

Treasurer Training

Oberlin College Student Finance Committee



Fall 2024

Who are we?

9 member committee charged with allocating the Student Activity Fund

- Independent, entirely student run body
- Oversee over 200 student organizations

Student Activity Fee

- \$574 per person
- ~ \$1.8 million total per year

SFC

Lucas Daley - Head Treasurer

Will Bousquette - Assistant Treasurer

Vivienne Jones - Controller

Khanh Le - Controller

? - Controller

Nolan Savage - Co-Chair

Arrie Solomon - Co-Chair

Asha Agarwal - Reallocation Officer

Adam Wright - Ad-hoc Liaison

Zaire Robertson - Policy Officer

Jayden Tarr - Outreach Officer

? - Ad-hoc Liaison

Faculty

Office of the Dean of Students:

- Thom Julian (tjulian@oberlin.edu)

Office of Student Leadership and Involvement:

- Tina Zwegat (tzwegat@oberlin.edu)
- Sean Lehlbach (slehlbac@oberlin.edu)
- Cristal Ramos (cramos@oberlin.edu)

Controller's Office:

- Laurie Hubach (lhubach@oberlin.edu)

Tina Zwegat, Director of Student Involvement

Introducing Cristal Ramos

What does Student Accounts Office do?

- Depositing Checks
- Meal Buyouts

Spaces for Student Organizations

Contracts and **mandatory** Event Planning Training

Faculty should **never** spend SFC funds

What is a Funding Allocation?

Three ways to receive funding allocation

1. Budget
2. Ad Hoc
3. Reallocation

SFC approved funding is required **before** submitting any purchase request

- No retroactive spending
- Unspent funds are returned to SFC at end of semester

Further Resources on Allocations

Budget Workshops:

- Week of October 28th

SFC Office Hours

- Posted on SFC website (oberlinsfc.com)

SFC Email (sfc@oberlin.edu)

Overview

Types of Payment Forms:

- Purchase Card
- Obiebuy
- Local Vendor
- Transportation
- Request for Payment

Forms have three signatures spaces

- Organization Treasurer
- Organization Advisor
- SFC Treasurer [LEAVE BLANK]

All forms and necessary documents submitted through google forms found in the treasurer handbook

Approved allocation is always required

Purchases Card (p-card)

Submitted at least 7 days before intended use

Used:

- Like a credit card
- Checked out from the OSLI
- Must be returned immediately after use with accompanying itemized receipts

Required Documents:

- Approved Allocation
- Signed Form

Oberlin College Purchasing Card Agreement Form – Student Organizations Only
Office of the Student Treasurer

Date Due Back (max 2-3 days)

Date of Request		Date P-Card Required	
Organization Name			
Requestor's Name			
E-mail Address		Phone Number	

I, _____, hereby acknowledge use of a General Use Oberlin College Purchasing Card. As a user, I agree to comply with the terms and conditions of this Agreement and the Oberlin College Purchasing Card Policies and Procedures, as amended from time to time. I understand that Oberlin College is liable to J.P. Morgan Chase Bank and/or American Express for all charges made on the Card. I further understand that I may be personally liable for any misuse of the Card.

I agree to use this Card for Oberlin College and/or Student Finance Committee approved purchases only and I agree not to use the Card for personal or other restricted purchases. I understand that the College will audit use of the Card and take appropriate action concerning any discrepancies.

I understand that I am responsible for keeping the Card in a secure location when it is in my possession, and that I will be held accountable for all purchases made when using the Card and when it is in my possession. I further understand that any improper use of this Card may result in disciplinary action.

If the Card is lost or stolen, I agree to immediately notify the Student Treasurer (ost@oberlin.edu) and the Purchasing Card Administrator (58080 or pcard@oberlin.edu).

I affirm that Charges on the Purchasing Card will not exceed: _____.

Card and Original Detailed Receipts must be turned in at the same time and NO Uber or Lyft charges are permitted.

Requestor's Signature: _____ Date: _____

Business Purpose: <i>Please list what you intend on purchasing</i>	INDEX # _____
	Account # _____
Required Signatures:	
Organization Treasurer: _____	Date: _____
Organization Advisor: _____	Date: _____
Student Treasurer: _____	Date: _____

Please take this form to the Office of the Student Treasurer for the Student Treasurer's authorization. Afterwards, you will take your copy of the form with the required signatures and documentation to the Purchasing Office to pick up the Purchasing Card.

