

# Important Contact Info

- **Chloe Smith, Business Coordinator**
  - Phone Number: 409-740-4733
  - Email: [crsmith17@tamug.edu](mailto:crsmith17@tamug.edu)
  - Office: Student Activities Office (Building 3030), Office 101L
- **Carrie Coutorie , Business Administrator**
  - Phone Number: 409-740-4947
  - Email: [coutoric@tamug.edu](mailto:coutoric@tamug.edu)
- **Shelly Fordyce, Director of Student Activities**
  - Phone Number: 409-740-4427
  - Email: [fordyces@tamug.edu](mailto:fordyces@tamug.edu)
  - Office: Student Activities Office (Building 3030)
- **Derrick Ford, Assistant Director of Student Activities**
  - Phone Number: 409-740-4557
  - Email: [fordd@tamug.edu](mailto:fordd@tamug.edu)
  - Office: Student Activities Office (Building 3030)
- **Student Government Association - AVP of Finance**

As an organization, you will operate out of two accounts: your organizational account and your allocation account.

**Organizational:**

- This is money you have raised, has been donated to you, and your dues
- This money WILL roll over each year
- NOT tax exempt
- Where all your deposits that you turn in go

**Allocation:**

- SGA funding or Club Sports funding
- This money WILL NOT roll over each year
- IS TAX EXEMPT, since it is university funds. You will need a tax exempt form to spend (This can be picked up from Chloe's office when checking out a purchase card)
- Use it or lose it money, accounts are generally wiped by June 1st.

# Receipt Books

A receipt must be given for **every CASH transaction**, they are not needed for online transactions!

Receipt books can be checked out from Chloe Smith's office. It is expected that once you are done using the receipt book, that it is returned.

### Filling out a Receipt

- Make sure to fill out a person's first and last name. This is necessary for refunds.
  - White receipts are given to the person you are accepting money from.
  - Yellow receipts are turned in at time of deposit.
  - Pink receipts remain in the receipt book.
- If you are going to do a tally sheet instead of receipts, you **MUST** have prior approval from Student Activities. The tally sheet will be turned in at the time of deposit and must match money deposited.

Example:

**RECEIPT** DATE 9-5-22 No. 790565

RECEIVED FROM Chloe Smith \$ 10.00

ten DOLLARS

FOR RENT  
 FOR Dues

|          |  |                                       |
|----------|--|---------------------------------------|
| ACCOUNT  |  | <input checked="" type="radio"/> CASH |
| PAYMENT  |  | <input type="radio"/> CHECK           |
| BAL. DUE |  | <input type="radio"/> MONEY ORDER     |
|          |  | <input type="radio"/> CREDIT CARD     |

FROM \_\_\_\_\_ TO \_\_\_\_\_

BY Chloe Sie

3-11

# Online Payment Links

In order to create an online payment link for your events and/or to collect dues, contact Shelly Fordyce and/or Derrick Ford.

Before contacting them, please have the following information:

- Items being sold (dues, shirts, etc.)
- Amount(s) of each item
- Dates to accept payment

These funds will be deposited into your club account on roughly the 1st and 16th of each month.

## Important Reminder:

You **CANNOT** collect online payments with your own personal Venmo, Zelle, Cashapp, etc.

# Making Deposits

- **MAKE AN APPOINTMENT** with Chloe ([crsmith17@tamug.edu](mailto:crsmith17@tamug.edu)) to make your deposit. No deposits will be taken without an appointment.
- You must have a deposit form completed before you come to your appointment. See example. Be sure to press hard as it needs to show on all three copies. These can be picked up in Student Activities or found in the back of your finance binder.
- If you have a donation that requires a university tax receipt, this must be done on a separate form from any other funds being deposited.
- Verify that receipts match with the money you are depositing. They must balance.
- No more than \$3 in change will be accepted. You will need to have larger amounts changed to bills.
- Bring yellow receipts, completed deposit form, and money to your appointment.
- Turn in your receipt book and cash box (if applicable) to Student Activities.
- If you cannot make your appointment, contact Chloe 2 to 3 hours in advance and let her know.

