



# Emerson College SGA

*Treasury Handbook*  
*2022-2023*

# Welcome

Dear Student Leader:

Congratulations for being selected to this position of trust and confidence by the members of your student organization finances.

As the Treasurer of your student organization, you have the responsibility of accurately maintaining your organization's financial records, properly managing operating budget, and authorizing expenditures. Your signatory power and general responsibility as Treasurer requires time and effort to ensure that your organization remains in good financial standing.

This guide provides basic policy and procedure information pertinent to the Treasurer's position and financial management of your organization. Student organizations must operate in accordance with Emerson College policies and procedures. For any questions you can reach out to the SGA Executive Treasurer ([sga\\_treasurer@emerson.edu](mailto:sga_treasurer@emerson.edu)) or the Student Engagement and Leadership (SEAL) ([seal@emerson.edu](mailto:seal@emerson.edu)) office.

## The following are general responsibilities of the Treasurer:

1. Read and understand the Treasurer's Handbook
2. Maintain adequate and accurate records of organization accounts and spending.
3. Collect and deposit all funds into your organization's account within 24 hours of collection at the Campus Life Office in Walker 411
4. Oversee all organization expenditures. It is highly advised that the treasurer keep digital copies of every form their organization submits for the entire year AND notes the date in which the form(s) was/were submitted to the SGA Executive Treasurer.
5. Ensure all income and expenditures comply with Emerson College policies and procedures as well as federal, state, and local laws.
6. Keep track of any equipment or materials the organization purchases or owns, and has an updated inventory on file with the SGA Executive Treasurer for insurance purposes
7. Submit all paperwork and documentation including ABR allocation via EmConnect.

## A few things to know:

1. Every organization must have a treasurer and this student can not hold other leadership roles in the organization
2. You must attend **ALL REQUIRED** trainings (including but not limited to SGA Treasurer Training)
3. All funds allocated to Student Organizations are **student fees**. Be mindful of your spending (share resources with other organizations, rent instead of buy, etc).
4. Use all your operating funds before requesting additional funds from Student Government. Your operating funds do not roll over if you do not use them.
5. Communicate regularly with the SGA Executive Treasurer and Director of Student Engagement and Leadership about possible expenditures.
6. Reimbursements will be limited this year so please plan accordingly.
7. Plan in advance to avoid any delays

# Table of Contents

Click a link to navigate.

Please read this entire handbook carefully to avoid any future mistakes and subsequent delays.

<b>Annual Budgetary Requests</b>	<b>4</b>
<b>General Procedures</b>	<b>6</b>
<b>Tax-Exempt Purchasing</b>	<b>7</b>
<b>Purchase Limitations</b>	<b>8</b>
<b>Using EmConnect</b>	<b>9</b>
<b>Submitting Payment Requests in EmConnect</b>	<b>11</b>
Payment Request Form	13
Paying Emerson Vendors	14
Paying for Online Orders	16
Paying External Parties	17
Paying for Reimbursements	18
Proper Receipts	19
Fundraising & Deposits Form	21
<b>Print/Copy Orders &amp; Machines</b>	<b>23</b>
<b>Office Supplies via WB Mason</b>	<b>23</b>
<b>Trip Financial Protocol</b>	<b>26</b>
<b>Vehicle Use</b>	<b>27</b>
<b>Film Shoot Financial Policy</b>	<b>28</b>
<b>Financial Advisory Board (FAB)</b>	<b>29</b>
<b>Appeals Request</b>	<b>30</b>
<b>Additional Information</b>	<b>32</b>
<b>Information on Student Government</b>	<b>34</b>
<b>Closing</b>	<b>36</b>
<b>Acknowledgements</b>	<b>36</b>

# Annual Budgetary Requests

Each Spring, the Financial Advisory Board (FAB) reviews Annual Budgetary Requests (ABR's) from each SGA-funded organization and recommends Organization Allocations for the upcoming academic year to SGA Assembly meetings. This is the only time during which standing SGA-funded organizations can be considered for annual funding.

ABR will be handled electronically via EmConnect and will be made available to organization Presidents and Treasurers shortly after spring break. It is essential that your organization participates in the ABR process. If you choose to not participate or turn in the form late, your organization may not receive funds for the upcoming school year. Please remember your current operating budget **DOES NOT** roll over.

## What the FAB takes into account when reviewing ABR's:

- If the numbers provided in the request are concrete and well-researched.
- Benefit of organization's proposed budget spending to the student population.
- The organization's historic ability to spend funds wisely and responsibly.
- Actual and anticipated spending that supports the mission and purpose of the organization and of the College.
- Attention to detail and specifics in quoting for budget priorities.
- Adherence to guidelines that are presented at the outset of the ABR process.

Each organization is responsible for completing their ABR form on time. Specific information will come during the Spring semester.

Please note that the form requires the signatures and contact information of the officers for the next school year. Please plan your elections before ABRs are due, if possible, so you will be able to submit this information. Otherwise, it is your responsibility to submit this information to [SEAL](#) once you hold elections.

## Additional Information

It is the sole responsibility of the organization to follow the ABR process correctly. The FAB reserves the right to penalize any SGA funded organization for failure to provide a complete and thorough accounting of its request.

If your organization's ABR has not been submitted, you will not be offered an ABR hearing with the FAB. These hearings are encouraged as they give student organizations a prime opportunity to professionally present themselves to ensure that the Board makes an educated decision regarding the organization's annual funding. It is recommended that one incoming and one outgoing officer attend the hearing.

