

# Treasurer Training

Oberlin College Student Finance Committee

Spring 2026



# Who is the Student Finance Committee (SFC)?

9 member committee charged with allocating the Student Activity Fund (SAF)

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

Student Activity Fee:

- \$296 per semester
- ~ \$1.8 million total per year

# Current SFC Members

Vivienne Jones - Head Treasurer

Zaire Robertson - Co-Chair

Yasmeen Boulaknadal - Assistant Treasurer

Jayden Tarr - Co-Chair

Samantha Dormer - Controller

Shaswat Gajurel - Outreach Officer

Enrique Margain Rangel - Controller

Asha Agarwal - Outreach Officer

Cang Nguyen - Controller

Gabby Barnett - Policy Officer

Kyusok Kim - Controller

Matt Grogan - Ad-hoc Liaison

Kseniia Borovkova - Ad-Hoc Liaison

Daisy Pacheco - Reallocation Officer

# Faculty

Office of the Dean of Students:

- Thom Julian ([tjulian@oberlin.edu](mailto:tjulian@oberlin.edu))

Office of Student Leadership and Involvement:

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

Controller's Office:

- Laurie Hubach ([lhubach@oberlin.edu](mailto: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

Faculty should **never** spend SFC funds

# How can I get funding for my organization?

Two ways to receive funding:

1. Budget
2. Ad Hoc

Unspent funds are returned to SFC at the end of a semester. There is no rollover.

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

- No retroactive spending.

## Requirements to Access Funding:

1. Organization is chartered and active in Presence
2. Attend Treasurer Training this semester
3. Read, sign, and submit the Treasurer Contract

All allocated funds will be **returned to the ad-hoc pool** if steps are not done.

There will be **no makeup treasurer trainings**. Tell your org leader friends.

Email [ost@oberlin.edu](mailto:ost@oberlin.edu) for special situations.

# Overview

- 1) Get approval of allocated funds from SFC
  - 2) To spend:
    - a) Pick your form:
      - (1) Purchase Card
      - (2) ObieBuy
      - (3) Local Vendor
      - (4) Transportation
      - (5) Request for Payment
- } TAX EXEMPT

All forms and necessary documents submitted through google forms can be found on the website. Do NOT use an old form.

# 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**
  - All itemized receipts will include what you purchased, when, where, and the credit card used
  - Failure to return itemized receipts can result in P-card privileges being denied by the cardholder

Required Documents:

- Approved allocation **showing** SFC approval
- Signed P-card form

- 1) Treasurer Training
  - a) Gummy bears: \$200
  - b) Sour Patch Kids: \$200



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

Date Due Back (max 2-3 days)

Date of Request	9/5/2025	Date P-Card Required	9/19/2025
Organization Name	Student Finance Committee		
Requestor's Name	Vivienne Jones		
E-mail Address	vjones@oberlin.edu	Phone Number	917-488-4044

I, Vivienne Jones, 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](mailto:ost@oberlin.edu)) and the Purchasing Card Administrator (58080 or [pcard@oberlin.edu](mailto:pcard@oberlin.edu)).

I affirm that Charges on the Purchasing Card will not exceed: \$325.25.

**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: 9/5/2025

<b>Business Purpose:</b> <i>Please list what you intend on purchasing</i>	INDEX #	<u>9003</u>
Candy for Treasurer Training on 9/19/2025	Account #	<u>7006</u>
400 boxes of gummy bears - \$200		
200 boxes of sour patch kids - \$125.25		

**Required Signatures:**

Organization Treasurer:  Date: 9/5/2025

Organization Advisor:  Date: 9/5/2025

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.

Total Amount Here

Org 9xxx Number

Based on what you're getting

What, Where, When,  
How much

NOT TYPED.