# Deposit Form Example

## CLUB SOURCE OF FUNDS

ORGANIZATION NAME: TAMUC office Club

DUES TOTAL: \$ 45 (\$ Varies /STUDENT)

If more than 10, include list on separate sheet.

| NAME                | NAME |
|---------------------|------|
| Michael Scott - 5   |      |
| Jim Halpert - 10    |      |
| Dwight Schrute - 10 |      |
| Stanley Hudson - 10 |      |
| Kevin Malone - 10   |      |

MERCHANDISE TOTAL: \$ 112

| NUMBER SOLD | COST/ITEM INCLUDING 8.25% SALES TAX |
|-------------|-------------------------------------|
| 5 staplers  | \$ 20                               |
| 4 pens      | \$ 3                                |

Separate sheet

DONATIONS TOTAL (UNIVERSITY TAX RECEIPT NEEDED): \$ 100

| NAME            | ADDRESS      | AMOUNT |
|-----------------|--------------|--------|
| Office Depot    | 123 61st ST  | 100    |
| Attn: Joe Smith | Galveston TX |        |
|                 | 77550        |        |

DONATIONS (NO UNIVERSITY TAX RECEIPT NEEDED): \$ 3

| NAME         | ADDRESS | AMOUNT |
|--------------|---------|--------|
| Andy Bernard |         | \$ 3   |

TICKET SALE TOTAL: \$ 16

| NUMBER SOLD | COST/TICKET |
|-------------|-------------|
| 8           | 2           |

Dunking Booth

OTHER: (explain) TOTAL: \$ 80  
Quiet Place 2 tickets - 50 @ 40 - 80

TOTAL DEPOSIT: \$ 356  
 (Attach copies of all issued receipts from money received by the club with this transaction)

Phyllis Vance 555-999-8888 8-11-21  
 PERSON MAKING DEPOSIT PHONE DATE

ACCOUNT NUMBER: 91234

| CATEGORY                     | OBJECT CODE | AMOUNT |
|------------------------------|-------------|--------|
| DUES                         | 0418        |        |
| MERCHANDISE                  | 0503        |        |
| DONATION (RECEIPT NEEDED)    | 0291        |        |
| DONATION (NO RECEIPT NEEDED) | 0292        |        |
| TICKET SALES                 | 0528        |        |
| REGISTRATION FEES            | 0486        |        |
| OTHER                        | 0574        |        |

white copy - student activities    pink copy - student organization    yellow copy - student activities

*\*IMPORTANT REMINDER: Only Presidents and Treasurers are to have Finance access in Wheelhouse! These are the only two positions allowed to put in a purchase request. If we see any other officers put one in, we will ask you to go and ask someone in these positions to put it in instead!*

*This is to ensure that finances are being followed and the organization is not overspending due to multiple or duplicate requests.*

# Purchase Requests

## How to complete a purchase request:

1. Click on your initials on the top right corner.
2. Click "Finance"
3. Click "Create Request"
4. Click "Create Purchase Request"
5. Complete the following steps:
  - a. Subject - a short description
  - b. Description - more information on what is being purchased
  - c. Requested Amount - this can be an estimate
  - d. Categories - select the most appropriate. If your purchase consists of different things, choose the one that will be the largest dollar amount.
  - e. Account - choose the account to be used. Most of the time, this will be your organizational account.
6. Payee Information - this is who is being paid for the items purchased (ie. Walmart or Target). If multiple stores will be used, or you do not know which store you will be going to, leave this blank. Address is only needed when this is a refund or reimbursement
7. Additional Information
  - a. Event Name
  - b. Date(s) of Event
  - c. Event Location
  - d. Type of Event
  - e. If this is just a general meeting, you only need to put organization members or attendees. If this is a special meal, such as an officer's meeting, you need to list everyone's name.
  - f. What form of payment are you requesting? If you will be checking out a credit card, you will choose Credit Card. For travel, Travel Card. For a

refund/reimbursement or if you need a check sent, choose Check. You will not use Purchase Order.