The [SGA Treasurer](#) is available to answer any questions about the ABR process. ABR Workshops will be held in the Fall and Spring semester by the SGA Treasurer to aid organization Presidents and Treasurers in the ABR process and how to fill out the paperwork necessary to participate in the ABR process.

Upon review, the FAB will create a budget proposal and submit it to the SGA Assembly Meeting, which they will review and vote on the proposal before the end of the spring semester. Notification letters will follow this decision.

**Notes:**

- The Board does not compare organizations when allocating funds; a larger budget allocated to one organization does not reflect on a like organization that may have received a smaller budget. Requests are reviewed on an individual basis to prevent bias on behalf of the Financial Advisory Board.
- Organizations may submit an Appeal Request for more funds the following academic year for a specific event, project or trip but not an Annual or Operational Allocation, unless there is a demonstrated need. See the section on [Appeal Requests](#) for more information.

**The amount approved through the ABR process is your operating budget for the next academic year. Please note: these funds DO NOT roll over.**

# General Procedures

## Overview of Emerson College Financial Procedures

Emerson College is a tax-exempt institution. To maintain this status, we ask that you follow certain rules and business procedures that are set forth by the IRS as outlined below:

- All SGA Funded organizations must manage their finances through a college account (no outside bank accounts are permitted).
  - ◆ This includes restrictions on crowdfunding, personal bank accounts, petty cash usage or any external operations.
  - ◆ Organizations are allowed to collect funds. Please see Fundraising policy for more information.
- All Officers of Organizations which handle organizational funding are **required** to attend treasury workshops in order to access their organizations budget.
- Financial paperwork must be submitted on EmConnect.
- All paperwork must be filled out clearly, completely, and accurately. All fields on forms are required each time you fill them out. Incomplete paperwork will be rejected.
- All forms must be reviewed and approved by Org Treasurer before being submitted to the SGA Executive Treasurer for Processing.
  - ◆ Forgery of any signatures or names will result in disciplinary action, including loss of signatory authority and loss of organization funding.
  - ◆ Any emailed approval must include a description of the purchases, attached receipts and the requested amount.
  - ◆ Any instances of logging into another person's EmConnect account will be treated as forgery.
  - ◆ All purchases will be approved by SGA and SEAL.
  - ◆ Reimbursements are limited and are **NOT** guaranteed.

There are a number of resources where payment can be procured instead of students having to be reimbursed. Not all students have the financial means to make a purchase on behalf of an organization. For that reason, no student should be expected or feel pressured to make a financial commitment to their organization. Reimbursements will be **limited** this year and are **not** guaranteed. Please plan ahead. Organizations who request a significant amount of reinsurance over the course of the semester will be required to meet with SGA Treasurer and SEAL to discuss financial management of your organization.

Violations of this will be referred to Community Standards and Student Conduct.

**There is a minimum FOUR WEEK turnaround time for all submitted paperwork.**

Please leave additional time for any purchases or checks requested by forms to be delivered. Always submit paperwork far in advance of any deadline you have. Paperwork with rush charges without prior approval may be rejected, please make sure to plan in advance.

**Deadlines for submission are determined based on the academic calendar and will be communicated to the organization in advance.**

Paperwork submitted late is NOT guaranteed to be processed.

# Tax-Exempt Purchasing

As a non-profit organization, Emerson College is exempt from certain taxes. SGA-Funded organizations are eligible to use the College's tax-exempt number, which can be **requested by e-mailing** [SGA\\_Treasurer@emerson.edu](mailto:SGA_Treasurer@emerson.edu) and the Director of Student Engagement & Leadership at [seal@emerson.edu](mailto:seal@emerson.edu).

In your email, please include that you are requesting a tax exempt number, Company's name, address, phone, and e-mail of the business, and the reason for requesting these documents. The certificate will be sent directly to the requested vendor within two weeks.

If you have any further questions about Emerson College's Tax-Exempt Status, please feel free to email [SGA\\_Treasurer@emerson.edu](mailto:SGA_Treasurer@emerson.edu) or SEAL at [seal@emerson.edu](mailto:seal@emerson.edu)

## **W9 Form Information:**

For check requests for any non-Emerson performer, speaker, guest, service, you are required to obtain a W9 form in order for Emerson College to complete payment. Please communicate with the SGA Treasurer and SEAL if you are inviting anyone on campus. Blank W9 forms can be found online.

# Purchase Limitations

Certain expenditures of SGA funds are **not** permissible per College policy. Funds **cannot** be used for:

- Alcohol, alcohol paraphernalia, cigarettes, e-cigarettes or tobacco products.
  - This includes any paraphernalia or items which promote or advertise these items, **including props**
- Any items which are illegal to possess or prohibited on campus.
- Any types of citations, fees, or fines, including but not limited to:
  - Legal Fees (speeding tickets, parking tickets, etc.)
  - School Fees (late fees, space cleaning fees, etc.)
  - Admission/Submission fees for school events (EVVYs, etc.)
  - Repair fees for damaged equipment
- Cash awards of any kind, including gift cards
- Door prizes and drawings where the prize is over \$50 and/or where more than \$200 is awarded per event
  - Raffles are not permitted without a gambling license
- Tips of more than 20% on any purchases, unless automatically charged by the establishment.
- Any form of furniture (**including props**)
- AirBnBs for any purpose
- Your operating budget can not be donated to an external organization. Only funds raised can be donated to external organizations.
- Individual Membership dues.
- Expenditures for meals exceeding per diem rates
- Live animals (**used as props or otherwise**)
- Academic, departmental, or classroom related activities
- Items not permitted within Emerson College residential halls. [See HRE policy](#) for a detailed list of prohibited items
- Any form of spending that is inconsistent with an organization's purpose as stated in its constitution
- Any purchases that require space your organization is not able to accommodate through locker or office space
- Payment for student services

