

# **Jefferson College Student Clubs and Organizations Resource Guide**

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# Table of Contents

<b>Part 1: Introduction</b>	<b>2</b>
Purpose of Student Development	2
Student Clubs and Organizations	2
Responsibilities of the Student Development Office to Student Clubs/Organizations	2
Responsibilities of a Student Club/Organization Advisor	3
Responsibilities of Student Club/Organization Officer	3
Student Club/Organization Advisor Compensation	3
Student Club/Organization Best Practices	4
<b>Part 2: Procedures &amp; Policies</b>	<b>5</b>
How to Charter a Student Club/Organization	5
Student Club/Organization Charters and Budgets	6
Use of College Name by Individuals and Clubs/Organizations	6
Scheduling On-Campus Activities	6
Scheduling Off-Campus Activities	6
Travel Guidelines	6
Organizational and Personal Liability	7
Liability Release Form	7
Club/Organization Purchases	8
Event Decorations, Setup, and Cleanup	8
Food Service	9
Food Service Frequently Asked Questions	9
Club/Organization Publicity and Website Updates	10
Publicity	11
Website Updates	11
<b>Part 3: Financial Information and Policies</b>	<b>12</b>
Club/Organization Account Information	12
Fundraising Activities	13
Deposits	13
Financial Reimbursement and Payment Process	14
Order for Payment	14
Travel Expense Voucher	16
General Requisition and Purchase Order	18
Securing Bids	18
Other Expenses	18

## Part 1: Introduction

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### Purpose of Student Development

The purpose of the Student Development Office is to provide students with meaningful cultural, educational, and social opportunities to complement the academic programs of Jefferson College. The Student Development Office oversees a variety of clubs and organizations on campus that provide students the opportunity to participate as members and/or assume leadership roles. In addition, students are made aware of available volunteer opportunities within the community. Student Development programs provide an avenue to integrate and link service with academic study and leadership.

### Student Clubs and Organizations

There are many benefits to having student clubs and organizations at Jefferson College. These groups provide students with opportunities to learn, gain skills, make friends, enhance their resumes and become further connected to Jefferson College. Club/organization advisors act as mentors to students. Additionally, College recognized clubs and organizations have access to resources, that may include:

- Institutional funding\*
- Ability to fundraise to support planned events and activities\*
- Use of college facilities\*
- Leadership training
- Access to monthly club/organization meetings
- Campus printing\*
- Assistance with publicity efforts\*

\*Subject to guidelines, policies, and procedures within this resource guide and other Jefferson College publications.

### Responsibilities of the Student Development Office to Student Clubs/Organizations

1. To coordinate efforts to charter and maintain student clubs/organizations.
2. To interpret and support the compliance of all college policies, procedures, and guidelines.
3. To oversee purchasing and budgeting for all student clubs/organizations.
4. To provide accurate and updated information to student club/organization advisors.
5. To provide resources and guidance to student clubs/organizations for their activities and events.
6. To support and provide opportunities for leadership programming for club/organization officers and members.
7. To advise the Student Senate and oversee all student government functions.

### Responsibilities of a Student Club/Organization Advisor

1. To work with students to help them understand the role clubs/organizations play in the overall vision of the Student Development Office and Jefferson College.
2. To coordinate student efforts in participating and facilitating club/organization activities.
3. To provide guidance and support to students directing their organizations.
4. To assist students in accepting and delegating responsibilities.
5. To attend all organization meetings and events.
6. To supervise the budget including purchases and fundraising efforts within the guidelines established by the Student Development Office and Jefferson College.
7. To update the Student Development Office with information about program planning, budget activities, and other issues within the club/organization.
8. To assist in complying with all campus policies, procedures, and guidelines including the processes within this resource guide.
9. To work toward meeting the Best Practices published within this guide.
10. To submit Clery crime information as requested by Federal regulations.\*
11. To participate in any training required by the College.