- g. Federal ID # - only for refund/reimbursement. This is the UIN of the person who is going to be paid.
  - h. Email Address - only for refund/reimbursement.
  - i. Phone Number - only for refund/reimbursement.
  - j. Upload File - this is where you upload a copy of the receipt or order if you have it.
  - k. SUBMIT REQUEST
8. Inform your advisor so that they can change the stage from “Advisor Approval” to “Student Activities Department Approval.”

The screenshot shows the Finance system interface. At the top, there are buttons for '+ CREATE PURCHASE REQUEST' and '+ CREATE FUNDING REQUEST'. Below these is a search bar and a table of purchase requests. The table has columns for Subject, Approved Amount, Date Approved, Status, Stage, and Action. The 'Stage' column is highlighted in yellow for several rows, indicating the correct approval stage for purchase cards.

| Subject                           | Approved Amount | Date Approved        | Status     | Stage                              | Action |
|-----------------------------------|-----------------|----------------------|------------|------------------------------------|--------|
| Laser Sails                       |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| defensive driving course          |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| Uk sails                          |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| black burn marine                 |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| ko sailing                        |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| j 22 repairs                      |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| Island framed                     |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| boat maintenance                  |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| Flight for Shelby Thompson fro... |                 |                      | Unapproved | Student Activities Department A... | 👁️ 🗑️  |
| defensive driving course          |                 |                      | Denied     | Advisor Approval                   | 👁️ 🗑️  |
| rose bowl                         |                 |                      | Denied     | Advisor Approval                   | 👁️ 🗑️  |
| pat garret                        |                 |                      | Denied     | Advisor Approval                   | 👁️ 🗑️  |
| John Hanna and Dean bethel fl...  | \$247.60        | 6/14/2018 5:50:08 PM | Completed  | Student Activities Department A... | 👁️ 🗑️  |
| coaches flight west               | \$228.80        | 5/10/2018 9:46:41 AM | Completed  | Student Activities Department A... | 👁️ 🗑️  |
| coaches flight east               | \$153.30        | 6/14/2018 5:49:05 PM | Completed  | Student Activities Department A... | 👁️ 🗑️  |

Showing 1 - 15 of 163 first | prev | next | last

**\*Your request must look like the ones highlighted in yellow to receive a purchase card\***

**If you need help completing a Purchase Request, make an appointment with Chloe.**

# Purchase Cards

\*\*If you want to make an Amazon purchase, first make a purchase request and have your advisor approve it, then send a link of what you need purchased to any staff member in the Student Activities Office, we will purchase it for you on our tax free account!

Lead time: A few days to a few hours. To be checked out from Chloe during business hours. There are many student orgs so plan ahead in case a card is not available.

- Must be returned **SAME DAY** unless specially arranged
- Card can only be issued once request is in “Student Activities Department Approval”
  - The request will be moved to “Approved” once the card is issued
- Must have enough funds in the account prior to the card issuing
- Allocation money must be tax free
- All receipts must be turned in no later than two days from the conclusion of shopping trip or the account will be frozen.
  - When receiving a Purchase Card, it will be in a zipper pouch. It is good practice to put the receipt(s) in there as purchases are made, to insure none get lost.
- When purchasing something online, do not save the card information even if you are going to be purchasing from the vendor again.
  - Please print receipts for all online purchases or email them to Chloe.

There is a Purchase Card Receipt Form you will be asked to fill out when checking out a card. See example on how to properly fill this out.

## **DO NOT BUY PERSONAL ITEMS WITH THE PURCHASE CARD!**

If you are out and picking up food or items from the store for your org, this is not the chance to use org funds to purchase yourself a redbull or a milkshake or a snack!

If you are wanting to purchase something for yourself, you must do a separate transaction using your own money!!!!

# Purchase Card Receipt Form Example

## Purchase Card Receipt Form

Office of Student Activities

This form needs to be completed for EPOI receipt you have.