**Advance permission from the SGA Treasurer/SEAL is required for purchases of:**

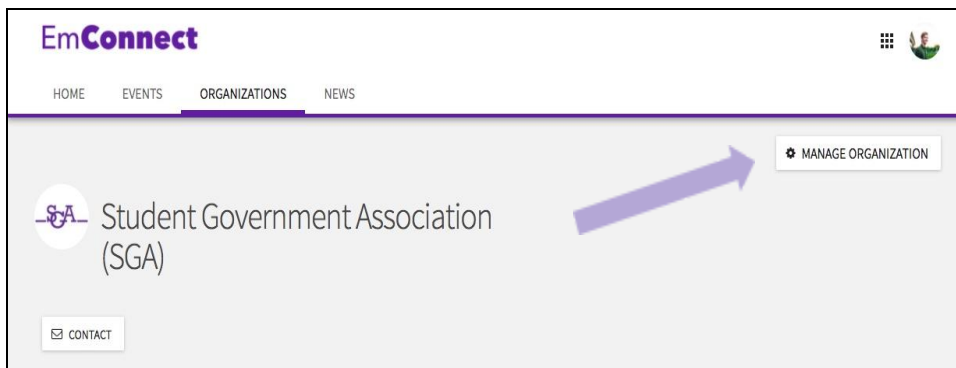
- Door prizes or other awards
- Items with rush charges
- Gifts for organization members or advisors



# Using EmConnect

[EmConnect](#) is a system introduced at the start of the 2017-18 academic year designed to streamline organization event planning and finance.

EmConnect is an organization's go-to accounting resource as all funded organizations have an account built in. Organization executive and financial officers will have access to this part of their organization through the "Manage Organization" console.



Inside the manage console you will have access to extra features for your organization such as the ability to edit your about section, upload photos, host elections, etc... Please take the time to familiarize yourself with the features of EmConnect.



To access the finance section select the ☰ button in the top left of your screen and select "Finance".

## Finance in EmConnect

EmConnect allows your organization to see an 'up-to-date' balance based on the charges the SGA Treasurer has been notified of and able to process. It is important to note that the balance in this account is **NOT** a 100% reliable accounting tool as things such as catering orders, print and copy charges, or mail services may not match your organization's spending.

If you are considering a purchase that runs close to depleting your balance in EmConnect it is essential that you contact the [SGA Treasurer](#) to discuss your purchase. Organizations cannot exceed their allocated budget or can be in jeopardy of losing financial privileges.

## Accessing your Organization’s Balance

To access your organization’s balance and transaction history, click the “Accounts” button on your finance console (see above for steps on accessing the finance console).

### Finance

+ CREATE FUNDING REQUEST

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

FUNDING REQUESTS
ACCOUNTS

Name	Description	Parent	Balance	Available
Sample Budget	This is a sample budget and is ...	Test	\$5,000.00	\$5,000.00

Under the accounts tab you are able to access any accounts your organization may have access to at the time. Appeals and Institutional Advancement Accounts\* are also included here.

\*Institutional advance accounts are funds donated directly to your organization in the form of Gifts. Based on the agreement with the donor, these funds may be requested for a specific purpose. These funds roll over.

### Account Details

Sample Budget

Description: This is a sample budget and is only for the purpose of organization training.

Parent Account: [Test](#)

Organization: [Student Government Association \(SGA\)](#)

External Account ID:

\$4,750.00

BALANCE

\$0.00

ENCUMBERED FUNDS

\$4,750.00

AVAILABLE FUNDS

REQUESTS
TRANSACTIONS

Trans #	Type	Date	Amount	Available	Memo	Req #
000130	Payment	9/9/2017 2:11 PM	(\$250.00)	\$4,750.00	Payment to John Doe fo...	
000129	Deposit	9/9/2017 1:38 PM	\$5,000.00	\$5,000.00	Starting balance for sa...	

Select the account to access your transaction history. As purchases are made and processed by the SGA Treasurer they will be documented here.

Note: transactions here may be reversed or canceled if errors in the forms are noticed.

Select the organizations “Trans #” to see a more detailed accounting of the transaction including payee, type of transaction, payment method, etc...

# Submitting Payment Requests in EmConnect

Only Treasurers and Presidents of organizations are eligible to submit paperwork on EmConnect. It is imperative the treasurer is knowledgeable about all organization requests and paperwork being submitted. If you wish to have other leadership members have access please contact SEAL.

For questions about how to set rosters and financial access within EmConnect, Contact SEAL ([SEAL@emerson.edu](mailto:SEAL@emerson.edu))

## To Submit a Payment Request

1. Go to the finances section of EmConnect
2. Under to the purchase requests tab, click the “Create New Requests” button and select “Create Purchase Request” from the drop down menu.
3. This will redirect you to the “Create Purchase Request” Form
4. Enter information into the required fields, in this instance your category would be “Payment to Vendor” and your account would be your Organization’s Operational Account.
5. **The Payee Information** is the person you are paying, whether it be the company you are making an order from or a student being reimbursed.
6. In the **Additional Information fields**, select the purchase category associated with your purchase, then attach a PDF of the required documents.
7. **When requesting a reimbursement**, the Emerson ID of the student being reimbursed is required.
8. Under **Additional Instructions**, you must add any additional information needed to make the purchase, you can feel free to add a link to your cart, any usernames and passwords necessary to make the purchase, or a specific phone number if the order needs to be placed over the phone.
9. For the check box, check off the files that apply you are submitted with your payment request
10. Submit your payment request form.

