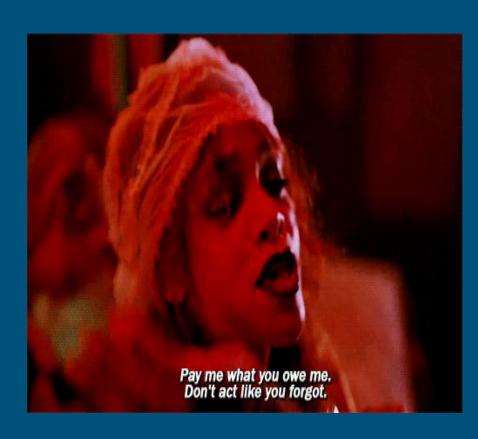
Budget Training & Distance Learning

Student Organization President & Treasurer

What is a Voucher

- Fiscal Year: July 1 June 30
 - o April 3 ALL Purchase Requisitions due
 - o May ALL Vouchers due
- Student organization personalized checks
 - Payment & Reimbursement:
 - Individuals within organization
 - Members
 - Officers
 - Advisors
 - Outside Vendors
 - In-House Vendors
 - Panda House
 - Bookstore
 - Purchase Requisitions/Orders
- Payment & Reimbursement
 - There will be a delay to payment due to limited staff on campus
 - 5-6 weeks after voucher is approved



Spending Funds during Distance Learning

- Purchasing of food for any event will be on hold during Distance Learning
- Out of Pocket Expenses
 - \$100 in total per event for students
 - Even if two or more students pay
 - Same limit applies if student organizations collaborate for same event
 - Over \$100 expenses for Advisors
 - Must be approved by Maria Patestas, Director of Student Life
- All purchases and services delivered to campus
 - Must indicate through an emailed memo who will pick up items from campus, how will it be used during Distance Learning period, and how will it be stored
 - Cannot reimbursed for items shipped to personal address

Fundraisers

- Fundraisers will be put on hold
- Student Organizations cannot donate their funds to organizations, reliefs, or online donations such as, but not limited to:
 - Kickstarter
 - o GoFundMe
 - Venmo
 - Cash App
 - Paypal



RSO Electronic Vouchers

- Vouchers will be sent as emails.
- Use the following format to approve a purchase:
 - Attach receipt or invoice to email (it can be an electronic invoice or a clear photo or screenshot)
 - Either the President or Treasurer will write the following in the email:
 - I, (full name), the (position) of (student organization name), approve the following: (list the items purchased) from (vendor) for (name of the event or reason for purchase and the date), in the amount of (write the exact amount) for (the date it was purchased).
 - Then in the email, if it is a purchase during Distance Learning, you must write a memo on how this purchase will be used during Distance Learning and how will it engage with student members virtually.

RSO Electronic Vouchers

- Advisors email to approve purchase:
- Send Raquel Torres the email and CC your advisor. In order for Raquel to process the email as an electronic voucher the advisor must respond to the email with the following:
 - As the advisor to the (student organization), I approve the purchase of (amount) for (items purchased) from (vendor) for (event) on (date of the event).

Raquel Torres will approve the email and send it to Maria Patestats, the Director of Student Life, and she will approve it and notify you that it was approved.

RSO Electronic Vouchers

- Presidents and Treasurers are responsible to continue to keep track of funds through their ledger
- Though the emails do not have a Voucher number keep track by noting "Email and Date" to when you sent the "electronic voucher"

Signatory Positions

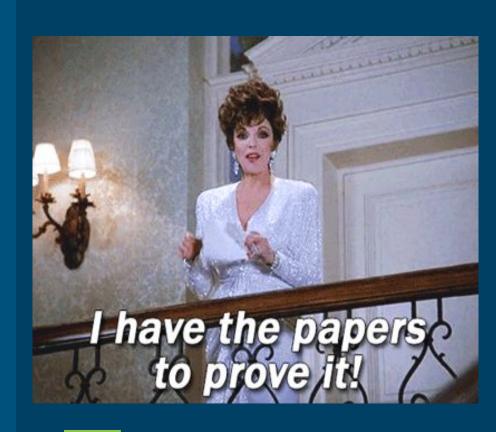
(Only these positions can authorize an electronic voucher)

