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At the beginning of each academic year every club or organization must activate their club. Activating a club requires the completion of the following steps:

1. At the first meeting of each semester every club will review their Constitution and their Statement of Purpose.
2. Clubs must verify that there is a current electronic copy of their constitution on file in the Student Activities Office. If a current constitution is not on file one must be submitted immediately.
3. Officers must complete and submit an Authorized Signature Form, found on the Student Activities website.
4. All officers must attend a training session (see "Training").
5. Must submit roster of current club members to the Student Activities Office.

Eastern defines hazing as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership, in a group or organization. Hazing in any form is a violation of the University's student code of conduct and is subject to conduct procedures as set forth in the University's student handbook. Hazing often involves more than one person, and frequently involves portions of athletic clubs. Any student club athlete or athletic club found in violation of the Hazing Policy will be:

- Subject to all University student conduct sanctions;
- Be subject to review by the Director of Student Activities or designee(s).
- May be subject to immediate suspension from the club/organization;
- Will have a written record placed in their file; and
- In cases involving an athletic club, could result in suspension of the program for a designated period of time.

Per the Connecticut State Accounting Manual for Activity and Welfare Funds, under no circumstances are clubs and organizations allowed to open bank accounts. All financial transactions must be processed through the University.

Although both Fiscal Affairs and the Student Activities Office keep financial records on all transactions, the individual treasurers are responsible for keeping their own respective club's financial records. Club and organization treasurers should maintain a separate ledger for each account they have. Assistance with reconciling club accounts is available at the Fiscal Affairs Office and Student Activities Office.

Budget Accounts

Each Club has been given a budget account for allocations received from BAM. Budgeted funds are allotted by SGA or sub committees of the SGA (i.e. BAM, CAB) and are committed for a specific purpose and classified as restricted. At the end of the fall semester, the unspent funds in the club budget accounts revert back to BAM for reallocation. On June 30th, all un expended SGA budget balances will be returned to the SGA and to the fund balance in the SGAF, unless they are intended to carry over into the next fiscal year.

- Before purchase, prizes must be pre-approved by Student Activities and Fiscal Affairs. Purchasing paperwork must indicate a prize is being purchased for an event to include vouchers and the p-card request form. All prizes, once purchased, must be brought to the Student Activities Office and stored in the Student Activities closet. A prize form, which can be found in the Student Activities Office, must also be on file with the Student Activities Office. All winners must pick up their prizes at the Student Activities Office by the end of each semester and winners must bring a valid Eastern ID. Prizes not picked up by the end of the semester may be forfeited to Student Activities.
- Clubs can purchase up to $50 in prizes per semester (pre-approved by BAM in the club's FRP). Clubs cannot purchase gift cards at locations that sell alcohol nor purchase Visa gift cards as prizes.

Under no circumstance is a club authorized to initiate a charge account or use charge accounts without the written permission of the VP of Student Affairs or the Director of Student Activities and the Controller. Any person making such charges or purchases without proper prior authorization is responsible and may be liable for the purchases or charges made. Credit purchases made should be initiated through the Purchase Order system.

From time to time, the Budget and Management (BAM) Committee of the Student Government Association will hold Club Council Meetings in conjunction with the office of Student Activities. These meetings are conducted in order to pass along important information to all clubs/organizations and will afford members of the various clubs/organizations to pass along information of their upcoming events. Meeting times/dates will be sent to the club/organization e-mails. All clubs must have at least one member in attendance in order for the club to stay in good standing.

In an effort to streamline all community service programs being conducted throughout the University, the Center for Community Engagement on campus acts as a clearinghouse for these programs. Students can view available programs on the Center for Community Engagement website, Center for Community Engagement - Eastern, and can register for programs on eWeb under Center for Community Engagement. Clubs and Organizations will register their events via the event registration form as they do for all programs. The Student Organizations Program Advisor will review and approve for Student Activities. He/she will then forward the program to the Director of the Center for Community Engagement who will review the program. Should the event be in conflict with another community service event being sponsored by another University office or organization, the Center for Community Engagement will contact the club/organization in order to make suggestions and/or to coordinate similar efforts between groups on campus.

If a club/organization would like to contact the Center for Community Engagement for assistance in planning a program, they should send an e-mail to cce@easternct.edu or visit the CCE House at 333 Prospect Street.

Important Note: No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and Fiscal Affairs.

* * All forms and guidelines related to the purchase of services can be found under the Personal Service Agreements and Honorariums link on the Purchasing web site at Purchasing - Eastern (easternct.edu).

Personal Service Agreements (PSA)

The Personal Service Agreement (PSA) is used for the commitment of funds concerning all non-employment contracts for personal services that are required, Personal services include assistance and services performed by individuals, partnerships or corporations of a professional or technical nature. PSAs are not to be used in place of hiring regular, full-time, part-time, or temporary employees. PSAs will not be authorized for work that has been recognized as belonging to one of the collective bargaining units within the Board of Regents for the Connecticut State Colleges and University.

Honoraria

The Services and Honoraria Request Form is used for the commitment of funds concerning all non-employment contracts for personal services under $5,000 that are required. Services and Honoraria Request Form services include assistance and services performed by individuals, partnerships, or corporations of a professional or technical nature, professional services normally associated with academic guest lecturers or speakers for a university event. Honoraria are not to be used in place of hiring regular, full-time, part-time, or temporary employees. Honoraria will not be authorized for work that has been recognized as belonging to one of the collective bargaining units within the Board of Regents for the Connecticut State Colleges and University.

The forms (which can be found online) must be submitted at least 10 business days prior to the event. Club minutes need to be submitted along with the respective contracts (with all required signatures). Additionally, a W-9 for the person whose name appears on the check (and the contract is made out to) must be up to date and on file

Under no circumstances are any services to be performed without prior approval, and event may be subject to cancellation if paperwork is not received within the stated time frames.

If the vendor is a state employee a Dual Employment Form is required and the vendor can only be paid up to $99. The individual service provider will be paid through the University's Personnel/Payroll system. Payroll Office will apply the charges to the club account for the service including fringe benefits.

Sales of advertising and sponsorships by the Campus Lantern and radio station respectively, and lifeguard services for the pool, have already been determined that an employer/employee relationship exists and will be paid through the University's Personnel/Payroll System.