# If no receipts... Missing Receipt Affidavit

- Only used in the case of a missing receipt or non-itemized receipt
- What you bought
- Why you bought it
- Where you bought it
- When you bought
- How much you spent
- Signed and dated
- Returned no later than 2-3 days of it being requested

<b>Oberlin College Standard Operating Policy and Procedures</b>	<b>SOP No. 1154-002 Travel, Meals and Entertainment Policy</b>
	<b>Effective Date: July 1, 2016</b>
	<b>Last Revision: September 21, 2020</b>
	<b>Page 30 of 30</b>

## APPENDIX 5: MISSING RECEIPT AFFIDAVIT

### OBERLIN COLLEGE MISSING RECEIPT AFFIDAVIT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Affidavit must be completed. It must be signed by the employee and the employee's supervisor and submitted with the employee's reimbursement request, unless the transaction was placed on an employee's Procurement card (P-Card). In the case of a P-Card transaction, the Missing Receipt Affidavit should be retained by the cardholder with all other receipts and documentation and submitted with the monthly P-Card reconciliation.

I am missing a receipt for: \_\_\_\_\_

I incurred this expense at: \_\_\_\_\_ on: \_\_\_\_\_ for: \_\_\_\_\_  
*Business Name Date Expense Amount*

The receipt was (check applicable):

Lost  Never Received  Other \_\_\_\_\_

The form of payment I used (check applicable):

P-Card  Corporate Credit Card  Personal Credit Card  
 Check  Cash  Other

Business Purpose of Transaction: \_\_\_\_\_

Person(s) involved (if expense is related to travel or entertainment): \_\_\_\_\_

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the amount shown is the amount I actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim, for these expenses from any other source.

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

# Obiebuy

**Submitted at least one week before order must be placed**

Used:

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

Required Documents:

- Approved Allocation **showing** SFC approval
- Itemized Spreadsheet (e.g. quantity, sizes, color options, alternative items, etc.)

Item	Quantity	Price	Total	link
Rhinestone Ribbon	3	\$9.99	\$29.97	<a href="#">link</a>
Bedazzling Strips	3	\$9.99	\$29.97	<a href="#">link</a>
Silver Rhinestone Ribbon	1	\$18.99	\$18.99	<a href="#">link</a>
<b>TOTAL:</b>		<b>\$38.97</b>	<b>\$78.93</b>	

SFC APPROVAL 

1. Working links
2. Specific when needed

# Transportation Form

Submitted **at least 7 days** before you need to **pick up** the rentals

Used:

- For vehicle rentals

Required Documents:

- Approved Allocation **showing** SFC approval
- Signed Transportation Form

Send form to SFC Treasurer → We'll send it back, signed → you submit via "Topdesk"  
on Overview

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.

<b>ORGANIZATION:</b> Student Finance Committee	<b>DATE:</b> 9/5/2025
Name: Vivienne Jones	INDEX: 9003
Phone Number: 998-567-1234	FUND: 9 0 0 0 0
Signature: 	ORG: 9003
OCMR: vjones	ACCOUNT: 7 2 8 1
Email: vjones@oberlin.edu	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): Full Size Car

Date and time of departure: 9/14/2025, 3:00pm

Date and time of return: 9/19/2025, 3:00pm

Final Destination City / State: Pittsburg, Pennsylvania

First and Last Name of MVR approved driver/s: Vivienne Jones

Department and phone number: N/A

FOAP (Submit SFC form if FOAP starts with "90000"): 90000-9003-7281-99



	TYPE OF VEHICLE	PEOPLE	BAGS	EST. DAILY RATE *	# VEHICLES	# DAYS * (3 min. for weekends)	TOTAL EST. COST
37	Economy / Compact Car	4-5	2	\$37.00			0.00
39	Intermediate / Standard Car	4-5	3 - 4	\$39.00			0.00
42	Full Size Car	5	4	\$42.00	2	6	504
01	Intermediate / Standard SUV	5	4 - 5	\$67.00			0.00
10	7 Passenger Minivan	7	5	\$70.00			0.00
18	Pickup Truck (driver must be 21 years of age)	4	3 - 4	\$78.00			0.00
30	Full Size SUV	7	3	\$90.00			0.00
142	15 Passenger Van (driver must be 21 years of age)	15	2	\$149.00			0.00
	<b>Estimated cost:</b>	-	-	-	-	-	<b>504</b>

\* Rates updated 10/2024, 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 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 \$ 504. 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): Advisor Advisor 9/5/2025

SFC Treasurer (Sign / Print / Date): \_\_\_\_\_

# Local Vendor Form

Submitted at least 7 days before use

Used:

- For select local businesses in Oberlin

Required Documents:

