

# Student Organization Treasurer Contract

1. Informed Spending
  - a. The Student Organization Treasurer is charged with *monitoring and executing* their organizations spending.
  - b. Treasurers are charged with:
    - i. *Ensuring that all members* of an organization are informed of SFC policies and procedures and to report any instances of malfeasance.
    - ii. *Remaining updated* on all SFC policies, including those not listed in the contract.
2. Confirmation of Funding
  - a. Treasurers *must receive SFC confirmation* before spending any funds.
  - b. Retroactive spending is defined as spending any money not explicitly allocated. This includes but is not limited to:
    - i. Overspending on p-cards
    - ii. Internal purchases (i.e. Concert Sound, AVI)
  - c. Retroactive spending, or any other form of overspending, will be reimbursed **only** in cases of extenuating circumstances, such as those in which students' health or safety is at risk.
3. Purchase Cards
  - a. As there is a limited supply of purchase cards (p-cards), treasurers should return p-cards immediately after all items have been purchased, ideally **within one to two business days**.
    - i. Be mindful that *p-cards are a privilege*, and abusing that privilege only makes it more difficult for all of us to do our jobs.
4. External Vendors
  - a. Treasurers are responsible for ensuring that external vendors are paid on time including:
    - i. Contracts with musicians, artists, coaches, lecturers, or any other form of honorarium.
    - ii. Invoices from printers, technicians, or other service providers.
  - b. Treasurers oversee the negotiation and payment process, to ensure that all deadlines are met. Missed payments to external vendors damages both the reputation of the organization, *and* Oberlin College as a whole.
5. Deadlines
  - a. General Interesting Meetings
    - i. In order to ensure SFC has adequate time to vote and process any forms submitted, please ad-hoc **at least two weeks** in advance and submit forms **at least one week** in advance of any general interest meeting.
  - b. Inventory/printing/supplies
    - i. Please ad-hoc **at least two weeks** in advance and submit forms **at least one week** in advance of the date of purchase.
  - c. Trips/tournaments
    - i. In order to ensure SFC has adequate time to vote and process forms, please ad-hoc **at least four weeks** in advance and submit forms **at least two weeks** in advance of your trip or tournament.
  - d. Events
    - i. Loosely defined as any programming that is not a regular meeting or a trip.

- ii. If the event involves any kind of contract or honorarium, please ad-hoc **at least five weeks** in advance and submit forms **at least three weeks** in advance of the event date.
    - 1. As contracts can take time to negotiate, SFC may refuse to vote on ad-hoc requests that miss deadlines
  - iii. For any other events, please ad-hoc **at least four weeks** in advance and submit forms **at least two weeks** in advance of the event date.
6. Safety
- a. For all organization-sponsored trips, it is the responsibility of the board to come up with a *safety plan*. Safety plans should be discussed with SFC in ad-hoc or office hours.
  - b. For all overnight trips, participants may not cancel **less than 48 hours** in advance, barring extenuating circumstances.
7. Budgets
- a. In order for a yearly or semesterly budget to be considered by SFC, it must include:
    - i. Organization index code
    - ii. Advisor name and email
    - iii. Officer names and emails
    - iv. Updated officer list in Presence
    - v. Updated inventory
    - vi. List of active club members
    - vii. Valid hyperlinks for each requested item
    - viii. Final budget breakdown with exact totals (no rounding)
  - b. Late budgets are not prioritized in the funding process. These along with requests lacking key information (i.e, cost, links) are approved on a *case-by-case basis*.

**Failure to comply with these policies will result in a warning and meeting with the Student Finance Committee councilperson.** SFC reserves the right to take further action if deemed a serious violation. Continued failure to adhere to SFC policies may result in the revocation of duties. Please *keep a copy of this document* for your records, as it may be required to access SFC forms. Visit our website ([OberlinSFC.com](http://OberlinSFC.com)), contact [sfc@oberlin.edu](mailto:sfc@oberlin.edu), or stop by our office hours regarding any further questions.

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Sign below to affirm that you understand and agree to the terms of the  
*Student Organization Treasurer Contract.*

**ORGANIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_