Student clubs and organizations may hire Eastern students using the PSA/Honorarium process, however, student employees already on the payroll may not be hired by a club or organization for any purpose, even if it is for a one-time DJ, it is not allowed.

Out of State Entertainer Withholding Tax is withheld for out-of-state vendorcontracts totaling $1,000.00 or more. The vendor will receive a 1099 form at the end of the calendar year.

Due to IRS rules and penalties concerning the failure to secure social security or taxpayer identification numbers from service vendors (contractors), all PSA's or Honorariums cannot be considered "complete" until either a social security number or taxpayer identification number and a mailing address for the vendor appear. If a vendor returns a PSA or Honorarium with this block incomplete, no payment will be made. There are no exceptions to this policy as the IRS penalties are substantial. Under no circumstances will payment be made until we have this information and the contract is fully executed by the University.

Once the PSA/Honorarium is reviewed and finalized by the University, a copy is returned to the contractor (vendor) and to the agreement monitor of the club/organization.

After the engagement takes place, an authorized signature authority must verify that services have been rendered. To request the payment, a voucher must be completed and submitted to Student Activities for processing. If payment is required on or before an event, it must be noted. (NOTE: It is the responsibility of the requesting club or organization to notify Student Activities if the scheduled contract is not completed, and return the check if necessary).

Students should be extremely careful when verbally agreeing to the provision of services on behalf of their club. Students do not have the authority to enter into any agreement that might be binding on the organization, the SGA, or the University, only an authorized University administrator may do this. Students who enter into an agreement without going through these steps for approval could be held personally liable and possibly be sued for any debt and collection fees.

Co-Sponsored Events with Groups Outside the University

Clubs **may not** co-sponsor events with off-campus organizations without permission from the Vice President for Student Affairs or designee. Requests for co-sponsorship must be sent in with the event registration form. Clubs are encouraged to co-sponsor events with other Eastern clubs and offices.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.

2. If a performance or recital is held, it should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.

3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.

4. All dance groups must follow proper dance injury prevention when conducting stretching and dance techniques. All club members must sign a waiver with the Student Activities Office before participation in meetings or practices. New waivers must be completed each academic year.

5. To remain an active club, all dance groups must submit minutes at least once per month.

6. All articles of clothing, costumes and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.

All cash/checks must be deposited with the Cashier's Office with a completed deposit slip. Under no circumstances can cash or checks be spent directly to pay for goods or services. Cash should be deposited promptly upon receipt at the Cashier's Office in the Wood Support Services Center. **All cash/checks should be deposited within 24 hours or on the next business day** that the Cashier's Office is open. **Clubs that do not adhere to this policy may be reported to the VP of Student Affairs or Director of Student Activities.**

For safety reasons, you should never keep money in your residence hall, room, or apartment. If you cannot deposit the money the same day, deposits can be dropped in the night deposit box next to the Cashiers Office service windows. Please refer to the Night Deposit of Money Procedure in this manual for further instructions.

Checks received by clubs must be made payable to ECSU. The club name should be placed in the memo section of the check. Keep in mind that a deposit slip represents an official receipt of funds that you have received and deposited with the Cashier's Office. Insufficient checks will be charged back to the club if returned by the bank. There may also be a service charge that could be charged to your club.

A copy should be kept in the treasurer's records. If the deposit is the result of a fundraising event, the reconciliation box on the top portion of the deposit slip must be completed. All incomplete forms will be returned, and club requests will not be honored by the Student Activities Business Office until the revised deposit slip is received. Failure to comply with this policy will result in a hold being placed on the club account.

Student clubs and organizations are not to employ Eastern students except through the Student Employment Office. Student employees already on the payroll may not be hired by a club or organization **for any purpose**.

All purchases of equipment and supplies must be approved through the Student Activities Office. Any item that costs more than $1,000 (including shipping and tax, if applicable) will be considered capital equipment, unless it will not last more than one year. Items not lasting more than one year will be considered supplies. Clubs and Organizations are accountable for all equipment purchases. The University is required to keep inventory records of all equipment.

Any item that is purchased and qualifies as equipment will be tagged with an AF tag and will be added to the equipment list. All pieces of equipment or supply items purchased with SGA money or purchased by an SGA subcommittee or sponsored organization are the property of the SGA, regardless of who purchased it and where the source of the funds came from (i.e., even if purchased from the club's fund raising account). A club may have control over the equipment that they specifically add to the SGA inventory as long as it adheres to these procedures.

Under certain circumstances, equipment may be traded or sold when it no longer meets the needs of the clubs. Should this question arise, the sale or trade must be cleared with the Student Activities Office and the University Controller. Equipment and supplies cannot be discarded without first getting approval from both the Student Activities Office and the Controller. When disposing of or relocating equipment to another building/office, the disposal or relocation must be reported to the Fiscal Affairs.

All Club events must be registered with the Student Activities Office for approval prior to the planning of the event and before promoting it. Events must be registered 10 days before the event date. Events not registered prior to this deadline could be subject to cancellation and reported to the Director of Student Activities. To register an event, fill out the Event Registration Form, (located on eWeb under the CCE and Student Activities box). This is an online survey which will be received via e-mail by the Student Organizations Program Advisor. It will be reviewed and e-mailed to the club e-mail account and club's advisors granting approval or advising them of any issues with the request.

The following procedures apply:

1. No club may organize an event for these weekends unless approved by the Director of Student Center/Activities.

2. All police and maintenance support for these events must be coordinated by the Student Activities Staff.

3. Most fall and spring fest events are not open to the public; instead they are open to Eastern students who are allowed to bring one non-student guest. Exceptions may apply and will be advertised as such.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.

2. The day of the event should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.

3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.

4. There can only be one Fashion Show in a given month and should be spread out at least 3 weeks from another show. This will prevent schedule conflicts, space availability, competition, and remove the cluster of practices that students are required to attend. Approval for event dates are on a first come, first served basis and will not be reviewed earlier than 8 months prior to event date request.

5. Fashion Shows should not exceed the approved budget amount provided by the Budget and Management Committee. Co-sponsorship must be established and outlined on FRPs before BAM funds are allocated.

6. A Fashion Show will only be approved with the expectation that it aligns with the club or organization mission statement.