- Approved Allocation
- Signed Form

Receive SFC signed form → give to business in person → once used, send to Accounts Payable ([apayable@oberlin.edu](mailto:apayable@oberlin.edu)) with itemized receipts

# Oberlin College Local Vendor Form

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

Date: 9 / 5 / 25

**Vendor Information:**

Vendor Name: Domino's Pizza

Vendor Address: 155 S Main St Oberlin, OH 44074

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: **3 large cheese pizzas, 3 large pepperoni pizzas to provide lunch during SFC Treasurer Training on 9/20/25 Final Price includes 20% tip at \$18.78**

Attendees: **SFC Committee (11) + 50 Treasurers**

INDEX	ACCOUNT	AMOUNT
<u>9003</u>	<u>7006</u>	<u>\$112.66</u>
_____	_____	_____
_____	_____	_____

**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)

**Student Finance Committee**  
NAME OF ORGANIZATION

**Student Organization** *All three Signatures Required*

ADVISOR (signature)  
*Advisor*

ORGANIZATION'S TREASURER (signature)  
*Treasurer*

SFC TREASURER (signature)

**sfc@oberlin.edu**  
STUDENT ORGANIZATION EMAIL (typed)

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

SFC APPROVAL

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

# Request for Payment (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
- Proof of Payment: Contract/Unpaid Invoice/Itemized Receipts

