

## **Student Organization and Club Procedures For Funding**

1. Club Accounts – Signature Card (3) – for Advisor, Business Office and Student Life
2. Account Information – show Stormer Pass and know account number and club name
3. If club decides to have meetings off campus, MUST have a prior approval for travel.
4. Limit to \$200 reimbursement to students (must have receipts). (Larger costs should be covered by Purchase/Blanket Orders, Request for Payment or P-Card)
  
5. Prior Approval for Travel (before Travel) – for all Travel
  - a. Must complete a Prior Approval for travel before travel & possible Request for Payments (see below)
  - b. Minutes receipts (original if possible),
  - c. Minutes must show who was at meeting and motions for approval
  - d. Documentation to support travel – hotel costs, conference fees/info, air/bus costs
  - e. No Additional travel allowed until Expense Reports are completed & reconciled with the Business Office.
  - f. Cash advances will be done through direct deposit to the advisor who is traveling with students
  
6. Travel Expense Reimbursement Request- (after Travel) – returned within 30 days of travel.
  - a. Must include a copy of Prior Approval
  - b. Must have receipts for all expenses (i.e., hotel, airfare, taxi, shuttle, etc.)
  - c. Adjustments to travel will be reviewed by the Student Life Coordinator
  - d. Reimbursements are done through direct deposit to the individual requesting
  
7. Local Expense Reimbursement Request – IN-DISTRICT – (meals, mileage, parking) – returned within 30 days of travel
  - a. Use MATC vehicle when all possible
    - i. Must have passed the Defensive Driving Program
    - ii. Must have a valid driver's license
    - iii. Must have current automobile insurance
  
8. Meals
  - a. In State (\$10, \$10, \$25)
  - b. Out of State (\$13, \$13, \$30)

Note: All meals are covered by the student club or organization or by the individual traveling as personal expense. Office of Student Life does not cover meal or mileage costs for student clubs and organizations.

9. Request for Payments
  - a. Minutes, receipts (original if possible), W9's, emergency invoices
  - b. Minutes must show who was at meeting and motions for approval
  - c. Documentation to substantiate expenses

10. Approvals/Signatures – Club Pres/Treasurer/Advisor, Director of Student Life, VP of Student Services, Out of State – MATC President. **IF ADVISOR FAILS TO SIGN OFF – TRAVEL/EXPENSES WILL BE DENIED**

**Note: Advisor needs to have Supervisor/Associate Dean or Dean sign or initial prior approval before submitting to Office of Student Life.**

11. Tax Exempt Status – Identify MATC as tax exempt to all vendors, contractors, hotels, etc. to eliminate any state sales tax.

### **Events/Activities**

1. Must complete an Event Registration Form.
2. Independent Contractor and must have a W9 – No employees of the College (If no choice but to use employee, MUST use the Activity Facilitator form)
3. Purchase Order/Blanket Order Needed
  - a. All commitments for obtaining goods & services, (merchandise, independent contractors, rentals) – entered in Cosmo (Requisition - EPR's)
  - b. All invoices should be forwarded to Business Office for payment
4. All paperwork must be signed by advisor and then given to Student Life for review and approval. & for entering into Cosmo (ie. Purchase Order).
5. Vendors will be mailed a check after the event. **Checks are generally not available the day of event.**

### **Check Runs**

1. Must have all supporting documentation
2. Please allow 10 – 15 business days for checks. E-checks are available by providing direct deposit information to the Business Office.