\*Federal regulations under the Clery Act, dictate that advisors to student organizations are considered Campus Security Authorities (CSAs), and are required to report specified crime information. Specific information about this role and reporting requirements will be provided to the advisors each fall semester through an online CSA Training sent via email. Please report crimes to the Campus Police at 636-481-3500, and then fill out a Maxient report. Remember you will be reporting any crimes on the yearly CSA report as well.

### Responsibilities of Student Club/Organization Officers

1. To keep club advisor(s) informed of all club/organization activities and events.
2. To provide leadership during club/organization meetings and activities.
3. To take responsibility for planning club/organization events (under the guidance of the advisor).
4. To ensure club/organization members are included in communications and planning, and are encouraged to participate in the operations of the group.
5. To assist in complying with campus policies, procedures, and guidelines.

### Student Club/Organization Advisor Compensation

Student club/organization advisors receive a stipend each semester, distributed in December and May. In order to receive the stipend, the club must be defined as active, which includes holding regular meetings, submitting requested reports, participating in events and activities, and having an active presence on campus. The advisor must participate in any required training to receive compensation.

## Student Club/Organization Best Practices

Although student clubs and organizations have varied missions and activities, there are model practices that can be applied to all. These best practices include:

- Hold general meetings on a regular basis, at minimum monthly
- Develop a schedule for meetings at the beginning of each semester or academic year
- Hold officer meetings as necessary
- Whenever possible, elect some club/organization officer positions during the spring semester in preparation for the following academic year
- Hold a club/organization transition meeting in May so that outgoing officers share tips and advice with incoming officers
- Send club/organization officers to Club Officer Training sponsored by the Student Development Office.
- Hold a planning session each year with club/organization officers and the advisor(s) to discuss goals, programs, events, etc.
- Plan to participate in the following annual events:
  - Club Spirit Day (September)
  - Fall festival (October)
  - Adopt-a-Family (December)
  - Club Awards Night (April)
- Organize at least one volunteer experience each semester.

## Part 2: Procedures & Policies

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### How to Charter a Jefferson College Student Club/Organization

The first step in the chartering process is to determine if there is sufficient interest and support among the student body to develop a new group. A minimum of 15 students expressing interest in participation is necessary. College clubs/organizations would ideally have at least two advisors from the College faculty/staff; at least one of the advisors must be employed full-time at the College.

If sufficient interest is determined, obtain, complete, and submit a Charter Request Packet/Form available under the Club Advisor tab. This packet includes a statement of purpose, signatures of proposed members, and signatures of proposed faculty/staff advisors.

The proposed advisors and proposed organization members must develop a constitution. A proposed constitution must be included in the final charter request that will be reviewed by the Student Senate. Until recognition is awarded by the Student Senate, proposed clubs/organizations must work with the Student Development Office to facilitate usage of any college funds, facilities, or publicity needed during the charter process.

Once completed, the Charter Request Packet is submitted to the Student Development Office, and the packet will then be reviewed by the Student Senate and a vote will be cast.

Once the club is officially approved by Student Senate, the Student Development Coordinator, and the Vice President of Student Services, the club/organization will be officially recognized and chartered, and be afforded the full benefits available to student clubs and organizations.

The new club/organization must submit to the Student Development Office a list of the officer's names, titles, and email addresses within four weeks of receiving charter approval.

Each student club/organization officer must have and maintain a cumulative GPA of 2.0 or higher at the time of election and while holding office.

## Student Organization Charters and Budgets

The Student Development Department will send out a budget request to each group in the spring semester to verify that all clubs/organizations have sufficient student participation and maintain an active presence on campus, as well as to entertain requests for increased institutional funding. Clubs/organizations must conduct a constitutional review every three years to ensure that their constitution complies with campus policies and procedures, and meets the needs of the membership. All approved versions of club/organization constitutions must be submitted to the Office of Student Development through the Club Advisor tab.

The Student Development staff, the Director of Enrollment and Retention, and the Vice President of Student Services must approve all student club/organization budget allocations.. Due to ever-changing budget issues that occur in relation to college funds, it is possible that initial budget allocations could change later in the fiscal year. If decreases occur, the Student Development Office will communicate updates to the club/organization advisors as quickly as possible.