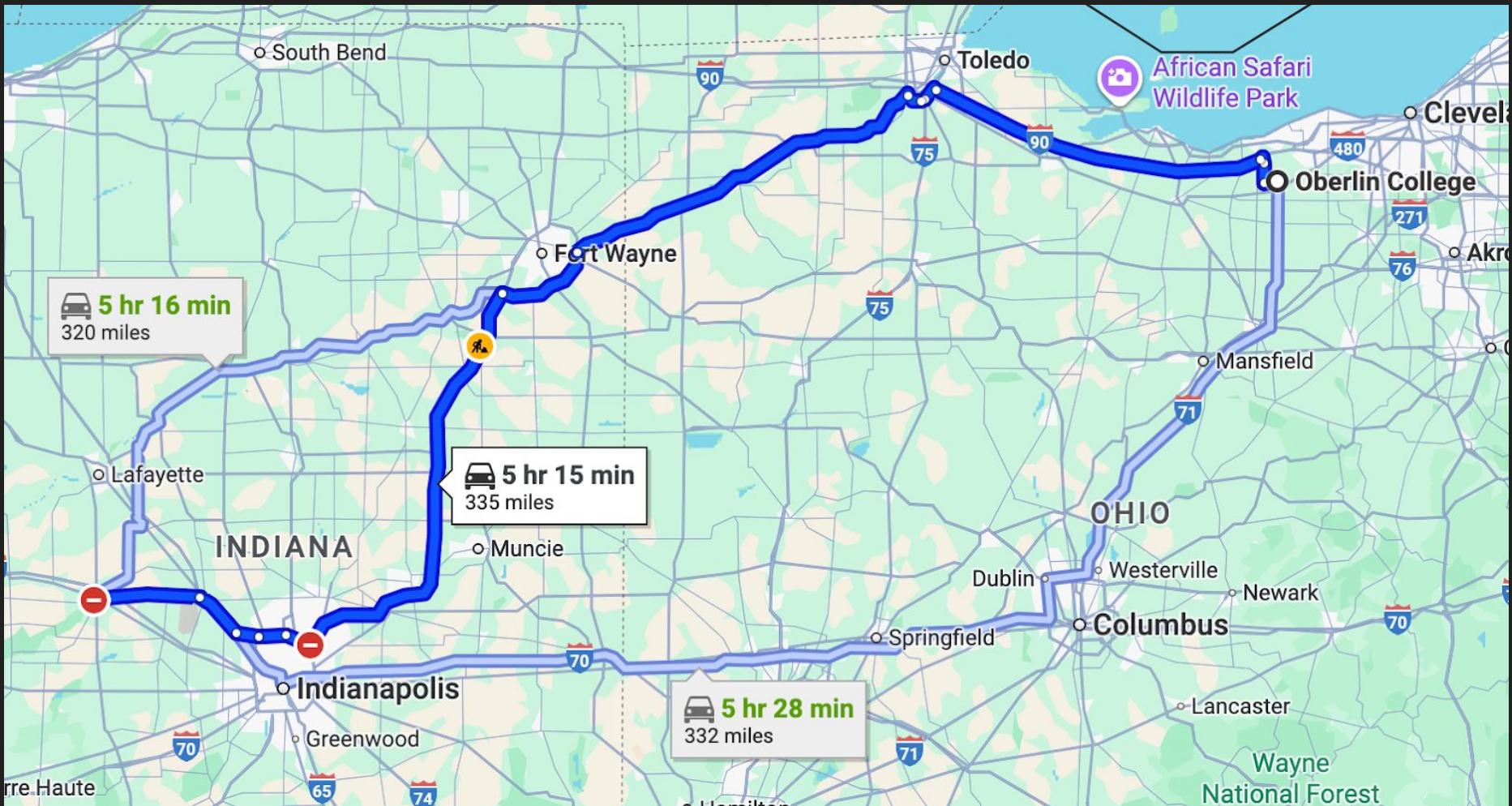



## Other Important Things:


**Reallocations:** If there's excess, or no longer want for that specific thing, reallocate.

**Gas:** No P-cards for gas for personal vehicles. Must submit reimbursement via RFP, and include mileage proof. P-cards for gas can still be used on rented vehicles.

For RFPs only, a poster/flyer is requested for club meal purchases or for expenses for a club-sponsored event.



 **5 hr 16 min**  
320 miles

 **5 hr 15 min**  
335 miles

 **5 hr 28 min**  
332 miles

# Our Tracking System: The Master Funding Balance Sheet

We track your spending.

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**

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 requester 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 writ "\$"**)

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	<a href="#">Amazon</a>	5	\$33.15
Skinny Pop (30 pack)	\$16.06	<a href="#">Amazon</a>	5	\$80.30
Chocolate candy (5lb mix)	\$36.95	<a href="#">Amazon</a>	2	\$73.90
Fruit snacks (40 ct)	\$6.79	<a href="#">Amazon</a>	4	\$27.16
Goldfish (30 ct)	\$12.22	<a href="#">Amazon</a>	3	\$36.66
Ginger Ale (24 Pack)	\$5.09	<a href="#">Amazon</a>	4	\$20.36
Quaker Chewy Bars	\$39.99	<a href="#">Amazon</a>	1	\$39.99
Go Go Squeeze	\$41.88	<a href="#">Amazon</a>	2	\$83.76
Cheez Its	\$48.49	<a href="#">Amazon</a>	2	\$96.98
<b>Total</b>				<b>\$492.26</b>

#### 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	<a href="#">Dominoes</a>	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

# Two-Strike System

Our policy to mitigate major errors

- Largely aimed to ensure positive relations with external vendors

Example 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

# Budgets

First drafts and final budgets are **both mandatory**. Without a first draft, we will not accept your final budget. Without the final, we won't look at your first draft.

No late budgets.

No email submissions of budgets.

We will have budget workshops. Please use them.

# Important Dates (Write these down/take a photo!)

Forms:

## Payment Forms Are Open

Forms closed for Spring Break:

3/20 @ 5pm - 3/30

Final Day of Semester to submit forms: 5/8 @ 11:59pm

Budgets:

4/20 @11:59pm - First draft DUE

5/1 @11:59pm - Final budget DUE

NOTE^ this is TWO submissions!!

Budget workshops:

Week of April 13th-17th

Where can you find this information?

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

Where can you find us?

Office hours will be held this semester in Daub House, next to Wilder

Can I join?

We will be hiring for the fall! Email [sfc@oberlin.edu](mailto:sfc@oberlin.edu) if you are interested

## FAQ Answers:

1. All forms, budgets, and SFC policies are on our website.
2. These slides will be posted after all treasurer trainings are completed.
3. You must be treasurer trained **every semester** and only those who are treasurer trained can submit forms.

# Questions?

Budgeting and policy  
questions: [sfc@oberlin.edu](mailto:sfc@oberlin.edu)

Form, reimbursement  
questions: [ost@oberlin.edu](mailto:ost@oberlin.edu)