# Request Approval Stages/Timeline

## There are 3 stages of approval

1. Student Organization Financial Officer (Treasurer, Business Manager)
2. Student Government Treasurer and SGA Financial Assistants
3. Student Engagement and Leadership (SEAL)
  - a. SEAL purchases/completes your requests - timeline of completion will vary based on request/purchase. Please plan accordingly.

\*Your advisor should be informed of any/all purchases.

After your submitted your payment request, you can see the status of your purchase on EmConnect and the following definition means:

### Terminology

**APPROVED** = SGA has approved your purchase (but your request has NOT been purchased)

**COMPLETED** = SEAL has approved your purchase and your request has been purchase/submitted

**DENY/REJECT** = Purchase is not approved for various of reasons (contact SGA/SEAL)

# Payment Request Form

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Please keep in mind as you complete this form that all requested information is required.

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## Required Documents:

To properly complete your form on EmConnect you must determine what attachments are required based on who is being paid. Please see the outline below for a guide on what supplemental documents are required.

### Payment to an Emerson Vendor:

Current price quotes from the business you intend to purchase from. Please see [Paying Emerson Vendors](#) for more information on working with vendors.

### Online Order paid by College Procurement Card:

Itemized price quote showing the items to be purchased and all related costs (including shipment and any customization costs). Any additional information required for placing an order (traveler info for airfare, etc.) must also be submitted. Please see [Paying for Online Orders](#) for more information.

### Payment to a Business or non-Emerson individual:

Invoice, Contracts, and W-9 forms are required for all payments to non-Emerson vendors and individuals. If you are paying a speaker or performer, you must also submit a Liability Waiver, found in the [resource collection](#), and signed contract which can be found, alongside other supplemental documents in the [EmConnect resource collection](#). Please see [Paying External Parties](#) for more information. Please note: students and advisor CANNOT sign any contracts. All Contracts must be approved and signed by the Director of Student Engagement and Leadership/

### Reimbursement to currently enrolled Emerson students, staff or faculty:

**\*\*NEW** - Reimbursements will be **limited** this year and are **not** guaranteed. Itemized receipts with proof of payment are required for approval. Please see [Paying for Reimbursements](#) for more information on how to submit a reimbursement.

- Organizations who request a significant amount of reimbursements over the course of the semester will be required to meet with SGA Treasurer and SEAL to discuss financial management of your organization.

# Paying Emerson Vendors

Using an Emerson approved vendor is the most cost effective way to purchase the products or services your organization needs. There are many advantages to this system, particularly having the negotiating power and legal powers of the Office of Procurement Services behind you, given that the school—*not the student*—is purchasing the product/service.

The main advantage of purchase orders (PO) is that payment is not rendered until the requested services are completed. Additionally, these vendors already have Emerson's Tax-Exempt documentation and will not charge tax.

Please contact the SEAL to inquire about recommendations for Emerson approved vendors. If you have a vendor in mind, feel free to provide the name of the vendor to SEAL for verification. There is no publicly accessible list of vendors.

**Note:** While businesses may indicate that they accept Purchase Orders as a means of payment, that does not guarantee that Emerson College will issue one for their services. An Emerson College Purchase Order will only be issued to those vendors that have entered into a contractual agreement with the College.

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## Steps to working with a vendor:

The steps below provide the most reliable process for making purchases from an Emerson approved vendor. This process varies depending on the type of vendor and order.

1. Contact the [SGA Treasurer](#) with a description of the items you intend to purchase. The SGA Treasurer will respond with a list of potential vendors.
  - a. If the purchase is over \$3,000, SGA/SEAL will work with the Office of Procurement Services to secure the most affordable bid.
2. Reach out to vendors about your intended purchase by requesting a quote.
  - a. The price quote must be obtained from the company itself, and must contain all associated charges (including screen charges, shipping, delivery, etc). A screenshot of an online shopping cart is not a price quote.
3. Submit all quotes obtained and note the most cost-effective quote to SEAL/SGA.
  - a. The SGA Treasurer/SEAL will work with the Office of Procurement Services to secure your order. You will be notified when the order is received.
4. Upon receiving your complete order/item, notify SEAL of the Purchase Order's completion so that payment can be released.
  - a. ***Because payment follows delivery*** with Purchase Orders, it is vital that you inform the SGA Executive Treasurer and SEAL that you have received the product or service. This ***must*** be done as soon as possible.

**Last-minute Purchase Orders will not be accommodated.** It takes approximately four weeks to process a Purchase Order. Please plan ahead in your event planning and pre-production processes to account for this processing time.

**Purchase Orders will not be processed for orders submitted to a vendor outside of the college system.** If you submit an order to a company without going through a Purchase Order from the college, your order will not be honored. Please follow the above steps.

**Things to note when submitting a Purchase Order Requisition form:**

- All request must be approved by SGA/SEAL
  - Any non-Emerson Approved vendor, will need to be approved by the Office of Procurement (regardless of amount)
- Any purchase over \$3,000 will be communicated to the Office of Procurement Services and must be approved by them.
  - Procurement may request additional quotes from different vendors
- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account may not include taxes.
- Keep a copy of all paperwork submitted for your records.
- Always complete all required information on submitted paperwork.

# Paying for Online Orders

Please note that certain types of purchases and businesses are not allowed for payment by credit card, at the discretion of the Office of Procurement Services and the SEAL.