If a new club/organization completes the charter process subsequent to budget allocations, the group may request funds, and approval of a budget will depend on the availability of funds.

## Use of College Name by Individuals and Clubs/Organizations

No student or student club/organization may use the name of Jefferson College or refer to Jefferson College on letterheads, envelopes, handbills, posters, or other printed or written materials unless authorized by the Student Development Office & The PR/Marketing Department.. The Jefferson College logo must be included with the name of the organization when publicity is created for outside events. See the *Club Publicity and Website* section of this guide for more information.

## Scheduling an On-Campus Activity

All official activities sponsored by clubs or organizations including meetings, films, speakers, and fundraisers must be formally scheduled. The campus virtual Event Management System (EMS) is the manner in which spaces are scheduled on campus. Club/organization advisors will manage room reservations to assure that space is reserved for meetings, activities, and events. It is advised that room reservations be submitted far in advance, especially for larger events that require extensive set-up.

## Off-Campus Activities

1. A cash advance may be requested by the advisor to pay for expenses for an off-campus activity. College checks may be requested prior to the scheduled travel to pay hotel bills, registration fees, etc. by completing an Order for Payment form. (See instructions in Part III.)
2. Travel plans and payment arrangements must be made well in advance of the actual travel. Last minute requests for cash advances and checks will likely be declined. The Travel Expense Voucher is the form completed after traveling to either document the use of a travel advance and/or request reimbursement of any out of pocket expenses. (See form instructions in Part III.) The form will be

submitted with all original itemized receipts. Make sure that restaurant receipts provide the itemized details rather than just the total of purchased items.

### Travel Guidelines

1. Jefferson College's travel policy states **that employees may not use** their personal vehicles to drive students. Jefferson College has a preferred partner discount program with Enterprise Leasing. By using Enterprise to transport students, those traveling are covered under Jefferson College's insurance plan. Information about renting a vehicle from Enterprise is located under the Employee Tab of MyJeffco. The College insurance card is also available at that location. When reserving a rental car with Enterprise Leasing, make sure to decline the optional insurance coverage. When traveling using an Enterprise vehicle, always carry a copy of the College insurance card.  
**(BUSINESS OFFICE CAN HELP WITH THIS PROCESS AS WELL)**
2. Students may drive other students to events, however, be mindful of the costs associated with reimbursing drivers. The current mileage reimbursement rate is available in MyJeffco under the Employee tab. It is listed on the Enterprise Rental vs. Driving Personal Car Calculator. This calculator determines the most inexpensive manner to travel for a trip, and determines the reimbursement rate for driving. Contact Student Development for further clarification of this process.
3. The Student Development Office encourages you to carefully weigh the cost and safety benefit of using Enterprise over personal vehicles.

### Organizational and Personal Liability

General guidelines for personal liability for organizational activities are:

1. Club/Organization members, officers, and advisors are subject to the same criminal statutes that govern behavior generally in society. Violations of these laws may result in criminal liability.
2. Club/Organization officers, members, and advisors may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All persons involved in clubs/organizations are advised to plan programs carefully, comply with all laws, and to neither endorse nor participate in events that could result in injury to participants, bystanders, or property.
3. Club/Organization officers and advisors may to some degree limit their liability and protect themselves by the use of **liability release statements** signed by activity participants. These forms are available from the Student Development Office.



4. Advisors may be provided some degree of protection by the State from civil liability for claims arising out of the performance of their duties. The immunity and indemnification of the State Statutes are subject to several restrictions and limitations.

### Club/Organization Purchases

Clubs/organizations may use available funds to purchase items that are appropriate for their groups. Club/organization advisors should first check with Central Office Services for any office supplies needed before purchasing from an outside source. Please note that Jefferson College is a tax exempt organization. When purchasing on behalf of the College, present a Missouri Tax Exempt Letter to the business before purchasing items. The Missouri Tax Exempt Letter or card can be picked up in the Business Office. Jefferson College **will not** reimburse faculty, staff, or students for sales tax paid at retail stores, even if the individual pays the tax out of pocket.