7. All articles of clothing and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.

8. Designers should be contracted on a volunteer bases and should not be paid using University funding.

Many clubs and organizations will serve food and beverages at their events. Clubs and Organizations must follow the catering policy in accordance with the agreement between Eastern Connecticut State University and Chartwells. **A Purchase Order Number is required for all catering services before the event**. For your benefit, three sections are listed below from the University's food contract with Chartwells. To sum, it states that clubs and organizations must purchase from Chartwells if the total food cost is over $150 for on campus events or over $300 for off campus events. Chartwells must be contacted first in these cases of purchasing food items to determine whether or not they will exercise their first right of refusal. It also states that Chartwells will provide all manual food service, which is the cooking and dispensing of food, with the exception of bake sales (i.e., cookies, brownies).

5.7.2.1 Purchasing in bulk for non-perishable goods costing $300 or less is permitted off-campus; or can be purchased from the food service Contractor at their cost plus 15% markup for ordering, receiving, accounting and handling overheads. For bulk purchases above that amount, sponsors must contact the catering services to determine whether they will provide the bulk order or exercise their right of first refusal and decline the assignment.

5.7.2.2 Catering needs in the area of deli platters, vegetable and fruit platters, pizza and ethnic related food products costing $150.00 or less in total per event may be purchased from either food service Contractor or other off-campus providers. For an event with ordering costs above that amount, sponsors must contact food services to determine whether they will provide the food service or exercise their right of first refusal and decline the assignment.

3.1 The Contractor shall provide "manual food service" for the University, which is defined as the exclusive operation by the Contractor, except as approved otherwise by the University, of all snack bars, cafeterias, conference service facilities, and delicatessens, and provision of all of the services and products typically provided and sold in connection with these operations, catering excepted. Exclusive operation and sales does not include vending machine sales and items determined by the University, in its sole discretion, to be objectionable. The University may supplement the manual food service in this contract with other means of dispensing food and beverage items, such as by additional manual or vending food service, as the University, in its sole discretion, deems appropriate.

Note that three full working days notice is required for all food orders. All items need to be picked up from Hurley Hall.

Inquiries regarding catering should be directed to Chartwells at Hurley Hall by e-mail at The Director of Food Services at least 3 weeks before your scheduled event.

Please note that Chartwells does not rent or loan equipment to a club or organization for an event not being catered by Chartwells. For items rented or loaned, a student ID must be left with the staff at the time of pick up and will be returned upon the return of the equipment. Equipment not returned will result in a charge to the club/organization.

Forgery

The University takes the act of forgery very seriously. Altering forms in any way, including forging a signature, is a direct violation of university policy and is also considered a misdemeanor or felony, depending on the nature of what was done. The University will prosecute student violators through the Campus Conduct System and/or the civil criminal system.

Never sign the name of another person and never fabricate information in the form of a forged document. Always take the time to find the person who is supposed to sign a form or someone who may have signature authority. If in doubt, please contact the staff at the Student Activities Office.

Fundraising Accounts have been established for each club to deposit the funds they have raised through events or donations. The money in this account can be spent at the club's discretion. Un spent fund raising revenue will roll over in the club's fund-raising account for the next fiscal year.

BAM allocates funds to each club for fundraising purposes. These funds are automatically placed in the club's budget account and may be used for a club's fundraiser (i.e. supplies for a bake sale). Additional expenses related to a program that exceed BAM's fundraiser allocation are the club's responsibility. Failure to submit an FRP (funding request packet) by the advertised deadline each semester may result in forfeiting these funds.

Clubs are not permitted to accept cash at fundraisers nor accept funds via Venmo, Cashapp or Zelle. Payments must be made by check or credit card. All fundraising events must be coordinated through the Student Activities Office using the Showare system. Once approved, clubs will receive a link to share for selling tickets or fundraising items.

When a club or organization receives a gift / donation in the amount of $250.00 or more, a Gift Acceptance Form must be completed including a deposit slip. The gift acceptance form and deposit slip should be verified at the Cashiers Office where processing is completed. A copy of the deposit slip should be sent to SABO.

When a club or organization is giving a donation to an outside concern, a letter written by an officer of the club or organization should accompany the check. When giving gifts and donations please note the following, per the Connecticut State Accounting Manual for Activity and Welfare Funds, unauthorized expenditures include "Gifts, services, or donations to state employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association)."

Minutes must be kept at both regular membership and Executive Board meetings. Your club's constitution usually outlines who may vote at a meeting, defines guidelines of active membership, and establishes the necessary quorum. Quorum is defined as 50% + 1 of your active membership. Quorum must be present to have an official meeting. Evidence of a quorum must be stated in the minutes.

Metal detectors may be used for events that are open to the public as determined by the Campus Police Department.

Minutes are the official permanent record of each club's meetings. They should tell what happened rather than what was said at the meeting. They should be kept at the time an organization meeting is held. The minutes must be typed and submitted within 48 hours to the following individuals via email.

Office/Position	Person	E-Mail Address
BAM Committee		bam@my.easternct.edu
Club's Advisor(s)	Your Advisor(s)	Advisor(s) E-mail(s)
Club's Treasurer	Your Treasurer	Keep copy on club's z-drive

The minutes must be typed and submitted within 48 hours to minutes@easternct.edu as well as to the following individuals via email. Minutes should be submitted through the official Eastern club e-mail and should be sent as a Microsoft Word attachment. The Student Organizations Program Advisor will contact clubs if there is a question of whether or not regular meetings are held and/or if minutes are not received in a timely fashion.

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a DVD carries with it the right to exhibit such a movie publicly outside the home*, unless the site where the video is used is properly licensed for copyright compliant exhibition. This rule applies regardless of whether admission is being charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

For further clarification on this policy please contact the Student Activities Office.

*For a college campus, home is defined as your individual suite, apartment or room and excludes any building's common space outside your suite, apartment or room.

In accordance with Connecticut General Statute 29-381(b)and the University Critical Incident Plan, any University individual, office, or student club/organization holding an event on campus that would include attendees, visitors, patrons, spectators and/or guests, will provide the following information prior to the start of the event.

"Welcome to Eastern Connecticut State University. In an effort to ensure everyone's safety, please take notice of the emergency exits located at the (describe where in the room the exit locations are). Please note the closest exit and remember that you do not have to exit through the same door you entered. To report an emergency, please dial 911. In the event of a campus emergency, please follow the instructions of the University Police Department or University officials at this event."

