Managing Your Club’s Budget

A STEP-BY-STEP GUIDE FOR ALL STUDENT ORGANIZATIONS
FUNDED BY THE UNIVERSITY AT BUFFALO GRADUATE STUDENT ASSOCIATION INC.

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How to Make Purchases

Step 1: **Find out about your account**

- Stop by the GSA office at 310 Student Union and ask about your account balance. Gena Zimmerman or Stephanie George, the Directors of Operations are available Monday through Friday from 8:30am - 4:30pm. You may also e-mail either one at gmz@buffalo.edu or slfrank@buffalo.edu, or call the GSA office at 645-2960.

Step 2: **Fill out the online Requisition Request Form**

(screenshots attached below)

https://www.buffalo.edu/studentlife/who-we-are/departments/engagement/information-for-clubs-and-organizations.html#fsa-requisition-request

The Requisition Request Form is used to request funds from your budget to be set aside for purchases. Requests **MUST be made 10 days prior to the purchase.** Any request submitted after this point may not be approved!

In the form you **must** include:

1) Graduate Student Association Inc. selected as the name of the Student Government or Organization
2) Your club name
3) Name and Email Address of the club officer requesting funding (must be President or Treasurer)
4) Name of the vendor (the person or company you are paying) and address including city, state, and zip code. If using a campus address, please include the department in Address Line 2. Requests without a complete vendor address may be delayed.
5) A short, but complete description of the event and expense details including the date, location, estimated number of attendees for the event, what the event will be and what goods or services will be purchased. **No events may be held at a personal residence.** Any costs associated with an event found to be held at a personal residence will not be reimbursed.
6) A reasonable estimate of the cost, whether this is a fundraising expense, and whether or not the check will be an advance.

**PLEASE NOTE:** If you will be holding your event on-campus, and alcohol will be served, you must apply for and be approved for an Alcohol Permit in advance by completing the required form via the link below. Please allow at least two weeks for review.

https://buffalo.campuslabs.com/engage/submitter/form/start/71526
Fiscal Process

☐ FSA Requisition Request

Requisition Request Form

This form is to be used by clubs officers and other members of student organizations to request a requisition to expend funds from their budget. If the Undergraduate Student Association approves your requisitions, please use SAFE instead of this form.

Instructions

1. For each request, complete all the fields for each record. Required fields are marked with a red asterisk.
2. Submit the request.

* Required Information

Contact Information

Name of Student Government or Organization *

Dental Student Association Inc.
Graduate Management Student Association Inc.
Graduate Student Association
Medical Student Polity Inc.
Pharmacy Student Association Inc.
Schussmeisters Ski Club Inc.
Spectrum Student Periodical Inc.
Student Bar Association, Inc.

If your club falls under Undergraduate Student Association, please visit their SAFE application.
Frequently Used Vendors that will Directly Bill GSA

- Wegman’s (cards can be signed out at either GSA office)
- Franco’s, Besta, Santora’s, or Zetti’s Pizzerias
- Staples or Eaton Office Supply (GSA will place the order)
- University Bookstore
- Three Pillars Catering or any Campus Dining and Shops (CDS) organization
- The UPS Store (UB Commons)
- Any vendor that is willing to accept a PO and invoice for goods or services
Event Information

Date of Event*          Event Location*          Estimated Number of Attendees*

MM-DD-YYYY

Description of Event*

Expense Details

Description of Goods or Services*

# of units, product descriptions, etc.

Estimated Total Cost*

$  

Is this a fundraising expense?*

- Yes
- No

Is this purchase an advance? (Advance checks must be picked up at FSA)*

- Yes
- No

Submit Form
Step 3: Wait for Requisition Approval

After you have submitted the requisition request form, the GSA Treasurer will approve it and send it to the Office of Student Engagement for administrative approval. Upon approval, the fiscal agent will generate a purchase order. The purchase order (PO) will be delivered back to GSA at which time you will receive an email notifying you that the requisition has been approved, who it was approved for, and the amount. The PO will be held in the GSA office until all the necessary paperwork has been submitted for reimbursement.

Please note:

1) **You must always submit the original, itemized receipt, invoice, and/or contract.** There will be no photocopies, faxes or generic, non-vendor-specific receipts accepted. It is your responsibility to obtain an adequate receipt, invoice or contract. Receipts that are not itemized are not acceptable. For example, the credit card slip that you sign at a restaurant is not an itemized receipt. You must submit the itemized cash register receipt along with the credit card slip. If the vendor does not give you an itemized receipt, you are responsible to ask for one.