It is advised that club/organization advisors (rather than students) make purchases whenever possible. If a student must make a purchase, he/she should pick up the tax exempt letter from the advisor, and return it once purchasing is complete.

Club/organization advisors may use the Jefferson College Walmart, Sam's, or the Student Development Department credit card for purchases related to their group. The Walmart and Sam's cards can be checked out in the Jefferson College Business Office by an advisor. Please see the Student Development Coordinator for the SD credit card. **Students are not allowed to check out or use these cards.** It is beneficial to contact the Business Office in advance to indicate the desire to check out the cards. Any credit cards must be returned immediately following their use, and an Order for Payment with the attached original receipt must be submitted immediately after purchasing items. The employee who checks out the cards is responsible for all purchases made on the cards during the time that he/she possesses the card.

### Event Decorations, Setup, and Cleanup

Decorations for club/organization sponsored campus events must first be approved by club/organization advisors. If an advisor is unsure if a certain type of decoration is allowed, the Student Development Office can provide guidance.

Club/organization members and the advisor(s) have a special responsibility to avoid fire hazards. Access to all fire exits must remain clear at all times.

The club/organization is responsible for setup and cleanup of facilities. Clear directions (including diagrams and arrangement instructions) for setup are submitted when reserving the room. In most cases, cleanup will occur immediately following the activity. For larger events, discuss setup and cleanup with Buildings and Grounds prior to the event.

**A Club Advisor must be present throughout a group's activity, confirming that all event participants have left the building at the end of the event. The campus police department will then secure the building. They may be contacted by calling 481-3500.**

### Ordering Food for Events

The process for ordering food is as follows:

Great Western Dining

**You may use the food provider of your choice.**

The Student Development Office encourages you to think carefully about your food purchases at the beginning of the year and include this information in your budget request.

If you choose an off campus food source, the club advisor will either need a check from the Business Office, after an Order for Payment (OFP) and invoice was sent to that office 2-4 weeks prior to the need for the check. Another option is to have the club advisor pay for the food at the time needed with either their personal card or cash and get reimbursed minus the tax from the Business Office using the OFP procedure.

### Club/Organization Publicity and Website Updates

The Student Development Office has developed a variety of methods for publicity of the programs and activities of your club/organization. Additionally, the office helps maintain group website pages.

In September of each year, an event is held to introduce and publicize clubs and organizations to Jefferson College students. All groups may host booths during these events to promote membership and participation. Advisors and officers will receive more specific information about these events during the school year.

#### ***Publicity***

There are numerous ways to publicize your group and events, including: flyers, social media (Facebook, Twitter, Instagram), MyJeffco campus announcements and email, and the Jefferson College ``Get Involved'' webpages, and the What's Up Google Calendar. Jefferson College staff will publish monthly installments of the "Stall Street Journal". Any of these avenues may be used to publicize your group's events and programs.

Clubs/organizations should submit flyer requests to current Graphic Designer ideally four weeks in advance of an event. Note that the following guidelines apply to all publicity requests:

1. All posters and flyers must be approved by the Student Development Office. Flyers are to be displayed only on campus bulletin boards and authorized display areas.

2. Approval for usage of social media platforms is facilitated through the Public Relations and Marketing Office. If a club or organization wants to develop a social media site of their own, permission is requested through the “Social Media Application” available in the employee section of MyJeffco.
3. Student clubs/organizations may request that the Graphics department design flyers and other promotional materials. It is essential to give at least 30 days advance notice of the anticipated project completion date. Graphics, based on workload, may or may not be able to fulfill the request. The Marketing Department is here to help you promote your event or program and represent the Jefferson College brand.

When you need marketing services to promote an event, program or create new collateral, we can provide you with graphic design, social media, website development, content creation, video production, and other marketing services.

To request help from the Marketing Department, [please submit this form](#). (This form is also available in MyJeffco>Employee>Marketing & PR.)