The Payment Request Form on Emconnect is used for any purchases. After the request is approved by SGA/SEAL, the payment can be completed by a Procurement Card (P-Card), the number of which is not public, and will only be utilized by SEAL. Recurring purchases such as subscription services can be requested in EmConnect by selecting the Recurring Purchase category under additional information.

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## Steps to requesting an online order:

The process begins with finding an order you wish to make.

1. Assemble a shopping cart or order online exactly as you want it to be ordered.
  2. Save the shopping cart as a PDF (or screenshot).
  3. Fill out a Payment Request form on EmConnect, attaching the printed shopping cart/order information.
    - a. It is essential that you include **any and all** information necessary to make an order such as account login, participant info, graphics, etc. Any missing information will cause a delay in processing your order.
    - b. You may be asked to schedule an appointment to complete payment or reach out to via email for additional information.
  4. Submit the form in EmConnect.
- 

## When submitting a request for an online order please note:

- You must attach a price quote, bid, and/or shopping cart stating services and/or products and their prices. The price quote must be obtained from the company itself, and must contain all associated charges. Please note that prices may fluctuate between form submission and order placement. You will be contacted in the case of major price fluxuations.
- Last-minute purchases will not be accommodated. Please plan ahead.
- When making purchases with the College Procurement Card, please note that no physical card or number will be provided to the organization.

**Notes:** Organizations whose advisors have access to a procurement card (PCard) of their own may use that card to make purchases online after Organizations have uploaded requests on EmConnect. Please indicate this purchase will be made by your advisor.



# Paying External Parties

External payment requests are processed through the Accounts Payable Office. The check will be made payable to the company or individual for the amount specified and may either be picked up at the Campus Life (Walker 4th floor) or mailed. We recommend the company or individual to submit an electronic payment agreement to deposit their payment electronically. Please see SEAL for form.

## In addition to a completed Payment Request form, you must submit the following:

- An invoice from the company or individual
- A completed and original W9 form (see the [Resource Collection](#) for more information).
  - ◆ If the company or business does not have a W9 form, due to international status or for other reasons, please contact the SEAL.
- **If you are bringing an external performer on campus to speak or perform, you must also submit:**
  - ◆ A [contract](#) - The contract must be reviewed, approved and signed by SEAL first.
    - Contracts over \$3,000 must be reviewed by SEAL/Legal Counsel. This process will take some time. Please plan in advance.
  - ◆ Student organization leaders and advisors are **NOT** permitted to sign Contracts on behalf of the college.
  - ◆ A signed liability waiver or certificate of liability insurance (see the [Resource Collection](#) for more information).

## Steps to requesting external payment:

This is the most reliable process for submitting a speaker/performer/non-Emerson Guest

1. Contact your speaker/performer/non-Emerson Guest to obtain a quote for the requested services and a W-9 form from the [Resource Collection](#) or online.
2. Work with SEAL to draft, approve, and process a Contract.
3. Submit the completed Contract, W-9 Form, and Invoice with the Payment Request form for approval. Payment cannot be issued prior to the completion of contracted duties. Emerson College has a 30 day window for payment.

## Remember:

- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account may not include taxes.
- Always complete all required information on submitted forms. Incomplete forms will be placed on hold and will cause a delay in processing.
- Students can not be paid for services.
- All contracts must be signed by the Director of Student Engagement and Leadership. Students or Advisors CANNOT sign contracts.

# Paying for Reimbursements

Reimbursements will be limited and are not granted. Please plan in advance.

It is preferable that an organization utilizes the other forms available to them to make purchases, rather than through reimbursements, for the financial security provided to the organization and its members.

**No organization member, including executive officers and organization advisors should be expected to spend personal money on organization expenses.**

## **Reimbursements are Never Guaranteed.**

The process outlined below covers the standard requirements for reimbursements, but adhering to these policies **does not** guarantee payment. Spending money out of your pocket comes at your own risk.

Reimbursements will only be issued in the form of **Direct Deposit**. If this is not possible, please reach out to SEAL.

## **Reimbursements will not be issued for:**

- Purchases including any of the items listed in the “Purchase Limitations” section.
- Travel that has yet to occur or is not registered with the Office of Student Engagement and Leadership.
- Campus catering charges including EC Cash or Board Bucks charges.
- Print/Copy charges, including the use of individual student print credits.
- Food or catering purchases from BonAppetit without pre-approval from the SGA Treasurer
- Payment to a vendor for products or services in lieu of going through the SGA/SEAL
- Purchases more than 30 days old.

## **Additional Notes:**

- Please submit receipts as JPEGs or PDFs on the EmConnect Form
- Bank statements will not be accepted to show proof of payment without the approval of the SGA Treasurer and SEAL.
- Keep a copy of all paperwork submitted for your records.
- Always complete all required information on submitted Payment Request Forms.
- Submit digital, itemized/detailed receipts.

## Proper Receipts

Due to the requirements of the offices that work with SGA reimbursement requests, all receipts must meet the requirements of the college as outlined below:

- **Itemization** — all receipts must be itemized, meaning they list all items purchased per transaction. See below for example receipts.
- **Proof of Payment** — all receipts must include some sort of proof of payment such as “Cash Tendered” or “Credit - XXXX-1234”. See below for example receipts.
- **Date of Purchase** — all receipts must be submitted within 30 days of the transaction date in order for reimbursements to be accepted.

### Example Receipts:



This receipt meets all the requirements of a proper receipt.