POSTING POLICY

The following procedures have been developed in order to establish a universal posting policy for clubs and organizations and will be enforced for all buildings internal and external as well as all outdoor University property.

Posters, flyers, banners and other materials to be used for the expressed purpose of publicizing an event or activities may not be posted more than ten days before the event date (or before the Event has been approved) and must be taken down 24 hours after the event date.

Each poster, flyer, banner and other material must be pre-approved and stamped "approved for posting". The stamp of approval will indicate the period of time it is allowed to be in place and the date it is to be taken down.

To Approve your Poster...

1. Bring ONE copy of your flier/poster to the Student Organizations Suite in the Student Center, room 108
2. Get flier/poster approved by a Student Activities Staff member
3. Ask for a copy center request form and specify how many copies you will need of your flier/poster

Posters, flyers, banners and other materials may be posted only on locations approved for posting and as indicated below:

1. Only sidewalks in the following locations may be chalked and/or taped with flyers. It is the responsibility of the sponsoring organization to remove the chalk and flyers the day of the event after the event has occurred. **Chalking must be pre-approved by the Director of Student Activities. Chalking is not allowed for SGA and Senior Class elections.**
    1. Student Center Patio Sidewalk
    2. Hurley Hall Cafeteria Entrance
    3. Residence Hall Entrances
    4. Sports Center Entrance
2. Posters, flyers, banners, and other materials may only be placed in the following campus buildings (see below). All other buildings are not to be subject to such materials.
3. Materials placed on campus by off-campus groups must be pre-approved as above by the Director of Student Activities.
4. NOTHING MAY BE ATTACHED TO THE UNIVERSITY SIGNS THROUGHOUT CAMPUS. Fliers must be posted on designated bulletin boards ONLY.

Residence Halls (total copies allowed: 68 total):

- Burnap Hall (4)
- Burr Hall (4)
- Constitution Hall (7)
- Crandall Hall (4)
- High Rise Apartments (9)
- Laurel Hall (8)
- Low Rise Apartments (1)
- Mead Hall (5)
- Niejadlik Hall (5)
- Noble Hall (4)
- Nutmeg Hall (7)
- Occum Hall (6)
- Shafer Hall (4)

Buildings where posting is allowed	**Buildings where posting is NOT allowed using above guidelines**
Communications Building	Admissions Building
David G. Carter Science Building	Campus Police
Fine Arts Instructional Center	Child and Family Development Center

Goddard Hall	Eastern Hall Facilities Building
Hurley Hall	Gelsi-Young Administration Building
Knight House	Health Services
Sports Center	Heating Plant
Student Center	Parking Garage
Webb Hall	Smith Library
Wickware Planetarium	
Wood Support Services Center	

Please drop off stamped flyers for Residence Halls to the Housing & Residential Life Office- Wood SSC, 2nd floor

SOCIAL MEDIA POLICY

Social media are Internet-based communication channels that use social interaction, scalable publishing techniques, and accessible technology to share user-created content (video, audio, text, and multimedia). Examples include Facebook, Twitter, Instagram, LinkedIn, and YouTube.

A University-affiliated social media page is one that shows or implies a direct connection to an Eastern Connecticut State University office, department or official University program. Student-generated content must be appropriate and in keeping with professional standards and the University's values.

All content — text, graphics, still photographs, videos — posted to Eastern Connecticut State University social media accounts, i.e. Facebook, Instagram, Twitter, YouTube, is the property of Eastern Connecticut State University.

Content submitted by students must be reviewed by an appropriate University employee before posting. Content for official university accounts managed by the Office of University Relations must be approved before posting by the Director of University Relations or his/her designee.

In addition, content submitted for posting is presumed (1) to be free of any copyright or ownership restrictions, and (2) will not be subsequently posted on commercial social media accounts.

For full Social Media Policy, see https://www.easternct.edu/university-relations/guidelines/social-media-policy.html

Any payment vouchers, requisitions, purchase orders, advances, or personal service agreements, must be submitted to Student Activities (if a student club) or the Director of Housing (if a residence hall association) with all accompanying and appropriate documentation (Minutes, Invoices, Receipts, Signatures, attachments). The paperwork will be reviewed by those offices, and if not correctly filled in, all original paperwork will be returned to the submitting club or organization for corrections and/or completeness.

***Important Note: No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGA, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office.**

Some events or activities may require additional approval from the VP of Student Affairs and Director of Student Activities or the Executive VP. If the organization's membership gives approval for such an event, and the advisor co signs the paperwork, written approval through the additional specified channels must be received before going ahead with the event. Without proper approvals, the transaction will be rejected.

Neither the University nor the SGA will assume liability if proper approval is not obtained for all club activities or events. Those individuals entering into the transaction without approval may be held personally and financially liable.

All outstanding invoices at the end of the academic year will be approved by SGA and charged to the individual club accounts. SGA will convene and prepare minutes listing club accounts and the amount to be charged.

***Important Note:** **No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.**

A Purchase Order is a legally binding document between the vendor and your club and can be used to make a purchase where the payment will be made after you take possession of the goods. It guarantees the seller payment. The seller releases the goods based on this guarantee and a purchase order is often viewed as instant credit by a vendor for a valued customer. The vendor may only require the Purchase Order number to initiate the transaction or they may request a copy of the Purchase order.

To secure a Purchase Order you will need a Requisition Form with a copy of the minutes authorizing the purchase, supporting documentation of what is being purchased (if applicable), and the cost of the purchase. Five days prior to needing the purchase order, the completed paperwork should be submitted to the Assistant to the Director of Student Activities (for clubs) or the Director of Housing (for hall associations) for review, who will forward the documents to SABO for processing.

Upon the receipt of the merchandise and before payment can be made to the vendor, an authorized club member **must sign the vendor's invoice acknowledging the acceptance of the goods**. This signed vendor's invoice is then sent to SABO and payment is mailed directly to the vendor. An email approval is also accepted.

Purchase Orders cannot be used to contract services such as hiring a band, a comedian, disc jockey, or lecturer. Service purchases require a service contract such as a Personal Service Agreement (PSA) or Honorarium Payment Request Form.