**When to use it:**

- If you have an idea or new program and need help executing a promotional campaign.
- If you need help producing marketing collateral like signs, graphics, and website pages.
- If you’d like support to update existing marketing materials that are outdated.

**Details to include:**

- The name of your department and contact info for primary stakeholder
- A name for the project and description of your needs
- The timeline for completion, including the first draft and final deadline
- Specifications like size, quantity, and any other requirements
- Any associated files or other notes

**4. E-mail/Campus Announcements**

A new campus announcements page has been created to cut down on campus wide emails.

Please see that page to “submit a new announcement”, then create a new announcement. Please choose my name as your supervisor for any club announcements.

5. All off-campus publicity for student club/organization activities must be approved by the Director of Public Relations and Marketing. The Office of Public Relations and Marketing coordinates the release of off-campus publicity, including news releases to newspapers as well as radio and TV

stations. Clubs/organizations must first send details about all events to the Student Development Office for approval.

### ***Website Updates***

Club/organization advisors and officers should regularly review their webpages to ensure that information is up-to-date. Contact the Student Development Office or Erin Bova at [ebova@jeffco.edu](mailto:ebova@jeffco.edu) for more information about web updates.

## **Part 3: Financial Information and Policies**

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**Note:** This guide is designed to provide helpful tips in managing student clubs and organizations, including the oversight of funds. All of Jefferson College's rules regarding financial expenditures are outlined in a document titled "Procurement Policies and Procedures" available in the employee section of MyJeffco. This is a Board approved manual, and you are encouraged to utilize it for additional and more specific information about College financial activities, processes, and decisions.

### **Club/Organization Account Information**

Each student club/organization is assigned an Organization number, as well as a College fund number and a fundraising fund number. These numbers are very important when making purchases and depositing money from any fundraising efforts. Please note that a group cannot open a separate off-campus bank account, or hold on to any cash that is received.

Here is some basic information regarding account numbers:

*Organization Number:* This number identifies your specific club/organization when purchasing items, completing Orders for Payment, and depositing money. It is often referred to as an "org" number and is a five digit number beginning with 711. This number will be provided to you by the Student Development Office.

*College Fund Number:* This is more commonly known as Fund 1. The money budgeted by the College for your group via the Budget Request process, is held in this fund. Any money not used by the end of each fiscal year (June 30) will remain in the College general fund, and will not be accessible to you in the subsequent fiscal year. All clubs/organizations will use the fund number "1" when completing purchases from their institutional fund.

*Fundraising:* This fund contains any money that your club raises throughout the year through various fundraising activities. This money remains available to your group until it is spent (see exception \*), regardless of the fiscal year. This is also the fund for deposits of all money received by your group. The

fundraising fund is five digits beginning with “283”. The Student Development Office will provide your group with this number.

\*Note that money in a fundraising account from a group that has been inactive for 3 years or more may be transferred to a general club/organization fund.

The Student Development Office maintains records of club/organization accounts via the Business Office and then these are updated under the Club Advisor tab. The advisor and student treasurer should keep records of budget income and expenses and provide a monthly report to members of the club/organization.

## Fundraising Activities

### **Fundraising Procedures and Policies**

Per the Memorandum of Understanding between the College and the Foundation, the Foundation is the only entity authorized by the College to solicit and receive funds, gifts, corporate grants and private foundation grants or any other contributions of any nature and description on behalf of the College.

- Any inquiry about making a gift, donation, or contribution to the College should be directed to the Foundation.
- Any fundraising activity must be approved by the Foundation at least 30 days prior to the start of the activity, and the fundraising approval form provides all the available Foundation services for fundraising.

## Deposits

Fundraising deposits will be made by the Jefferson College Foundation.

## Financial Reimbursement and Payment Process

It is recognized that clubs/organizations will need to process financial reimbursements and payments to outside groups for various activities. There are three main forms used for reimbursements and payments: Order for Payment, Travel Expense Voucher, and the General Requisition/Purchase Order. Specific information on each of these methods follows. As previously mentioned, club and organization advisors are encouraged to review the “Procurement Policies and Procedures” for additional and more specific information about purchasing and payment processes. This manual may be viewed in the employee section of MyJeffco.