#### Box 1:

An itemized list of all products purchased in this transaction is included with the receipt totalling to the full amount paid.

#### Box 2:

Proof of Payment is included in the form of cash on this receipt. A credit alternative would say “Credit XXXXXXXXXXXX1234”.

If any of the above requirements are missing or a purchase is more than 30 days old, the receipt will not be accepted without prior approval from the SGA Treasurer.

# Direct Deposit

All reimbursements for students with direct deposit set through their personal information portal will automatically receive reimbursements by direct deposit.

All students are encouraged to enable direct deposit through eCommon. All students should double check ensure their direct deposit is correct.

Go to the student portal, under “[Self service - Personal Information](#)), search, Direct Deposit Allocation, and click Direct Deposit Allocation.

Then select “Add new Direct Deposit Allocation”

Fill in the required fields with your banking information make sure to check off “Accounts Payable Deposit.”

Hit save.

If you have further questions, please contact the SEAL at seal@emerson.edu

In specific circumstances, we can send a check by mail with approval of the SGA Treasurer and SEAL.

Emerson College

Personal Information Student Financial Aid Faculty

Search  Go

**Self Service**

**Personal Information**  
Update emergency contacts, mailing addresses, phone numbers, and personal email addresses

**Student**  
Manage your course registration and view your academic record, unofficial transcript, and tuition bill.

**Financial Aid**  
Check financial aid status, requirements, and accept or decline awards

**Faculty**  
Faculty can view course schedules, enter grades, and view their advisees.

RELEASE: 8.9

\* - indicates a required field.

**Add Allocation:**

**Bank Routing Number: \***

**Account Number: \***

**Account Type:** Saving

**Remaining Amount:**

**Amount or Percent:**

**Payroll Deposit:**

**Accounts Payable Deposit:**

# Fundraising & Deposits Form

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## **Changes to the Deposit form:**

*Deposits will now be submitted using a paper Deposit form which can be found in Campus Life (Walker 411). Only fundraising funds will be rolled over to the next academic year. (Note: operating budgets do not roll over)*

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The Deposit Form is used to deposit money into an organization's SGA account, usually after a fundraising effort or after ticket sales. All money raised by an organization must be deposited into the organization's Operational Account. Ticket Sales are only eligible for specific Campus Spaces, please see Space Manager to confirm the process.

**Money must be submitted to the front desk of Walker 411.** Be sure to clearly mark the envelope with the organization's name and address it to the SGA Executive Treasurer. The money will then be secured in the Campus Life office until the deposit can be made. If your event is after hours when the Campus Life office is closed you may drop off the cash with Emerson College Police Department (ECPD) to secure funds until the next morning. (Note: Your organization is responsible for picking up the funds and delivery to Campus Life the next day).

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## **Steps to submitting a deposit form:**

This is the most reliable set of steps for submitting a deposit form:

1. Obtain approval to collect funds from the SEAL via EmConnect's event registration process.
  2. Collect funds, count, label, and record as soon as possible. Store in a safe place (preferably your organization's office or locker, If applicable, ECPD).
  3. Complete an SGA Deposit form with all requested information. Attach the envelope with cash and/OR checks.
  4. Submit your completed form with the envelope attached.
- 

## **When submitting a deposit form:**

- Do not keep money collected in your residence hall room or apartment.
- As per college policy, a fundraising form via EmConnect's event registration must be on file with SEAL prior to any collection of money.
- All checks being deposited should be made payable to Emerson College.
- Organizations are responsible for bounced checks and will take the monetary loss and any associated check bounce costs. It is the responsibility of the organization to secure payment from individuals/companies whose checks have bounced.
- Organizations must make copies of the checks you deposit to keep on file.
- When depositing cash, band like-bills together and exchange coins for bills.
- Until your account is credited with the deposit, these funds may not be used.

**Remember:**

- Keep a copy of all paperwork submitted for your records.
- Always complete all required information on submitted paperwork.
- Having ticket sales/admissions fees prevent students attending your event due to financial limitations. Organizations are encouraged to make their events free of charge. Ticket Sales are only allowed at specific Campus Spaces.

**Fundraising:**

- Fundraisers must be approved by SEAL before they can be held.
- Online fundraising sources including, but not limited to, Kickstarter, Paypal, Venmo, Zelle, and GoFundMe are **not permitted** for student organization use. They require a connection to a bank account to deposit raised funds and the use of any bank accounts external to Emerson College are not permitted.
- The use of credit or debit cards for fundraising is **not** permitted.

# Print/Copy Orders & Machines

## Print and Copy:

Student organizations are expected to do all organization related printing (with the exception of large print publications) with Emerson Print and Copy. To make a purchase through Print and Copy, see the contact information below. When making purchases through the Print/Copy center, provide your **4-digit account code** to the representative you are working with, and they will directly charge your organization. **Please ask for invoices/receipts to keep these for your own organization's records and submit via EmConnect.** If you do not have access to your account code, please contact SGA Treasurer.

## Copy Machines:

Organizations are able to make copies on the copy machines located at 172 Tremont and Campus Life (Walker 411). These copy machines are accessible by entering your four-digit copy code, found on EmConnect.

## Remember:

- Reimbursements will **not** be processed for Print/Copy charges as well as the use of personal Print Credits. Your organization's account should be charged directly.
- Keep a copy of all invoices for your records.
- Copies made on these machines are not free.
- Personal use of copy machines using an organization's' copy code is not permitted.