President Treasurer Advisor



Attached Documents to Email

Itemized & Detailed Receipt/Invoice
Flyer
Meeting Minutes
Performance Agreement Form



Association Vouchers

- KCC Association prepares voucher
 - o In-House Vendors:
 - Panda House
 - Bookstore
 - Purchase Orders
 - Invoice attached
 - These are purchases before Distance Learning
 - Student Life will send an email that the KCC Association has prepared a voucher
- RS0:
 - Signatures (President/ Treasurer and Advisor)
 - Follow instructions from electronic vouchers
 - Attached documents to email

	CLUB /
REQUEST FOR PAYMENT	REQUEST ASSO
Campus Activities Board NAME OF CLUB, ACTIVITY OR COUNCIL	DATE 5/8/19
18-19 Association Approved Bu	dget Allocation \$
Prior Expenditures in this budget year\$	
Contracts and/or other planned commit- ments to expend this budget year\$	Commence and the second
*Dollar Amount of this Request\$	-
Total Expended and/or committed to date\$	Winds and the second of the se
REMAINING DOLLAR BALANCE AVAILABLE	\$
*LIST ABOVE THE ACTIVITY FOR WHICH FUNDS WERE E	XPENDED
PLEASE PAY TO: FOR	AMOUNT
Note address if check is to Describe services or mate be mailed Attach Bills	riels
Panda Horre # 838	\$ 589:
4.118(18	
I hereby certify that the above listed items are the services were performed and/or merchandise was recei	correct and proper and that wed, and that this request
= inta (LIVOIT
TREASURER OR PRESIDENT OF CLUB, ACTIVITY, COUNCIL	FACULTY ADVISOR
APPROVED: ASSOCIATE DEAN OF STUDENTS	udget Funds Available \$
TTTE - KCC ASSN	hecks No. Issuedate

KCCA FORM #1 REVISED 4/75

KINGSBOROUGH COMMUNITY COLLEGE ASSOCIATION, INC.

Purchase Requisition (PO)

- Automatically on POs
 - All orders over \$500
 - Online orders shipped items to campus
- Must be typed and emailed
- Attach quote or online cart to email
 - Online purchases (i.e. Amazon) that are paid and sent to personal addresses will not be reimbursed
- Changes to PO after submitted
 - Re-submit a Purchase Requisition with PO # (begins with A) and check box that apply to changes

eq. No:	Date of Req. No.			Page of		
Dept:				Purchasing Office Use Only Document No:		
Originator			Do			
Ext. Fiscal Year Authorized Signatures Funding Chairman: A = KC				Date of Order:		
		/P/Dean:	Aux	Aux = Auxiliary		
Business Office:		C = Capital F = KCC Foundation		FAS Code:		
				Buyer:		
s this Requisition to: (chec	k one) REASE C CANCEL C OR CHAI	NGE. AN EXISTIN	IG PURCHAS			
IF YES, PO No:						
Item#	Description	Unit	Quantity	Unit Price	Amount	
Name and Address of Suggested Vendors:				Sub-total		
				Shipping		
				Requisition Total		
				Requisition Total Clock in Below:		
	landwritten Requisitions Will B			Clock in Below:		

Kingsborough Community College

Purchase Requisitions (POs)

- The Purchase Requisition deadline has been extended to **Friday, April 3**. If you are considering submitting a requisition, please aim to have them done by this date.
- Student Organizations can submit Purchase Requisitions via email and they MUST be accompanied by appropriate justifications, invoices, artwork, and signatures.
 - a. In lieu of an original signature, the President or Treasurer and the Advisor must send a detailed email approving all items and the total amount on the Purchase Requisition, as well as detailing how the items will be used. Example: "As the advisor to the Fun Club, I approve the purchase of \$153.65 for assorted tablecloths, dominos sets, and hand sanitizer from Amazon.com for the clubs meeting on 5/23/20."

Because you are not on campus, any purchase orders submitted must be accompanied with the plan for use of items, how you will retrieve the items from campus, and how items will be distributed.

Additional Forms

Performance Agreement

KCC Association is accepting electronic signatures at this time

Contact Raquel Torres

raquel.torres@kbcc.cuny.edu