### Order for Payment

The Order for Payment is the most commonly used financial form and is used for all cash advance requests, non-travel related reimbursements, and to pay vendors for certain items. An electronic version of the form is located in the Employee Tab of MyJeffco. The form should be typed, and printed on NCR paper (which can be ordered through Central Office Services). Original copies of all receipts must be attached. Plan for at least a month for processing payment through this mechanism. Instructions for each

line of the Order for Payment are explained below. Once completed, submit the form with the proper signatures as described below to the Student Development Office.

#### PAYABLE TO

Name, address, and V# (if a Jefferson College employee or student)

This is the person or business requesting payment. If the check is for a Jefferson College employee or student, include the V#.

#### SPECIAL INSTRUCTIONS

Please note any special instructions the Business Office needs to know when processing the check. For example, if a club/organization advisor wants to pick up a check for conference registration fees rather than having a check mailed, please note this in special instructions.

#### DATE

The day the Order for Payment is completed by the club/organization advisor.

#### DATE NEEDED

Clubs/organizations will indicate a date needed, which specifies the date by which payment is requested. It is good practice to allow at least four weeks to ensure processing time. Requests for checks on a very short time frame will likely be declined.

#### EXPLANATION OF REQUEST FOR PAYMENT OR ADVANCE

Provide a brief explanation of the purchase and the reason for the purchase. There are certain information items that should be included depending on the type of payment. For example, when paying for conference fees, please include a list of members attending the conference.

#### AMOUNT

Indicate the amount of payment related to the corresponding entry in the Explanation of Request for Payment or Advance section. Add up the amount of each entry and put the sum in the TOTAL section.

Note: You do not need to list each item purchased in the Explanation or Amount sections, but please list each receipt separately. The receipts should be for the same event/reimbursement. If you have several reimbursements for different events, even if these reimbursements are for the same person, please complete a separate Order of Payment for each event.

#### ACCOUNTING DISTRIBUTION

This is the section where the club/organization indicates the fund(s) paying for the expense. It is possible to divide expenses between various funds and between different clubs/organizations. In circumstances of multiple orgs. accounts, a signature must be obtained from a club/organization advisor from each club/organization paying the expense.

- **FUND NUMBER:** This will either be 1 for your FUND 1 account or your Fundraising account, which begins with 283.
- **ORG:** This will *always* be the Organization Number associated with your club.

- **ACCOUNT NUMBER:** This is the specific account number paying the expense (i.e. office supplies, travel, etc.). A list of commonly used account numbers is listed below:
  - 6249                Student Engagement
  - 6195                Misc. Other Expenses
  - 62552              Office Supplies
  - 62553              Other Supplies
  - 624012            Professional Development
  - 624011            Professional Development Travel
  - 62403              Professional Membership Dues
  - 60851              Service
  - 60852              Service-Entertain
  - 60853              Service-Presenter
  - 6275                Travel General Business
- **PROGRAM:** When using club/organization funds, this number will always be 52.
- **ACTIVITY:** Leave Blank
- **AMOUNT:** Total amount of requested check (same as TOTAL AMOUNT in previous section). If dividing payment among multiple accounts, make sure that the sum is the same as the TOTAL AMOUNT.

#### **AUTHORIZED SIGNATURES**

The following is information on the various signatures needed to process the Order for Payment.

- **REQUESTOR:** A club/organization advisor will sign on the Requestor line. If the reimbursement is for a Jefferson College employee or student, he or she will also need to sign. The requester also completes the date of signature.
- **BUDGET MANAGER:** All club/organization forms must be signed by the Student Development Office. Additional necessary signatures will be secured by the Student Development Office.