Obiebuy

Submitted at least 7 days before order must be shipped

Used:

- For online purchases by select vendors
- Amazon, Staples, etc. (see handbook for complete list)

Required Documents:

- Approved Allocation
- Itemized Spreadsheet

Item	Quantity	Price	Total	Links
Adidas EURO24 Training Soccer Ball	6	\$29.99	\$179.94	https://www.amazon.com/gp/prod
Adidas MLS Club Soccer Ball	1	\$19.99	\$19.99	https://www.amazon.com/gp/prod
General Medi Instant Cold Ice Pack 50 Pack	1	\$34.88	\$34.88	https://www.amazon.com/General
Premium Elastic Bandage Wrap 4 pack	1	\$15.19	\$15.19	https://www.amazon.com/GT-Cott
TOTAL:		\$250.00		

Transportation Form

Submitted at least 7 days before use

Used:

- For vehicle rentals
- Receive SFC signed form → submit via Topdesk

Required Documents:

- Approved Allocation
- Signed Form

Transportation Form
Office of the Student Treasurer

Student Organizations using a "90000" FOAP **MUST** submit an authorized SFC (Student Finance Committee) form to Facilities Operations at least five (5) business days prior to date of intended use.

ORGANIZATION:	DATE:
Name:	INDEX:
Phone Number:	FUND: 9 0 0 0 0
Signature:	ORG:
OCMR:	ACCOUNT: 7 2 8 1
Email:	PROGRAM: 9 9

Organization leader is required to submit a Vehicle Rental Work Order on [TOPDESK](#) in OberView at least five (5) business days prior to the date of intended use.

Type of vehicle (select from comparison chart): 15 Passenger Van (driver must be 21 y
Date and time of departure: _____
Date and time of return: _____
Final Destination City / State: _____
First and Last Name of MVR approved driver/s: _____
Department and phone number: _____
FOAP (Submit SFC form if FOAP starts with "90000"): _____

TYPE OF VEHICLE	PEOPLE	BAGS	EST. DAILY RATE *	# VEHICLES	# DAYS * (3 min. for weekends)	TOTAL EST. COST
Economy / Compact Car	4-5	2	\$36.00			0.00
Intermediate / Standard Car	4-5	3 - 4	\$38.00			0.00
Full Size Car	5	4	\$41.00			0.00
Intermediate / Standard SUV	5	4 - 5	\$66.00			0.00
7 Passenger Minivan	7	5	\$69.00			0.00
Pickup Truck (driver must be 21 years of age)	4	3 - 4	\$77.00			0.00
Full Size SUV	7	3	\$90.00			0.00
15 Passenger Van (driver must be 21 years of age)	15	2	\$130.00			0.00
Estimated cost:	-	-	-	-	-	0.00

* Rates updated 10/19/2023, and are rounded to the nearest dollar. They can change at any time at the discretion of the Rental Company. Rentals are billed in 24-hour increments. **Weekend Rentals will be considered a 3-day rental - Friday at 4pm through Monday at 8am due to business operating hours.** These rates do not reflect the VLF Recovery Fee - this fee recovers the cost to license, title, inspect, plate and pay personal property taxes on rental vehicles. It is charged by all rental companies. **Student Organization is responsible for paying for gas.**

SFC will guarantee payment up to \$_____. SFC will not reimburse beyond the guaranteed amount including extraneous miles and days. Please submit this form at least two (2) weeks before it is needed due to processing time. Attach your mileage statement or other normal proof of purchase to this form and return to the Office of the Student Treasurer. Please keep a copy of this voucher for your records as a proof of sale.

Advisor (Sign / Print / Date): _____

SFC Treasurer (Sign / Print / Date): _____

Local Vendor Form

Submitted at least 7 days before use

Used:

- For select local businesses in Oberlin
- Receive SFC signed form → provide a copy to vendor and Accounts Payable

Required Documents:

- Approved Allocation
- Signed Form

Oberlin College Local Vendor Form

A HARDCOPY OF THIS FORM SHOULD BE PROVIDED TO THE VENDOR AND THE ELECTRONIC COPY WILL BE SUBMITTED THROUGH OBIEBUY FOR PAYMENT.

Date: / /

Vendor Information:

Vendor Name:

Vendor Address:

Vendors are responsible for following up on unpaid purchases directly with the department, see Department/Organization contact information, and/or the Controller's Office at: apayable@oberlin.edu or (440) 775-8428

TOTAL AMOUNT OF THIS INVOICE MAY NOT EXCEED \$1,000.00

Oberlin College is TAX EXEMPT - Sales Tax No. 4705642

IRS REQUIREMENTS:

Business Purpose:	<input style="width: 100%; height: 100%;" type="text"/>
Attendees:	<input style="width: 100%; height: 100%;" type="text"/>

INDEX	ACCOUNT	AMOUNT
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

LV: /

Requestors Dept Org DATE (MMDDYY)

Department (please print)
(to be completed by Oberlin College Department)

Requestor's Name:

Requester's Signature:
(please sign with electronic signatures)

Required Signatures for purchase and payment processing
Department and Administrative Offices

()
AUTHORIZED SIGNER (EXT #)

Department Contact Information:

Campus Phone #

Email Address

Oberlin College employees will be responsible for submitting the Local Vendor (LV) Form for payment via ObieBuy.

