

CLUB LEADERS  
INFORMATION SESSION  
SPRING 2008



Office of the Treasurer, Student Union Government

# Office of the Treasurer

- ▣ Executive Assistant: Tia Chatterjee '09
- ▣ Chief of Staff: Jahfree Duncan '09
- ▣ Deputy Treasurers: Max Wallach '09
- ▣ Assistant Treasurers: Deb Laufer '08, Justin Kang '09
  - ▣ Capital Inventory Chiara Bercu '11, Napoleon Lherisson '11
- ▣ Operations Manager Diana Aronin '11

# Capital Inventory (a.k.a. Property Tracker)

- ▣ One Assistant Treasurer focusing on Capital Inventory
- ▣ All tangible assets bought with SAF
- ▣ No need for club leaders to update anymore
- ▣ Updated weekly in the Treasurer's website

# Withdrawal Form



## WITHDRAWAL FORM

*Write in Pens Only. No Pencils.  
See Back for More Information*



### Club/Organization Information

Club/Organization: \_\_\_\_\_

Date: \_\_\_\_\_

mm dd yy

Club President/Treasurer: \_\_\_\_\_

Phone: \_\_\_\_\_ Mailbox: \_\_\_\_\_ E-Mail: \_\_\_\_\_

# Withdrawal Form

## Funding Source (Choose ALL that apply)

- Early Marathon: \_\_\_\_\_ (amount)
- ER: \_\_\_\_\_ (date) \_\_\_\_\_ (amount)
- Gov't: \_\_\_\_\_ (category) \_\_\_\_\_ (amount)
- Other: \_\_\_\_\_ (specify) \_\_\_\_\_ (amount)
- Regular Marathon: \_\_\_\_\_ (amount)
- Fundraising Account: \_\_\_\_\_ (amount)
- SMR: \_\_\_\_\_ (#) \_\_\_\_\_ (amount)

**TOTAL: US\$** \_\_\_\_\_

*Total amount should match the sum of categorical amounts*

# Withdrawal Form

## Payment Methods (Check ONLY 1 Method)

- CHECK (Reimbursement/Pre-Payment/Independent Contractor)

Make Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- Money Transfer (Chargeline):

Conference and Events Services (CES)    -- or --

Department: \_\_\_\_\_ (name)    Chargeline #: \_\_\_\_\_

P-Card: \_\_\_\_\_ (cardholder)

Official Student Union Debit Card

Loan

# Withdrawal Form

## Explanations (Summary and Purposes of what should be paid)

## Required Attachments (*See next page for details*)

## Property Tracker (*See next page for details*)

Inputted all properties purchased

No property purchased

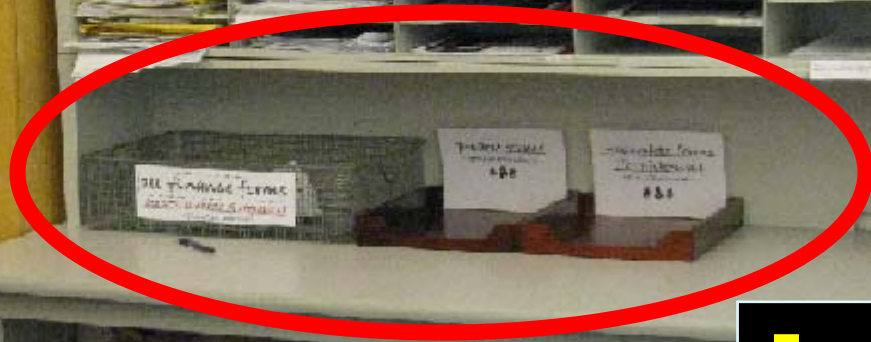
## Special Notes or Requests

*By signing below, I acknowledge that I am a club leader authorized to fill out this form.  
I understand that any attempt of forgery, fraud, or any violations of rules set by state, local, federal, University, and Student Union Government will result in penalties.*

Club Leader Signature: \_\_\_\_\_

# SU Office 301

**Cash Boxes**



**Forms**

# SU Office 301

all finance forms

(except p-cards & deposits)

- office of the treasurer -

p-card forms

- office of the treasurer



incomplete forms

(for pick-ups)

office of the treasurer -



# Payment Deadlines

my.brandeis.edu

## Latin Night at the Stein

**Request:** This event will be 10/18/07 from 9-11 pm. We are going to have AHORA! members perform different act. We are also going to bring T3K, a Puerto Rican from Boston, who performed in last year's Main Event.