#### **Travel Expense Voucher**

The Travel Expense Voucher reports the use of a travel advance for conference or business travel expenses, and/or to request reimbursement of expenses incurred in connection with such college-related travel. Original itemized receipts for all expenses such as hotel bills, transportation expenses, meals, and parking fees must be attached to the form and turned in no later than two weeks following the trip. Submit all travel expenses to be reimbursed to one person on one form. If multiple people are being reimbursed for the same trip, submit all of the forms at the same time. When requesting mileage reimbursement, you must include the Rental Car vs. Personal Car Calculator (located under the Employee Tab of MyJeffco), along with a Google Map or Mapquest printout showing the miles traveled. The form should be typed, and printed on NCR paper and fully completed, and you should allow at least a month for processing. You can find an electronic version of the form in the Employee Tab of MyJeffco. Once completed, submit the form with the proper signatures as listed below to the Student Development Office.

Name, address, and V# of employee or student requesting payment.

### TRAVEL INFORMATION

- DATE: Date of trip or purchase.
- PLACE: Beginning and destination point of travel, location of expense.
- TOTAL MILES: List the total miles for the trip if being reimbursed for travel. This is the amount of miles, not the dollar amount. Travel on different days should be recorded on different lines.
- BREAKFAST, LUNCH, DINNER, LODGING: Total amount of each during the trip. If expenses were incurred on different dates (for example for a two-day conference), list them on separate lines.
- MISC: For expenditures that do not fit under other categories (such as tolls or gas), include a brief description of the item and the amount of the expense. (Note: If you are receiving reimbursement for mileage, you cannot also receive reimbursement for fuel.)
- TOTAL AMOUNT: Total amount of expenses.

### TOTAL

- Calculate the total miles for the entire trip and list in the column under the TOTAL MILES heading.
- Add up the entire amount of expenses and list in the column under the TOTAL AMOUNT heading.

### DATE AND PURPOSE OF TRIP

List the date(s) of the trip and its purpose.

### MILEAGE AND EXPENSES

- TOTAL MILES: List the total miles in this section and calculate the dollar reimbursement amount by multiplying the total miles by the current rate per mile allowed for reimbursement. This rate is available on MyJeffco.
- TOTAL REIMBURSABLE EXPENSES: Add up the TOTAL AMOUNTS and the TOTAL MILES amount.
- LESS CASH ADVANCE (CHECK #): If you received a Cash Advance for the trip, you need to include the check number for the cash advance (the Business Office will have this check # if needed), and list the amount of the cash advance. If you are requesting to receive reimbursement, the cash advance amount will first be subtracted from the total expenses to calculate the reimbursement amount.
- BALANCE DUE YOU: If the amount of "Total Reimbursable Expenses" minus "Less Cash Advance" is positive, this is the amount requested for reimbursement by check.
- BALANCE DUE THE COLLEGE: If the amount of "Total Reimbursable Expenses" minus "Less Cash Advance" is negative, this amount is owed to the College from the cash advance. Remaining funds must be immediately submitted to the College via the Cashier's Window in the Student Center.

### ACCOUNTING DISTRIBUTION

This is the section where the club/organization indicates which fund(s) will pay the expenses. It is possible to split expenses between various funds and between different clubs/organizations. When this occurs a signature must be obtained from a club/organization advisor from each club/organization paying for the expense.



- FUND NUMBER: This will either be 1 for your FUND 1 account, or your Fundraising Fund, which begins with 283.
- ORG: This will *always* be the Organization Number associated with your club/organization.
- ACCOUNT NUMBER: This is the specific account the reimbursement will come from (i.e. travel).
- PROGRAM: When using club/organization funds, this number will always be 52.
- ACTIVITY: Leave Blank
- AMOUNT: Total amount of check (same as TOTAL AMOUNT in previous section). (If splitting payment among multiple accounts, ensure that the sum adds up to the TOTAL AMOUNT.)
- If the amount is negative (i.e. if a balance is owed to the college), reflect the account used when requesting the cash advance. Amounts owed back to the College from a cash advance must be returned to the Cashier immediately following the completion of travel.

### AUTHORIZED SIGNATURES

The authorized signatures for the Travel Expense Voucher are the same as those described in the Order for Payment section of this guide.