Remember, **no student is authorized to sign a sales agreement or other contract** on behalf of their club, SABO, or the University without proper approval. Should a student sign a legal document or buy something without getting prior approval, they may find themselves financially responsible for the obligation. The club, SGA, or the University may not honor the student's action. Please be careful when you sign or order goods and use the Purchase Order system or you may end up personally paying for it.

Note: Purchase Order requests for a commodity costing over $10,000 must be accompanied by a completed form entitled "Request for Quotation for a Commodity Purchase costing over $10,000." These forms may be obtained either at the Student Activities Office or to Purchasing and will require you to submit three quotes for the item.

Raffles and bingos are regulated by the State of Connecticut. An event is considered a raffle if a person is paying a price for a chance at a prize. Exceptions to this are games of skill, in which a person pays to show their skills are better than others and they win a prize for being the best - i.e. shooting basketballs, counting jelly beans in a jar, hitting a golf ball the furthest.

The State of Connecticut requires all raffles to be registered with the Division of Special Revenue as well as the municipality in which the raffle will be held. The application must be signed by three electors of the municipality in which the raffle will be held and will be subject to background checks. There are also permit fees payable to the state and the municipality. These fees vary depending on what "class" the raffle falls under. An inventory of the tickets before and after the raffle is also required. For more information, please refer to section 7-170 to 7-186 of the Connecticut General Statutes at Charitable Games.

Reimbursements are used if it is not possible to secure funds in advance and a club member spends personal money on club expenses and wishes to be repaid. Remember, all purchases must be approved by the membership and indicated in the meeting minutes with a resolution number. A reimbursement is not automatic.

To request a reimbursement a voucher must be completed with the student's name, student's ID, and address in the Vendor/payee block. Club minutes need to be attached along with the receipts showing all expenditures that are to be repaid. **The person requesting a reimbursement must submit the ORIGINAL receipts marked "Paid"**.

"The rock" which is located across from the Center for Early Childhood Education may be reserved and painted by recognized student clubs and organizations for a two week period of time. Groups are responsible for providing their own paint and supplies. All disposable of paint supplies must be done properly by contacting Facilities.

Reservations may be made through the room reservation system, EMS.

Groups who have not reserved "the rock" and choose to paint over another's work may be subject to a loss of reservation privileges.

Club E-Mail: Each club/organization is equipped with a club e-mail account. All e-mail correspondence from within the University (administration, students, technical support) will be directed to the club e-mail account, not the students' individual e-mails. The club e-mail account should be used when corresponding with any outside vendors as well. Officers within each club/organization are responsible for checking their club e-mail on a regular basis in order to respond to University communications and student inquiries. Any issues with the club e-mail including requests to reset the password should be directed to the Student Organizations Program Advisor

One Drive: Clubs can access policies, paperwork and additional resources on the Clubs and Organizations One Drive. To access the One Drive, you must log into Office 365 using your club credentials

Office Supplies: Office supplies are available free of charge to SGA-sponsored clubs. These supplies are provided by the Budget and Management Committee (BAM). A variety of supplies are available including poster board, markers, paper, envelopes, paper clips, rubber bands, and a variety of duplicating supplies. Only officers of the clubs are allowed access to these supplies.

Mail: All student club mail will be received and distributed by the Student Center Information Desk Workers. All student club outgoing mail postage is funded by the SGA. Organizations should bring mailings to the Information Desk in the Student Center for mail room pickup.

To reserve any space on campus, both indoors and outdoors, you will need to request space through the EMS online booking system. Use your club credentials to log in. The link to EMS can be found at Events - Eastern. Be sure your event request has been approved before proceeding with the planning of the event and the reservation of the rooms.

Each semester, the office of Student Activities collects active roster information from each club and organization. The roster information is for internal statistical data and will be organized by the Assistant to the Director/Student Organization Assistant. All clubs are expected to comply with this request each semester by the publicized deadline.

As an agency of the State of Connecticut, Eastern is exempt from Sales and Use Tax. Student activity funds which are administered under the same rules are included in that exemption. Therefore, all services, supplies, and equipment used in the club's regular operations are not taxable. Vendors questioning this should be referred to SABO. A copy of Eastern's Tax Exemption Certificate may be sent to the vendor upon request.

Items on which clubs are required to pay sales tax are food, beverages, and meals. Receptions and banquets held at outside venues require a separate certification to obtain tax exemption.

When planning your purchases for events or fundraisers, please keep in mind:

- Order your supplies, equipment, etc through the University Purchasing department.
- Use the Departmental P-Card
- Pay the vendor direct with a University check for the exact amount.

The rule of thumb is:

- **If a member pays out of pocket for the cost of items purchased, the 6.35% Sales tax will not be reimbursed. Sales tax computed on a register receipt for the purchase of goods or services cannot be counted as part of an expense.**

Example: You receive a cash advance for $300.00. You purchase items totaling $300.00-$283.02 including 16.98 in sales tax. You will be responsible for returning and depositing the sales tax amount of $16.98 in order to complete your cash advance reconciliation.

All expenditure requests require the signatures of the club or organization's Treasurer and Advisor. Clubs also require the signature of the Director of Student Activities. Housing organizations require the signature of the Director of Residential Life. Any expenditure request for $2,500 or more also require a signature from the Vice President of Student Affairs. All travel requests, honorariums, and personal service agreements require the Vice President of Student Affairs' signature. Should one of the required signatures not be available, that person's supervisor or Dean may sign in their absence.

Go to Student Activities - Eastern to learn more about the office of Student Activities at Eastern Connecticut State University.

Only students who are certified and have a valid motor vehicle operator's license are permitted to drive a state vehicle. To be certified, students and staff must review the Safe Driver power point and sign the safe driver contract found on the Clubs and Organizations OneDrive.

To reserve a state vehicle for a club/organization, **an e-mail must be sent to the Student Organizations Program Advisor** and Student Activities will submit a request (via email) to the Vehicle Coordinator in the Sports Center. The request will need to be sent at least two business days in advance (out-of-state requests must be sent at least one month in advance) of the planned departure date. A completed TA must be on record in Student Activities prior to the request being sent. Confirmation or denial of the request will be sent to the club/organization e-mail. ****Please refer to the Eastern vehicle request policy.****

Training workshops are held at the beginning of the academic year. This workshop will highlight all the procedures and forms. Additional workshops may be given upon request. Officers must attend these in order to be certified to conduct club business. All advisors are recommended to attend the one-hour workshop each year should there be any policy changes.