Oberlin College's fiscal year ends June 30th, and for this reason, all LV Forms must be submitted for proper payment **no later than** July 7th.

Student Organization (please print)
(to be completed by Oberlin College Student Organization)

NAME OF ORGANIZATION

Student Organization - All three Signatures Required

ADVISOR (signature)

ORGANIZATION TREASURER (signature)

SFC TREASURER (signature)

STUDENT ORGANIZATION EMAIL (typed)

Oberlin College student organizations will be responsible for submitting the Local Vendor (LV) Form for payment via apayable@oberlin.edu

ALL PAYMENT LOCAL VENDOR PAYMENT REQUESTS MUST INCLUDE THIS THE LOCAL VENDOR FORM AND HAVE AN ITEMIZED RECEIPT ATTACHED.

RFP

Submitted at least 14 days before payment required

Used for:

- Honorariums (coaches, performers, speakers, etc.)
- Unpaid invoice (external printing, service charges, etc.)
- Reimbursement

Required Documents:

- Approved Allocation
- Signed Form
- Contract/Unpaid Invoice/Itemized Receipts

Master Funding Sheet

- We track your spending based on the sections in your approved Fall Budgets
- When you submit request forms (i.e. RFP / Pcard / ObieBuy), you will see questions asking you to declare the section of your budget and the amount requested from that section
 - Please adhere to the **names from your marked-up budgets** in your requests
- If you are requesting multiple items from the same section of your budget, add them together and declare the total amount from that section

Which funded item are you spending

For the following questions, please indicate which sections of your budget the requested items correspond to -- write the budget section name **exactly** as it is written in your Budget/AdHoc/Reallocation approval.

Then for the following question, write the amount for the corresponding section (add together if requesting multiple items from the same section of your budget) (**do not write "\$"**)

Section of Budget 1 *

Your answer _____

Amount section 1 *

Your answer _____

Section of Budget 2

Your answer _____

Amount section 2

Your answer _____

Itemized Requests

1. Office snacks

Item	Price	Source/link	Quantity	Total
Veggie straws (10 ct)	\$6.63	Amazon	5	\$33.15
Skinny Pop (30 pack)	\$16.06	Amazon	5	\$80.30
Chocolate candy (5lb mix)	\$36.95	Amazon	2	\$73.90
Fruit snacks (40 ct)	\$6.79	Amazon	4	\$27.16
Goldfish (30 ct)	\$12.22	Amazon	3	\$36.66
Ginger Ale (24 Pack)	\$5.09	Amazon	4	\$20.36
Quaker Chewy Bars	\$39.99	Amazon	1	\$39.99
Go Go Squeeze	\$41.88	Amazon	2	\$83.76
Cheez Its	\$48.49	Amazon	2	\$96.98
Total				\$492.26

2. Food for Treasurer Training

Each semester, SFC/Ost hosts treasurer training sessions. Food is provided for treasurers so that each session can be as successful as possible.

Item	Price	Source/ Link	Quantity	Total
Large Plain Pizza	\$14.99	Dominoes	12	\$179.88

Note on Honorariums

It is **your responsibility** that the guest receives payment on time

- If not, damages not just your organization, but Oberlin College as a whole

Must be submitted with additional processing time

- **At least 4 weeks** ahead of performance

All honorariums require a contract, written by Tina or Sean

- Any organization using honorariums must send a member to event planning training

GO TO EVENT PLANNING WORKSHOPS!

Requirements to Access Allocations

1. Group is Active in Presence
2. Attend Treasurer Training
3. Sign the Treasurer Contract
4. Attach Approved Allocation
5. Submit Completed Form
 - a. Information is correct
 - b. Necessary signatures included
6. Submit Necessary Documentation

Two-Strike System

SFC has implemented a new policy to mitigate major errors

- Largely aimed to ensure positive relations with external vendors

Violations:

- Negligence of or delays in executing external vendor payments
- Requesting an honorarium after the date of performance
- Any form of retroactive spending

After the second violation in a semester, all funds will be frozen until:

- Treasurer is replaced → new treasurer + chair attend a personalized training

Why is this Important?

All allocated funds will be **returned to the ad-hoc pool** if:

- Organization is not active in Presence
- Organization did not send a member to Treasurer Training
- Organization did not send a member to Event Planning Training (honorariums)

There will be **no makeup treasurer trainings**

Dates

Forms:

9/9 - Forms Open

12/1 - Forms Close

Budgets

9/15 - First Adhoc

10/28-10/31 - Budget Training

11/13 - Budget draft

11/27 - Final budgets

12/11 - Budgets returned

Where can you find this information?

[Treasurer Handbook](#) or [SFC website](#)

Where can you find us?

Office Hours or sfc@oberlin.edu or on [Slack](#)

Can I join?

Yes! We are hiring! [Apply here.](#)

Questions?