## General Requisition and Purchase Order

A General Requisition begins the process of authorizing a purchase of supplies, materials, services, or equipment with a cost of \$1500 or higher. It is highly unusual for a club/organization to be making purchases this large. The following is a brief description of the General Requisition and Purchase Order process, however prior authorization is required for purchases of this size. The Student Development Office will work closely with any club/organization completing the General Requisition and Purchase Order process.

### ***Process Overview***

A General Requisition is used when requesting supplies, materials, services, equipment (except those available from Central Office Services), and other items requiring the issuance of a Purchase Order. Being as specific as possible when describing the item(s) is very important for budget purposes, although the pricing information may be an estimate or a quote from a vendor. An electronic copy of the General Requisition may be found under the Employee Tab in MyJeffco.

Once processed by the Business Office, a copy of the General Requisition form will be returned to the Student Development Office, along with copies of the Purchase Order, to indicate that the purchase is in process. Routine orders are normally processed within twenty-four hours. The Student Development Office will send a Purchase Order to the club advisor. When the materials, services, etc. have been delivered and verified that the order is accurate, the green copy (receiving copy) of the Purchase Order must be signed and dated by the advisor, and submitted to the Student Development Office immediately in order that prompt payment can be made to the vendor. It is important that the receiving copy be returned to the Student Development Office, even if delivery of the order is only partially complete. Please refer to the instructions provided by the Business Office for backorders or partial deliveries.

**Note:** Most companies offer discounts for prompt payments, thus it is important that information regarding receipt of goods be submitted immediately to the Student Development Office upon delivery. Discounts often result in substantial savings to your group and the College as a whole.

### Securing Bids

The College requires bids from at least three sources for any purchase of items above \$5000. Any club/organization that anticipates needing to solicit bids should contact the Student Development Office to review the proposed purchases, and request approval to gather bids.

### Other Expenses

Clubs/organizations are expected to exercise fiscal responsibility when making purchases, and when in doubt, should consult the Student Development Office before making purchases. Here are some guidelines for common purchases:

- **FOOD:** In general, food orders should only be utilized for special events, and providing food should not be the focus nor the reason for a meeting or event. If you are unsure if food is appropriate, contact the Student Development Office.
- **T-SHIRTS:** Clubs/organizations must be prudent in regard to purchasing clothing items for their groups. Often, students in clubs/organizations will purchase their own items with the group logo, at other times clothing may be sold as a fundraiser. Any club/organization clothing purchases must first be discussed with the Student Development Office prior to ordering. The College Bookstore may also need to be consulted to determine if they can purchase the desired clothing items at the most reasonable cost.
- **SUPPLIES:** It is understood that clubs/organizations will need to purchase supplies for various events. Check with Central Office Services prior to purchasing supplies from an outside vendor. The College has an office supply contract with a vendor that sells many of the supplies that will be needed by your group. It is required that supplies that are available from that vendor are purchased through that company. An online supply order is available in the employee section of MyJeffco. This online ordering system may also be used for Amazon products purchased for College use.
- **CONFERENCES:** Student clubs/organizations are encouraged to participate in leadership development opportunities through student conferences. The cost of conferences can add up, so plan in advance to calculate the comprehensive expenses of the conference, and ensure that your budget can accommodate the anticipated expenses. The club/organization will likely need to coordinate fundraising to assist with conference expenses, and/or have students pay part of their expenses.
- **SPEAKERS/ENTERTAINERS:** Any anticipated use of club/organization budgets to compensate speakers or entertainers will require the involvement of the Vice President of Finance and Administration. He/she is the appointed employee able to initiate an entertainment contract on behalf of the College. Questions on this topic may be directed to the Student Development Office.

**Please Note:**

All club/organization expenditures are reviewed by the Student Development Office, other College staff and administrative personnel, and ultimately, the Board of Trustees. It is essential that good judgment be used when spending College funds. Purchases should support the mission and goals of your group, and meet the standards of being rational, reasonable, and responsible. Club/organization advisors must be involved in all steps of the purchasing process to ensure that sound and thoughtful purchasing decisions are made.