This Protocol is to be observed for all official trips. Failure to do so may result in referral to the campus judicial system.

1. All ECSU rules, regulations and policies are in effect while participating in official club travel.
2. The presence and/or use of alcoholic beverages are prohibited.
3. The use of profane language is prohibited.
4. When using State vehicles you must have one staff advisor in each vehicle.
5. The staff advisor(s) on each trip is the person(s) in charge and they are present to:
    1. Maintain a proper educational environment
    2. Insure all rules and regulations are followed
    3. Insure that people assigned to each vehicle stay in that vehicle and do not switch from one to another. This is to insure all are accounted for.
    4. Act as the person "In Charge" in all situations including emergencies.
6. State vehicles are to be used only for the educational portion of the trip and not to shuttle people around for personal "Free Time".
7. Please refer to other travel rules and regulations in the Student Handbook.

All clubs and organizations making in state or out of state trips must have permission from the Vice President for Student Affairs (or designee) and the Director of Student Activities/Residence Life (or designee). **Requests should be submitted at least two (2) weeks prior to departure for in-state travel and at least four (4) weeks prior to departure for out-of-state travel to allow for proper processing.**

A TA (Travel Authorization Form) is required by all clubs and organizations when traveling as a club activity, whether it is in state or out of state, even if there are no expenses incurred. When a club is going out of state or when staying overnight on an in state trip, an advisor must accompany the group. Please note, **If your TA is not received by Student Activities at least two weeks before your trip, a travel advance will not be processed.**

A CSU Travel Authorization form must be completed by the club (and authorized by the club advisor). Attached to the form, there must be a roster of all the individuals traveling and itineraries and/or schedules, which provide the necessary detail for each vendor. Only if these forms are completed and fully signed before a trip is undertaken will payment for travel related expenses be made. Forms are available on the Student Activities website.

You can request that the University prepay items such as conference registration, hotels, airfare, and admission tickets. All requests for prepaid items should be recorded on the Travel Authorization. Supporting documents such as hotel invoices, registration forms, and airfare confirmations must be attached to the TA when submitting to **Student Activities**. In some circumstances, cash advances can be taken for things like meals, cab fare, or tolls, and must be reconciled with original receipts marked "PAID" and returned to **Student Activities** to document expenses. The individual receiving the advance must reconcile the advance within fifteen (15) business days after the completion of the trip.

Per Diem rates (meal allowance) may be established by the club or organization, as long as the per diem rates established by the club, do not exceed the State's per diem rates and funds are available. For clubs that receive allocations from BAM, advances for meals will be charged to the club's fundraising account, per BAM's policies.

If traveling by personally owned vehicle, you must include a copy of the *Declarations Page* from your automobile insurance policy for the period of the trip. This declarations page must show that you maintain insurance in the minimum liability amount of $50,000/$100,000 and $5,000 in property damage or a minimum of $100,000 for bodily injury and property damage. The No Fault card issued by your insurance company cannot be substituted for the declarations page.

Please deliver the completed CSU Travel Authorization form, roster, copy of *Declarations Page* of insurance policy, and minutes to Student Activities for verification and finalization. All TA's must be reviewed and signed by the Travel Officer in Accounts Payable for approval, before any payments or purchase orders will be processed. Documentation regarding the purpose of the trip must be included with the TA.

The following is an excerpt from the State Comptroller's Accounting Procedures Manual for Activity and Welfare Funds. Expenditures for the following items will not be made from activity or welfare funds:

A. Routine expenditures such as equipment, supplies, forms and postage for State use.

B. Repair or maintenance of State equipment (except certain jointly used equipment).

C. Professional books, magazines and memberships in professional organizations not related to specific activity/welfare fund functions or for which the greater benefit does not accrue to clients, inmates or students.

D. Salaries for services that are the responsibility of the institution or agency.

E. Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association). Specific fund raising events for charitable organizations are not excluded and must be accounted for in a restricted account. Only the net profits of the proceeds may be donated to the charitable organization. If the fund-raiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fund must cover all expenditures of the event. However, if the fund policy provides guidance on this issue, the policy statement prevails.

F. Loans to State employees and persons other than inmates, students, or clients of the institution or agency.

G. Other expenditures that directly benefit the employees, except expenditures from restricted accounts that are established in accordance with Section IV-B.4 (REVENUES-Restricted Accounts). However, expenditures for State Agency sponsored joint ventures participated in by employees in conjunction with patients, clients, inmates or students may be made from activity or welfare funds.

EASTERN CONNECTICUT STATE UNIVERSITY VEHICLE REQUEST POLICY & PROCEDURES

(Updated 3/18)

Failure to comply fully with this policy may result in loss of vehicle use privileges for the operator and the operator's department.

Please contact Scott Smith, University Vehicle Coordinator, with any questions by e-mail at smithsc@easternct.edu or at x54326.

1. **GENERAL USE** - All use of Eastern and State of Connecticut vehicles is covered under the guidelines outlined in General Letter No. 115 (Revised 4/12) of the State of Connecticut's Department of Administrative Services and Eastern Connecticut State University's University & State Owned Vehicle Safe Driver Policy & Contract document. Link: **http://das.ct.gov/images/1090/GL115rev2012.pdf**

   All State of Connecticut laws as they pertain to the operation of motor vehicles and their passengers must be strictly adhered to by all users of Eastern and/or State of Connecticut vehicles. Any and all citations or tickets issued in connection with any vehicle misuse, incident or accident are the responsibility of the vehicle's operator. Eastern will not reimburse the operator for any fines paid.

2. As of 6/16/06, the Eastern administration has mandated that the publication entitled *"Safety in Student Transportation: A Resource Guide for Colleges and Universities"* be read by those individuals who operate Eastern and/or state of Connecticut vehicles for student transportation. The publication is available on-line through any search engine.

3. **WHAT CAN VEHICLES BE USED FOR** - Eastern and State of Connecticut vehicles may only be used for Eastern and/or State of Connecticut-related business. Personal use of any kind is prohibited. All passengers must be affiliated directly with the State of Connecticut, Eastern or any of its sanctioned programs.

The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action unde r Connecticut General Statute 4-165 and may cause loss of vehicle privileges for both the driver and their affiliated department .