### Contact Information

Emerson Print/Copy Center - [emersoncopy@gmail.com](mailto:emersoncopy@gmail.com)  
617-824-8593 - **Hours:** M-F, 9a-5p - *98A Boylston Street*

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# Office Supplies via WB Mason

Emerson College uses W.B. Mason exclusively for ordering office supplies. To place an order from W.B. Mason, please utilize the Payment Request form on EmConnect. Load items into a shopping card on the website, take a screenshot of the cart items, print, and attach to serve as your quote.

W.B. Mason is to be used for the purchase of office supplies only. Computer equipment, paper, and anything that requires electricity should be purchased through the appropriate vendors

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# Food Policy/Catering

## 2022-2023 COVID Update - Catering will be allowed for events/meetings/programs

### External Catering

If you do not wish to purchase catering through Bon Appetit, please contact the [SGA Treasurer](#) prior to doing so. This includes any food purchases made for general meetings, craft services on productions, et cetera. You will be directed to the appropriate form to utilize, depending on the vendor.

### Cooking for your organization

Student organizations are **not permitted** to prepare food for their organization members without **prior** approval from [SEAL](#).

### Bon Appetit Catering

One of the most convenient means of providing food at an event is to utilize the College's on-campus vendor, Bon Appetit. When placing an order with Bon Appetit, visit the [Catertrax website](#) at least two weeks in advance to select your menu, obtain prices and check availability of certain menu items. Bon Appetit will also work with you to fit catering into your allocated budget.

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### Steps for Submitting a Catering Order:

These are the standard steps for submitting a Bon Appetit catering order.

1. Visit the [Catertrax website](#). Create an account (or login).
  - a. Only organization Presidents and Treasurers may submit catering orders.
2. Assemble a cart full of the items you wish to purchase.
3. Proceed to checkout to confirm your order. If your order is correct, provide event information.
  - a. When selecting the event date, red means not enough notice to complete the order, yellow means you must contact [Catering services](#) directly, and no color means you can proceed as normal.
4. Review and confirm your selection and proceed to payment.
5. Select "FOAP" as payment method, select your organization from the dropdown menu and provide your organization's 4-digit account code.
6. In the "CC Additional People" section, you are **required** to include the [SGA Treasurer](#), [SEAL](#), your organization's President, Treasurer, and Advisor.
7. Submit a PDF of a quote of your order through the EmConnect Payment Request Form so your order can be processed and paid for.

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For menu assistance, contact Bon Appetit at (617) 824-8065 or by emailing Dionella Lora [email](#). Also, you may consult the catering/student catering menu, which is available [online](#).



**Additional Catering Information:**

- Consult with the manager of the particular space (such as the Campus Center) as to whether food service is permissible in your venue.
- Reimbursements forms will not be processed to reimburse any catering orders including Bon Appetit charges. **No exceptions.**
- Reimbursements will not be processed for ingredients for self-prepared catering without pre-approval from the SEAL.
- You can cancel orders within 48 hours of the event without being charged for the event.
- If you are looking for a custom order, or want to order items off the posted menus, you will need to contact the [Catering Manager](#) directly to place an order. The same goes for discussing price adjustments for “out of the ordinary” orders.
- Keep a copy of your email order for your records.
- SGA Funded Organizations may **not** purchase alcohol (with the exception of the Senior Class Council).
- An order will be denied if the organization’s budget cannot handle the charges as outlined in the order, or if the event you are hosting is not approved by SEAL.
- If you are not satisfied with the order you received, please contact the vendor first then notify the SGA Treasurer/SEAL after the event.

# Trip Financial Protocol

During the 2022-2023 Academic year SGA and SEAL will resume funding and sponsoring travel out of the Greater Boston Area.

A “trip” is any excursion an organization makes to a non-campus building or location. This is anything from a trip to Washington D.C. to walking across the street to the Boston Common. No purchases for trips will be processed unless these trips are properly registered with [SEAL](#). Please refer to the guide in the [Resource Collection](#) on how to plan a trip for a step-by-step guide.

All trips must be registered and approved with the college in advance of the trip, especially when going beyond the normal boundaries of the MBTA. This includes any travel on the commuter rail.

The Trip Registration Form can be found online at <https://www.emerson.edu/students/student-life>

## Trip Financial Policies:

- **Any homestay companies (i.e. VRBO, AirBNB’s) will not be permitted for student organizations.** This includes organization affiliated trips, film shoots, and retreats.
- Trip Reimbursement Policies:
  - Reimbursements for Trip expenses can **only** be approved by SGA/SEAL.
  - As per the College established per diem rate, each individual may spend up to the following amounts on food per day when approved by the SGA Treasurer:
    - Breakfast — \$17.00 - Lunch — \$18.00 - Dinner — \$34.00
    - Total amount can not exceed \$69.00 per attendee
    - This is the maximum amount that may be reimbursed, please have it be noted that we can reimburse partial receipts. It is advised that students not be excessive with the spending of their per diem allowance.
  - Reimbursement receipts for group meals must be numbered and accompanied by a list of people who dined together and submitted to SGA/SEAL.
  - SGA Funds cannot be used for the purchase of alcoholic beverages, they would need to be kept on a separate tab.
  - Transportation and lodging expenses should be purchase/reserved through SEAL
    - Uber/Taxi/Lyft rides can be reimbursed with the approval of SEAL
    - In an case of an emergency, SEAL can approve a reimbursement for lodging but all reservations and purchases must be approved by SEAL
  - The College follows the IRS standard mileage rates ([check here for current rates](#)) when reimbursing for business related expenses

If you are unsure of what SGA funds will cover on a trip, please contact the SEAL prior to your purchase or submitting any financial paperwork.

