- Event Budget & Planning Template (Excel)

# Fall 2018 Dates

August 31	Budgets Due
September 4	Senate Meeting: Budgets Approved
September 5	First day to check out P-Cards
December 5	Last day to check out a P-Cards
December 7	Last day to make purchases

# Student Senate P-card Policy

Only Treasurers are  
allowed to pick-up &  
turn-in receipts or P-cards.

Except in Extraordinary Circumstances

# P-card Check-Out:

- P-cards can be checked out by Club Treasurers from the P-Card office

**Hours: Monday – Friday 1:00 p.m. – 4:30 p.m.**

**Or by Special Arrangement**

- The Treasurer must have a signed P-card Agreement on file.
- P-cards may only be checked out as follows:
  - Cards checked out on Monday, Tuesday, or Wednesday are due in **48 hours**.
  - Cards checked out on Thursday or Friday, are due the following Monday by 4:30.
- Return P-Card as soon as you are done with it.

# P-card Check-In and Receipts:

- P-card and receipts MUST be returned by the Club Treasurer within 48 hours and checked-in with the P-card Assistant.
- If the card is not checked in with the required timeframe, it will be considered late, and the club will be required to make purchases through the reimbursement system for the following **30 days**.
- Only expenses paid out-of-pocket will be reimbursed.
- The Club Treasurer must turn in receipts for all purchases made with the card at the time the card is checked-in, along with any supporting documentation required.

# Receipts

- Each receipt must be clearly marked with:
  - Club Name
  - Label as it corresponds to the approved Student Senate Budget Allocation.
- Each receipt must be categorized as one of the following:
  - Inventory
  - Events
  - Travel
  - Other
- You must provide the P-Card Office with a description of the event.
- Each charge must have an itemized list of all purchases.
- A missing itemized receipt is considered a missing receipt.

# Student Senate P-card Policy

Missing receipts over \$10 will immediately be charged to the Club Treasurer's W-2 account.

The dollar amount charged will be the total amount of the missing receipt.

# P-card Policy: Missing Receipts

- A Missing Receipt Form must be completed, signed & returned with the P-card.
- For the first missing receipt:
  - The club will be denied use of the P-Card for **30 days**.
- Should there be a second receipt missing:
  - The club will be denied use of a P-card for **120 Days**.
- If the P-card privilege is revoked, only expenses paid out-of-pocket will be reimbursed. A refund will be issued when the completed Check Request Form is submitted for approval.

**THERE WILL BE NO EXCEPTIONS.**

# Private vs. Public Events

- If the receipt is for a Private Event (only for club members), the names of all attendees must be submitted within 24-hours, or Monday if the event is on the weekend, after the event.
- If the list of all of the attendees is not submitted within 24-hours after the event, it will be treated as a **missing receipt**.
- If the receipt is for an Open Event (open for all students to attend), names of all attendees do not need to be submitted.

# Gifts – Prizes – Gift Cards

- Any student that is given, wins, or is awarded a gift, prize or gift card **must** fill out a “Gift Card or Prize Recipient Form”
- It is the responsibility of the Treasurer to submit this form to the P-Card office within 48-hours of the gift/prize/card being given to the student.
- If the completed form(s) are not submitted, it will be considered a missing receipt.

**THERE WILL BE NO EXCEPTIONS.**

# Extra-Ordinary Circumstances:

- In only of the very rarest of occasions, a club's treasurer may need to hand over his rights of using the P-card to the Club President for a **very** limited timeframe.
- This should be discussed with the P-Card office as soon as possible.
- The Club President will be required to sign a P-Card Agreement.
- ***Example:*** *I, Johnny Junior, Treasurer of XYZ Club, allow for Wally Wabash, President of XYZ Club, to use the P-card September 13-15 while I'm out of town for a family issue. <signed>*

# Business Office Procedures

- The College will reimburse Student Senate for out-of-pocket purchases with a completed **Check Request Form** that includes authorization and signature from:
  - Club Treasurer
  - Student Senate Treasurer
  - P-Card Office.
- To reimburse a Club Treasurer, the Senate Treasurer & P-Card Office must sign the Check Request Form.

# Business Office Procedures

- **For reimbursement of expenses paid out- of-pocket** - submit a Check Request Form to the Business Office with appropriate documentation and signatures.
- **Petty Cash** – expenses for \$20 or less can be reimbursed with Petty Cash. Submit itemized receipt with Club Name and signature of Senate Treasurer.
- **Mileage reimbursement** – pays \$.50/mile. Include Google Maps Route and name(s) of all students traveling.

**Gasoline purchased for personal vehicles is prohibited. Will result in immediate and permanent suspension of purchasers' use of P-Card for any club.**

# Business Office - Reimbursements

- There will not be **ANY** physical checks cuts by the Business Office for student reimbursements. This is the same for Faculty/Staff.
- The only physical checks will be to vendors.
- Reimbursements will **ONLY** be made via direct deposit.
- Reimbursements will continue to be made via the established timeline.
- **If a club member pays for something** – he must still fill out the check request form, obtain signatures, and hand it in at the Business Office.
- You need to let him know that he must sign-up for Reimbursement Deposits.

# Signing-Up for Reimbursements

- Step-by-step instructions for signing up for direct deposit for reimbursements. This is not the same as payroll. The bank information must be entered each time there is a change/set-up for this option.
1. Log in under Wabash Self-Service under the MyBash page (right hand side) <http://www.wabash.edu/mybash/>
  2. Under Student, click on “Banking Information” and
  3. Click on the top right hand side, click “Add an Account”
  4. Enter your banking information for all of your Refunds & Reimbursements. Payments will only be issued to your bank.

# Purchase Orders & Contracts

- Any purchase over **\$1,200** must be made via a Purchase Order.
- Any purchase that requires a contract – must be completed using a Purchase Order.
- Only Tom Keedy is allowed to sign contracts on behalf of the College – this includes Student Senate Contracts that require a payment for any services regardless of the amount.
- Purchase Orders are issued by Tom Keedy – Sparks Basement

**YOU NEED TO PLAN EARLY FOR A PURCHASE ORDER!**

# Sales Tax

- If you are purchasing something in Indiana – it is **YOUR RESPONSIBILITY TO MAKE SURE SALES TAX IS NOT CHARGED.**
- This means at WalMart, Kroger, Restaurants.
- Last year – Senate paid over \$7,500 in sales tax that it was not required to pay.
- There is no way to get that money back.
- Form is on the Senate AFC Site.

Questions?

An inability to plan ahead on your part, does not constitute an emergency to others.

Before you leave:

**Make sure you signed in.**

You must fill out the  
P-Card User Agreement.

You are accepting  
**PERSONAL LIABILITY.**

# Arnold House

Monday - Friday

1pm to 4:30pm

- Or by Special Arrangement -