4. **WHO CAN REQUEST TO USE A VEHICLE** - Eastern and State of Connecticut vehicles may only be requested by Eastern faculty, staff or administration representatives. Students may **not** make vehicle requests unless they are accompanied by authorization from a proper University authority (faculty, staff or administrator).

5. **REQUEST TIMELINE** - Requests are handled on a first-come, first-served basis. An advance notice of at least one business day is highly recommended for all vehicle requests. Weekly or extended use requests (for classes or programs) should be made at least a half semester in advance. Last minute or emergency requests are difficult to accommodate because of heavy usage.

6. **HOW TO REQUEST A VEHICLE** - All vehicle requests must be made by e-mail to the University Vehicle Coordinator (Scott Smith / smithsc@easternct.edu). All requests must include:

   NAME OF REQUESTOR

   CONTACT NUMBER

   DEPARTMENT/ORGANIZATION

   NUMBER OF VEHICLES REQUESTED

   TYPE (Van or Car)

   NUMBER OF PASSENGERS

   (Van capacity is 12 including the driver. Car capacity is 4 including the driver.)

   DRIVER NAME(S)*

   ARE DRIVER NAME(S) ON UNIVERSITY'S APPROVED DRIVER LIST

   ***It is the responsibility of the Requester to find approved drivers for their trips.**

   ***The University does not provide drivers.**

   PICK-UP DATE & TIME

   RETURN DATE & TIME

   DESTINATION (place, city, state)

   PURPOSE OF TRIP (in detail)

   Phone inquiries about availability are encouraged, but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied via e-mail.

7. **WHO CAN DRIVE** - As of 8/12, Eastern and State of Connecticut vehicles (under lease from Fleet Operations) may be driven by any University representative who has followed the procedures to have their name placed on the University's Approved Driver List which is compiled by the Campus Police Records Office.

8. **HOW TO GET YOUR NAME ON THE APPROVED DRIVER LIST** - All University personnel who drive or may drive University and/or State of Connecticut vehicles must have their name on the University's Approved Driver List. This process only needs to be done *one time* while the individual is employed or a member of the University community. If the State of CT or the University changes the driver requirements, test and/or contract, all individuals will be made aware of the requirement change and what would need to be done to keep their driving privileges. ***It is the responsibility of the driver to assure that they stay in compliance with all of the provisions on the contract.***

   All of this information can be found on the Campus Police website or at the following link: **http://www.easternct.edu/police/safe-driver-information/**

HOW TO BECOME AN APPROVED DRIVER:

1. Watch the on-line PowerPoint presentation, pass the test at the end of the PowerPoint and print out a copy of the test's result page.
2. Print out a copy of the University Driver Contract and staple the result page to it.
3. Fill out and sign the University Driver Contract.
4. Bring the Driver Contract to an appropriate University authority (Department Head, Supervisor, Director, Dean or Vice President) who must verify by signature that the potential driver's Operator's License is valid.
5. The entire original document must be brought to the Campus Police Records Office - during business hours - for name placement on the University's Approved Driver List.

9. **DRIVERS NOT ASSOCIATED WITH THE UNIVERSITY** - A department may have the need to request that a University Volunteer be allowed to drive an Eastern vehicle when no other University personnel are available to do so.

   If this is the case, a member of University's faculty or staff must submit a formal written request to the Vice President of Finance & Administration (Jim Howarth) for a Volunteer Letter to be drafted; allowing that individual, who is not an employee or student of the University, to drive University vehicles.

   The request must include specific information on what the volunteer's duties will be (including the driving of Eastern vehicles with passengers) and contain assurances that the faculty or staff member has verified that the individual's operator's license is valid. The faculty or staff member should also make their department head aware of the volunteer request and provide a copy to them of the official request.

   Also, before final approved volunteer driver status can be obtained, the volunteer must view the on-line Driver Safety PowerPoint, pass the test, complete Eastern's University & State Owned Vehicle Safe Driver Contract, have their operator's license verified by a an appropriate University authority (Department Head, Supervisor, Dean or Vice President), and bring the document to the Campus Police Records Office for processing.

   All volunteer driver requests should be made at least a week in advance of the first desired date of travel to allow time for processing.

10. **TRAVEL AUTHORIZATIONS FORMS** - A Travel Authorization Form (TA) must be obtained for all out-of-state travel. TA's may be obtained from Fiscal Affairs (x55392) and must be filed under the name(s) of all potential drivers prior to the trip's departure date.

    Be advised: All student-based clubs & organizations and some academic departments require TA's for in-state travel as well. Please check with your club's, organization's or department's travel policy.

11. **VEHICLE PARKING** - All Eastern pool vehicles must be parked in the University Police Department Parking Lot in their designated spaces. All vehicles must be backed into their parking spaces upon return to campus.

12. **KEY PICK-UP & SIGN-OUT** - Keys for reserved vehicles must be signed out using the ***VEHICLE KEY LOG NOTEBOOK*** located at the University Police Department's Dispatch window and may ***only*** be picked up by the individual(s) listed as the "DRIVER(S)" for a particular reservation on the eReserve system.

    Valid Eastern ID is required to pick up the key(s) to University or State of Connecticut vehicles.

    The operator's ID will be kept at the Police Department until the vehicle key(s) have been returned.

    ***FACULTY/STAFF KEY PICK-UP** - Members of the Eastern Faculty, Staff and Administration listed as a "DRIVER" may pick up more than one key with their valid Eastern ID or valid Operator's License. They will then be responsible for the return of all keys in their possession. No other individuals are allowed to pick up reserved vehicle keys without permission from the University Vehicle Coordinator or Campus Police Dispatch.

13. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN & SIGN-IN** - Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned. The **DESTINATION & ENDING ODOMETER READING must be recorded on the appropriate vehicle's Key Sign-Out/Sign-In/Mileage Log Sheet located in the *VEHICLE KEY LOG NOTEBOOK*** located on the counter at the University Police Department's Dispatch window.

14. **KEY SIGN-OUT / SIGN-IN / ENDING ODOMETER READING PROCEDURE** - The following information is required to be filled out by each vehicle's driver on the appropriate vehicle sheet in the ***VEHICLE KEY LOG NOTEBOOK*** - Make sure you are using the correct vehicle's sheet in the notebook. The vehicle's registration number is located in the upper left portion. The following information must be provided for every vehicle used:

    PLEASE WRITE LEGIBLY - All information must be passed on to the State of CT DAS Office of Fleet Operations.

15. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles should be reported promptly to University Police and the University Vehicle Coordinator so appropriate work orders may be submitted. Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem, but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.

16. **ACCIDENTS / DAMAGE** - Please contact University Police at 860.465.5310 and the University Vehicle Coordinator at 860.465.4326 to report any accident as soon as possible. In case an accident or any physical damage occurs to the vehicle, no matter how minor, a DAS Vehicle Incident/Accident Report, **which is available on-line at following web address: http://das.ct.gov/fleet/VehicleAccidentApril5[1].pdf,** must be filled out completely and submitted to University Police. ***All damage, no matter how minor, must be reported .*** Unreported damage will be attributed to the last user of the vehicle.

    This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller's Office within 48 hours.

    OFF-CAMPUS ACCIDENTS - It is the operator's responsibility to obtain a copy of any written accident report and provide a copy to University Police and the University Vehicle Coordinator.

    If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to and contact University Police at 860.465.5310 for more assistance.

Any and all traffic violations or tickets are the responsibility of the vehicle operator. Eastern will not reimburse operators for fines paid.

17. **GAS** - Be sure that the vehicle is fully gassed prior to leaving Eastern. Gas is available from Eastern's Heating Plant and most State of Connecticut Department of Transportation garages or campuses. The computer fob attached to the vehicle's key ring is all that is needed to obtain gas at any CT State DOT gas station. Place the fob into the pump monitor and follow the directions on the screen. There is no direct cost to the operator or the operator's department for this gas. Eastern departments/organizations that own pool vehicles reserve the right to charge other departments for gas costs on a monthly basis. This arrangement will be made prior to any trip if applicable.

    Please be sure there is at least a ¼ tank of gas remaining in the vehicle upon return to campus .

18. **GAS CARDS** - Eastern Voyager Fleet cards are attached to each vehicle's key ring and are provided for gas or vehicular EMERGENCIES ONLY. All Voyager Fleet card use reimbursement is the responsibility of the operator's department. Any Voyager Fleet card receipt should be signed and the user's department name should be written on the receipt. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 344. Additional Voyager Fleet cards may be requested by contacting Fiscal Affairs at 860.465.5370. **If the Voyager Fleet card is damaged or missing on the key ring, please alert the University Police Dispatcher and Fiscal Affairs as soon as possible.**

19. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.

20. **NO SMOKING** - ***SMOKING IS PROHIBITED*** in Eastern or State of Connecticut vehicles

21. **VEHICLE POOL** - As of 7/17, the Eastern vehicle pool consists of the following vehicles (subject to change): Eleven 12-passenger* vans (Pool (5) 46-30, 46-37, 46-40, 46-44, 46-51; Housing (2) 45-5 & 46-59; SGA (4) 46-19, 46-66, 46-67, 46-75) and one 4-passenger* Focus car (AC-51426).

    Total includes the driver.

CONTACT INFORMATION

UNIVERSITY VEHICLE COORDINATOR

Scott Smith, Athletic Equipment Manager

Sports Center Room 118

Office: 860.465.4326 Cell: 860.604.6618

Fax: 860.465.4696

E-mail: smithsc@easternct.edu

UNIVERSITY FLEET MANAGER / VOLUNTEER DRIVERS

Jim Howarth, VP for Finance & Administration

Gelsi-Young Hall Room 230

Office: 860.465.4418

Fax: 860.465.5188

E-Mail: howarthja@easternct.edu

VEHICLE MAINTENANCE

Jeff Smith, QCW/Mechanic

Facilities Building Room 103

Office: 860.465.0126

E-mail: smithsrj@easternct.edu

Nancy Harper, Maintenance Supervisor I

Facilities Building Room 212A

Office: 860.465.5345

Cell: 860.919.5680

E-mail: harpern@easternct.edu

CAMPUS POLICE

Main Number: 860.465.5310

E-mail: dispatch@easternct.edu

The SABO Voucher form is used to process cash advances and reimbursements. A voucher is a request by the club to have SABO process a check. The club must attach the minutes with the motion that approves the expense and any original supporting documentation. Vouchers are not needed for any payments to be made on a trip as all details of money to be spent will be on the Travel Authorization Form. A voucher is needed when hiring an individual or group on a contract (honorarium or PSA)to request payment once services are rendered. All purchase orders will be made using the Requisition form.

Each voucher also requires the following:

- Vendor/Payee Information (this is the person who the check or purchase order will be made out to),
- Proper Signatures - club treasurer, club advisor, the Director of Student Activities, and (if the amount requested is over $2,500.00) the Vice President of Student Affairs. For Hall Association the signatures would be the Hall Director and the Director of Residential Life.
- Mailing Instructions - Where the check should be mailed or if you would like it to be held so that someone from your organization may pick it up at SABO.
- Indication of what is being requested - Do you want a cash advance or a reimbursement?
- Club information - which club is requesting this, what account is it being taken out of (you may list more than one account), and a description of the request
- And a resolution number (or motion number) and the date on the minutes of the meeting that approved the action recorded on the voucher.
- Description of the transaction or items to be bought.

All club vouchers are submitted to the Assistant to the Director of Student Activities/Student Organization Assistant who will review the voucher to insure all the required information and documentation is present. If a voucher is improperly completed or if the correct documentation is not attached the club will be notified via their club e-mail.

All housing vouchers are submitted to the Director of Residential Life for review and approval.

Closing the Books at the End of the Year

The University's fiscal year runs from July 1st thru June 30th. All clubs must report to SABO all outstanding bills that have not been paid by June 30th. Funds will then be reserved to guarantee payment for all outstanding bills. If no notification is received, payment for the purchase will come from the following academic year budget.

If a club's bills for payment are received after the end of the academic year and insufficient funds remain in the club's SGA budget account at June 30th, they will be paid and deducted from the club's fundraising account or SGA budget account for the following academic year.

Fundraising Carry over for SGAF Clubs

At the end of the fiscal year, any residual fund raising funds that clubs have raised will be carried over into the next fiscal year. Funds allocated from BAM or other funding sources will not be carried into the next fiscal year. All unused allocations from BAM will revert back to the SGA.