**FBoard Comments:** No comments

**Reimbursement Deadline:** Saturday, October 20, 2007

Item:	performer
Quantity	1
Item Cost	\$100.00
Subtotal	\$100.00
Allocated	\$100.00
Spent	\$100.00
Unspent	\$0.00

Total Amount Requested for *Latin Night at the Stein*

\$100.00

Total Amount Allocated

\$100.00

Total Amount Spent

\$100.00

Total Amount Unspent

\$0.00

# 24-Hour Initiation

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Morning</b>	Tuesday Morning	Wednesday Morning	Thursday Morning	Friday Morning	Monday Morning	Monday Morning	Monday Morning
<b>Afternoon</b>	Tuesday Afternoon	Wednesday Afternoon	Thursday Afternoon	Friday Afternoon			Tuesday Morning
<b>Evening</b>	Tuesday Afternoon / Wednesday Morning	Wednesday Afternoon / Thursday Morning	Thursday Afternoon / Friday Morning	Friday Afternoon / Monday Morning			

- **Incomplete forms may delay process**
- **Only during business days, excluding holidays**
- **There may be a little delay during peak periods**
  - **Turn in forms as soon as possible to avoid such peak periods**

# Payment Timeline (All)

*All figures in business days*

	<b>S.U.</b>	<b>S&amp;E</b>	<b>AP</b>	<b>TOTAL</b>
<b>FY 06 ~ 07</b>	4 ~ 7+	1 ~ 2	N/A	5 ~ 9+
<b>Fall 2007</b>	1 ~ 4	≤ 1	2 ~ 3+	5 ~ 10+
<b>Spring 2008</b>	1	≤ 1	2 ~ 3+	4 ~ 5+

# Payment Timeline (S.U. only)

*All figures in business days*

	1	2	3	4	5	6	7
FY 06 ~ 07							
Fall 2007							
Spring 2008							

# PAYMENTS HINTS

▣ Usual AP

▣ P-Card → **COME TO MY OFFICE HOURS!**

▣ Debit Card

▣ Loan

▣ Emergency Checks

→ **Off-Campus Bank Account**

# PAYMENTS HINTS



- ▣ Do not wait until the last minute or the end of a semester
- ▣ Take advantage of P-Card
- ▣ Double check all required forms
- ▣ Check the website or the *Manual* for more info
- ▣ Always check e-mails/phone calls from the treasury members

# Free Events

- ▣ Ask all you need – but no exaggeration
- ▣ Make sure to request from the F-Board
- ▣ ID checks
- ▣ Committee formation (recommendation in April)
- ▣ Resources from club leaders
  - Number of attendees, donations raised, etc
- ▣ Signs

# Award: Best Financially Managed Club

- ▣ Time management for financial requests
- ▣ Compliance with requirements
- ▣ Preparation for Marathons & ERs
- ▣ Presentations
- ▣ Improvements

**Top 3  
Clubs**

# Upcoming

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## ▣ **REGULAR MARATHON**

- ▣ Survey
- ▣ Reporting / opinions
- ▣ Business conduct policy
- ▣ Elections
- ▣ State of Finance

# Upcoming

- ▣ Regular Marathon
- ▣ **SURVEY**
- ▣ Reporting / opinions
- ▣ Business conduct policy
- ▣ Elections
- ▣ State of Finance

# Upcoming

- ▣ Regular Marathon
- ▣ Survey

## ▣ **REPORTING / OPINIONS**

- ▣ Business conduct policy
- ▣ Elections
- ▣ State of Finance

# Upcoming

- ▣ Regular Marathon
- ▣ Survey
- ▣ Reporting / opinions
- ▣ **BUSINESS CONDUCT POLICY**
- ▣ Elections
- ▣ State of Finance

# Upcoming

- ▣ Regular Marathon
- ▣ Survey
- ▣ Reporting / opinions
- ▣ Business conduct policy
- ▣ **ELECTIONS**
- ▣ State of Finance

# Upcoming

- ▣ Regular Marathon
- ▣ Survey
- ▣ Reporting / opinions
- ▣ Business conduct policy
- ▣ Elections
- ▣ **STATE OF FINANCE**

# CONTRACTS

## First Letter of Club Name

**PLS PROVIDE US YOUR CELLULAR PHONE #**

<b>A ~ B &amp; Secured</b>	<b>C ~ I</b>	<b>J ~ R</b>	<b>S ~ Z</b>
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