Receipts need to be taped on an additional blank white sheet of paper. Please use a paper clip to attach to this form (no staples)

Do not put more than one receipt on each, staple, or tape over the receipt. Paperwork is due when you return the purchase card to Student Activities.

|                                                                                                                              |                        |                                       |
|------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------|
| Name of Purchaser:<br><b>Chloe Smith</b>                                                                                     | Card Checked Out From: | Date of Purchase:<br><b>8/31/2023</b> |
| Account: <b>Don't worry about filling this part out, the staff member will do</b>                                            |                        |                                       |
| Student Org Acct. No.: _____ or SGA Funding Acct.: _____ this part<br>(If using SGA Funding, you must use a tax exempt form) |                        |                                       |
| Wheelhouse:                                                                                                                  |                        |                                       |
| Purchase Request Name: _____                                                                                                 |                        |                                       |
| Purchase Request No.: _____                                                                                                  |                        |                                       |

\*\*\*If purchase was for an event or had food please answer the following:

|                                                                                                                                                                                                |                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Name of Event:                                                                                                                                                                                 | <b>Student Activities Meet and Greet</b> |
| Date of Event:                                                                                                                                                                                 | <b>9/5/2023</b>                          |
| Location of Event:                                                                                                                                                                             | <b>MAIN 117</b>                          |
| Type of Event:                                                                                                                                                                                 | <b>Social</b>                            |
| <p><b>*</b> Were there prizes given out? Please attach names of the winners and the prize won. <b>*</b></p> <p>Was this a sit-down type of dinner? If yes, list of names of all attendees.</p> |                                          |

Summary of Items Purchased (please detail as much as possible, especially when purchased from WalMart, Target, Dollar Store, etc.):

**\*Be as detailed as possible when filling this section out!\***  
**IF purchased items from different locations, specify which items go to which store.**  
**EX:** Walmart: Lookiee, plates, napkins  
 Target: ice cream, water, sodas

Store: **walmart & Target**

Total spent: **\$56.10**

**put exactly how much spent**  
**\* add both stores totals**

By signing below, you agree that you purchased and signed for the above items.

Purchasers Name: **Chloe Smith** Purchaser Signature: **Chloe So**

**\* MAKE SURE TO SIGN \***

Cardholder Signature: \_\_\_\_\_



## Important Note:

When purchasing drinks for your organization's events and meetings, please take note that the purchase of Coke products is not allowed.

We uphold our status as a **Pepsi campus**, and we appreciate your cooperation in maintaining this distinction.

Scan the QR Code for a link listing all Pepsi products for reference when making purchases in the future. Additionally, when selecting bottled water, please opt for Aquafina.

While it may seem like a minor detail, following this guideline is crucial for maintaining our good standing with all policies.



# Strike System

All purchase cards must be turned in during business hours, Monday through Friday, 8:00AM - 5:00PM, and not kept overnight or during the weekend, unless you are given permission to by Chloe or someone else in the office if she is out.

If this is not done correctly, there is a strike system in place:

- **First offense:** Warning sent to the officer team and advisor(s).
- **Second offense:** Organization account frozen for one month; notification to the officer team and advisor(s).
- **Third offense:** Organization account frozen for the rest of the semester; notification to the officer team and advisor(s).

Organizations with a perfect p-card record will be entered into a drawing for a chance to choose between \$200 deposited into their org account or a pizza party. The drawing will take place at the end of each semester.

This system is in place to ensure the adherence to university policies and procedures.

# Differences in Requests

There are three different types of requests you will be dealing with and it is important to note the difference in each one.

## 1. Purchase request

- a. As stated above, this is using your organizations earned money. This is not tax exempt.

## 2. Funding request

- a. This is when you are requesting money from Student Government. This money is tax exempt.
- b. This does not mean you are wanting to hold a fundraiser!!

## 3. Event Request

- a. This has nothing to do with finance, but in order to purchase things, you must have an approved event request!
- b. If you are wanting to hold a fundraiser, this is where you will put in a request to hold that fundraiser!

