



FUNDING & FINANCE

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MATH IS HARD. LET DEANA DO IT!



PURPOSE TODAY:

Everything is a case-by-case basis.
We will ALWAYS work with you and
try to get to a “yes”.

This is to help you understand a bit
more the process & manage
expectations.

REMEMBER:

**“Not a bank. With draws take time.
There are multiple people involved.”**

STEPS TO MAKING PURCHASES

1. Know what you're wanting & roughly how much it costs
2. Request the money
3. Get approval for the money/purchase
4. Work on Purchasing

EVENT REGISTRATION FORM

Funding Information

Do you need SGA funds?

Do you need your student organization funds?

What will you be purchasing, if anything?

Item 1

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Item 2

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Item 3

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Item 4

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Item 5

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Item 6

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Item 7

Item Description: Purchase Order/Pcard: Number of Items:

Vendor Name: Vendor Address: Cost per Item:

Save Progress

Next

KNOW WHAT TO GET - REQUEST- APPROVAL - PURCHASING

ARE YOU USING SGA FUNDING? 6 WEEKS

This goes through Executive Committee

Appropriations are done in July for organizations that submit by the end of the semester.

- Easiest way to guarantee SGA money

Discretionary is done during the school year.

- The request goes to Executive Committee. They will invite you to speak at SGA Congress
- At Congress, all the other organizations vote on the request.
- Sometimes amount gets reduced

ARE YOU USING ORG FUNDING? 2 WEEKS

You fill out a form

Form is checked by Coordinator of Student Activities & Student Affairs Administrative Assistant (Deana)

- If there is enough funds in your account, we approve and move to purchasing.

APPROVAL

SGA Funds: Approval will be granted at the meeting you present

Student Organization Funds: Approval will be given via email or phone call to the one who requested the funds

PURCHASING

- Multiple ways to go about purchasing depending on what you are buying.
- Is it at Walmart, other physical store in Claremore, Amazon?
- It is a contractor (DJ, Inflatable, performer)?
- Is it dues or registration?
- Is it for travel? Hotel or meals?

EVENT/OTHER SUPPLIES — AMAZON/ONLINE***

- Send list of required items to Coordinator of Student Activities **at least 1 week before when you need it.**
- It's nice to go in and put things in Amazon cart. Set meeting with Coordinator of Student Activities to make purchases
- Coordinator will shop on Amazon and will let you know when it's available for pick up in Student Affairs.
- If buying online, it must be delivered to RSU, so shipping might take a little longer.

EVENT/OTHER SUPPLIES — PHYSICAL STORE

- Send list of required items to Coordinator of Student Activities **at least 1 week before when you need it**
- Coordinator will shop at Walmart, Physical Store and will let you know when it's available for pick up in Student Affairs.

CONTRACTOR (DJ, INFLATABLES)

- Quote & Vendor name to Student Affairs
- Vendor signs contract
- We put in a Purchase Order for the amount
- After the event, vendor sends invoice to pay

- FYI: No deposits, but can offer a PO number
- RSU has up to 45 days to pay

DUES, REGISTRATION

- Quote & Vendor name to Student Affairs
- We put in a Purchase Order for the amount
- Vendor sends invoice to pay
- Accounting sends a check to the Vendor

- FYI: No deposits, but can offer a PO number
- RSU has up to 45 days to pay

TRAVEL- MEALS- CAN'T FRONT THE MONEY

- Estimate how much each student needs
- We ask for a cash advance made out to advisor
- Advisor cashes the check
- Advisor distributes money to students upon signature.
- **Must be done at least 10 days BEFORE LEAVING**

TRAVEL- MEALS- CAN FRONT THE MONEY

- Estimate how much each student needs— over estimate
- We put in a Purchase Order (PO) **BEFORE YOU LEAVE**
- When you return, turn back in the receipts
- A check is issued by accounting to the student for the amount on the receipt.

- **Must be done at least 10 days BEFORE LEAVING**



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But, manage your expectations.

Plan ahead!

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Questions?