2) **If you purchase anything with a credit card, you will also be asked to show proof that you are the person to be reimbursed.**
   You must submit a credit card or bank statement showing your name listed as the account holder and including the posted purchase transaction.

3) **If you purchase with a check, you will need to submit a copy of the cancelled check.**

4) **You must always submit documentation from your club’s event.** The Office of Student Engagement requires that all purchase orders include proof that the purchase is being made for a club event. Therefore, meeting minutes approving the expenditure (see “Sample Minutes” attached for required format), **AND** a flyer or poster that you hang for the event, a copy of the listserv e-mail sent to club members about the event, or any other reasonable proof of announcement of the event must be included before a check can be cut. You must do this for every purchase order. It is not the Directors of Operations’ responsibility to go back to previously paid purchase orders to find the documentation.

5) **You must always sign the receiving report after you have received the goods or services.**
**Step 4: Is any additional paperwork necessary?**

Depending on the situation, there are other forms that may be required to accompany your reimbursement paperwork. These may include a tax form, a general services contract, a co-sponsorship agreement, or a sponsorship agreement. Examples of each of these appear on the following pages.

1) **Tax forms** must be obtained from vendors who provide services or rentals. The IRS requires GSA to get tax identification numbers from such vendors. Your club will be notified if a tax form is required. The GSA will email or fax tax forms to vendors who perform services or rentals, or one will be given to you to take to the vendor directly for completion. It is extremely important that you provide the complete, correct address for vendors. If the complete address is not provided, then payment may be delayed.

2) **General services contracts** are required when GSA will be paying a vendor directly for a service or rental. This contract then serves as the invoice for the service to be provided. It will list what services are expected and what the price for these services will be. Examples of cases where a contract may be required include whenever an acceptable receipt or invoice can not be provided by the vendor, when paying a band for playing at a party, paying a restaurant for catering an event, etc. If you are unsure whether or not a contract will be needed, please ask ahead of time!

3) **Speaker service agreements** are required when your club will be paying an honorarium to a speaker from outside the University at Buffalo. University policy prevents any club from paying speakers that come from within the University.

4) **Co-sponsorship agreements** are required when your club is giving money to clubs from another student government, a department or other organization to help pay for an event. This form commits both parties to a predetermined, specific amount and serves as a contract between the two.

5) **Sponsorship agreements** are required when your club is receiving money from clubs from another student government, a department, or other organization as a contribution. This form commits both parties to a predetermined, specific amount and serves as a contract between the two. Monetary donations may be made to GSA clubs. The check must be made payable to the Graduate Student Association, not to your GSA club.

Charitable contributions from GSA clubs to outside vendors cannot be made from the allotted budget given to your club annually by the GSA. Clubs must prove (via Ticket Office reports or other types of receipts) that the money they wish to donate is not from student activity fees, but was raised independently.

*The GSA treasurer (NOT your club treasurer) and the payee must sign any contracts and/or agreements before a check can be cut. These must have both original signatures.*
Step 5: What to do once you are authorized

1) **Please note that GSA is temporarily not tax exempt!** You will be reimbursed for NYS sales tax you pay for any purchases. However, any deposits are not reimbursable. For example, bottle deposits paid for soda purchases cannot be reimbursed.

2) Make the purchase or proceed with the event.
   a) Complete all paperwork and keep copies for yourself
      (1) Get the original, itemized receipt, invoice or contract.
      (2) Get credit card receipts and proof of payment documentation, or the cancelled check.
      (3) Attach event advertisement documentation and club minutes with receipts and return to GSA at 310 Student Union.
      (4) Sign and date the receiving report on the PO, or include a signed Receiving Report. These can be downloaded from the GSA website www.gsa.buffalo.edu.

**PLEASE ask questions before you make a purchase if you are unsure about anything!**

What to do if you are denied:
Make an appointment with the GSA Treasurer. Bring any additional information requested by the Treasurer. If your requisition request has been rejected, you may not use your club funds to purchase items and you will not be reimbursed for any purchases you make.

How to hold a sale or make a deposit:

1) **Deposits from events/fundraisers/sales**
   a) All money collection is handled through the Ticket Office. **Any time your club collects money, you MUST use the Ticket Office.** You must contact the Ticket Office at least 7 days before the anticipated event/fundraiser/sale is to happen. Ticket Office personnel will set up the event for you, print tickets, sell merchandise, etc. The Ticket Office is located at 221 Student Union (645-8856). Sales can also now be handled online at [www.ubstudenttickets.com](http://www.ubstudenttickets.com). After the money has been collected through the Ticket Office it will be deposited with the fiscal agent and a budget adjustment will be done to increase your club’s expense budget.