# Travel Requests

To put in a Travel Request, you will need to put in an event request and be sure to fill out the section pertaining to travel. If you need assistance with this portion of the process, set up an appointment with Chloe.

**If you know you will be needing to check out a Travel Card, contact Chloe 2-3 weeks before travel to ensure one is available.**

Cards and receipts must be turned back in within **48 hours** of return from the trip. All receipts must show final totals that are charged (always ask for an itemized list receipt). You must turn in every receipt. If you had to add a university card to an app, make sure you remove it immediately upon your return. You will need to reimburse the university for any personal charges that come through.

- Restaurants:
  - You must turn in the itemized receipts (shows what meals were purchased) as well as the credit card receipt showing the tip and the total.
  - If the entire group did not eat together, you must provide a list of who ate with each receipt.
- Enterprise:
  - A receipt will be emailed to the person who picked up the vehicle. This receipt must be forwarded to the person from whom you checked out the card.
  - You must report if you went on any toll roads. The tolls will be billed by Enterprise and there is a \$4.95/day charge for doing so.
- AirBNB/VRBO:
  - You need to forward the receipt from the company to the person you checked the card out from.
- UBER/LYFT:
  - You must forward the email from the ride-sharing account that shows the amount as well as the tip. Provide description of what the trip was for such as hotel to conference or campus to airport.
- Hotels/Motels:
  - Make sure the receipt you receive shows the breakdown of room charge, taxes, and fees.
- Fuel:

- Do not use Tap-to-Pay. Be sure to get a copy of the receipt from the pump or from the cashier. If you are unable to do so, take a picture of the charge and gallons. You will need to fill out a form when you return that this picture can be attached to.
- The card may be declined if you are getting gas for more than one vehicle. If this happens, just go to the next gas station to fill up the additional vehicle.
- If you prepay, be sure to go back in and get the final receipt.
- Airlines:
  - Make sure the email you forward shows the name of the person who is flying and the amounts of their tickets.
- Parking:
  - Get a receipt or a screenshot from the app being used. Provide description of what parking was for such as airport, conference, etc.

# Reimbursements/Refund

**Please follow all of these instructions to speed up the process.**

Lead Time: 3-4 weeks if all information is provided from the start.

- Complete Purchase Request and have the advisor approve/change the stage. Be sure to put “reimbursement” or “refund” in the subject line.
- Be sure to complete Name, UIN, mailing address (include campus PO box and Dropbox # if sending to the school), and phone number for the person who is RECEIVING the money.
- Must provide a detailed receipt.
- Inform Student Activities that you have a reimbursement/refund request.
- The Department cannot reimburse the payment of credit card fees, interest, or service fees. If allocation funds are being used, sales tax cannot be reimbursed.
- On some reimbursements, a credit card statement may also be needed - account numbers other than the last four digits and all other charges may be blacked out.
- If the reimbursement is for the treasurer, have another officer enter the purchase request. You should not enter your own reimbursement purchase request.

# Create Purchase Request

## Request Details

\*Subject

Reimbursement - Jane Doe

Description

Reimbursement for drinks for football watch party

\*Requested Amount

\$ 19.88

\*Categories

Expense: Food

\*Account

Campus Rec Account

SELECT...

## Payee Information

First Name

Jane

Last Name

Doe

Street

PO Box 1981

Street Continued (Optional)

Drop 123

City

Galveston

State/Province

TX

ZIP/Postal Code

77553

## Additional Information

\* Event Name:

Football watch party

\* Date(s) of Event:

9/2/23

\* Event Location:

PE 107

\* Type of Event:

Fun meeting

If this is for food, who attended your event/meeting? Please be as specific as possible.

\* What form of payment are you requesting?

Check

If this request is for anything other than credit card use, please complete the fields below.

Federal ID# (SSN for vender or UIN for Staff/Students):

123004567

Email Address:

JSmithAggie@tamu.edu

Phone Number:

409-555-1234

Please upload the receipt (reimbursement) or invoice for this request.

UPLOAD FILE

**Want to set up a meeting with  
Chloe??**

**Scan this QR Code to  
schedule one!**