# Vehicle Use

## Rental Cars

Emerson College's preferred car rental vendor is Enterprise. All car rental bookings can be made through our dedicated Emerson College/Enterprise web portal. To ensure you receive our negotiated rate, use the code XZ10425 when quoting car rental. **Note:** that only organization members/advisors over the age of 21 are legally permitted to rent and drive cars. Car rentals must be requested for approval on EmConnect and reserved by SEAL.

## Taxi and Ridesharing

Taxi and Rideshare services are permitted for reimbursement **only** with approval from SGA/SEAL. If the taxi and rideshare service was utilized on a trip, the trip must be registered with [SEAL](#) before SGA will approve the reimbursement. The ability to travel safely for your organization's excursions is an essential part of travel. Please see Student Organization Handbook for more information regarding travel.

When traveling with a taxi company, make sure to request an itemized receipt after payment. The receipt should adhere to the reimbursement requirements as described in the "[Reimbursement](#)" section. An email receipt or post-ride screenshot with origin, destination, price and payment method will suffice for Rideshare services.

## U-Haul / Truck Rental

Your organization is permitted to rent U-Hauls provided you have prior approval from the SGA Treasurer and SEAL. When submitting a reimbursement for a U-Haul or truck rental make sure that your receipt adheres to the reimbursement requirements outlined in the "Expense Report and Reimbursement" section. A quote is needed for approval and a receipt for reimbursement. Reimbursement will not be permitted without approval from SGA/SEAL.

## Zipcars

Your organization is permitted to travel using Zipcar rentals provided you have prior approval from the SGA Treasurer and SEAL. Emerson College does not have a ZipCar membership and will not reimburse for memberships. The college may reimburse for individual rentals but will not provide insurance coverage for Zipcars. Contact the SGA Treasurer and SEAL for more information.

# Film Shoot Financial Policy

All Emerson College students must adhere to the policies and procedures associated with shooting film/video and/or recording audio as dictated by the Office of Media Technologies and Production (MTP) and the Office of Visual and Media Arts. Any information regarding Shooting Policies and Procedures and forms may be found on the [MTP website](#) and [VMA website](#). Please contact MTP, VMA, or SEAL with any additional questions.

Production Portal is the online platform through which the students may complete their safety forms and apply for Emerson on-campus production permits and submit their insurance certificate requests for all productions.

VMA's new Production Portal which can be found online at

<https://workflow.emerson.edu/Runtime/Runtime/Form/Instruction+Form+for+snaplogic/>

Contact [Homa\\_sarabidaunais@emerson.edu](mailto:Homa_sarabidaunais@emerson.edu) and [Leonard\\_Manzo@emerson.edu](mailto:Leonard_Manzo@emerson.edu) at VMA with questions regarding the portal.

**Note:** *Location film and video production carry risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.*

- The College does not provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does not provide insurance on equipment rented outside the College.
- The College does not provide workman's compensation insurance for talent including members of SAG and AFTRA.
- **This is your financial responsibility.**

## Penalties:

Violations by students of the following policies and procedures may result in:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the [Student Handbook](#).

## Shoots that Require Special Permission:

- Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission and will not be financially supported without prior approval.
- Shoots that require access to buildings or locations after hours may require special additional permission or associated fees.

# Financial Advisory Board (FAB)

The Financial Advisory Board (FAB) is a body of students charged with governing Financial Policy, Annual Budgetary Requests and Appeal Requests.

The Board is comprised of the [SGA Executive Treasurer](#), [Vice Treasurer](#), a representative from each class, the [SGA Chief Justice](#), and the [SGA Advisor](#). An invitation to participate as a member of the FAB is at the discretion of that person's relevant Class Council and is approved by the SGA Advisor and SGA leadership.

## Duties of the FAB:

- Meet with and review student organizations that request a hearing during the Annual Budgetary Request (ABR) hearing process.
- Make long-term financial policy recommendations to the SGA on such issues as criteria for funding, fee increases, and vendor dealings.
- Review and approve changes to the Treasury Handbook.
- Review and approve changes to the Appeal Request form.
- Recommend Appeal Requests to SGA Assembly Meeting.
- Recommend organization Annual Budgetary Requests (ABR) to SGA Assembly Meeting.

## FAB Investigations

If the FAB or members of the Office of Student Affairs and Campus Life suspect any impropriety regarding an organization's spending the FAB, SGA and [SEAL](#) reserves the right to investigate. Investigations may result in suspension of funds.

- Past reasons for suspension of funds include: misuse of funds, personal use of funds, storing organizational equipment at off-campus residences or in the residence halls, falsifying documents (e.g. forgery of signatures) and knowingly providing false information to the FAB.

# Appeals Request

**Appeals Request will be live October 3rd**

While organizations are encouraged to use their allocated funds and seek out additional co-sponsorships from other organizations and departments, a need for greater funding arises from time to time. Organizations may appeal for funds if the organizations meet the given criteria **once per semester**. Though organizations with special circumstances may contact the [SGA Treasurer](#) to request a second appeal if the situation is deemed necessary.

Additionally, Appeals will be granted with an 'expiration date' where unused funds will return to the SGA Appeals Account for use by other organizations. This date will be determined in conjunction with the SGA Treasurer based on your Appeal Requests details.

**Warning:** *There is a limited amount of money in the SGA Appeal account each academic year and, therefore, the amount is not guaranteed and SGA reserves the right to deny any Appeal Request that does not meet the listed criteria.*

- **First Resort:** Reasonable cost cutting.
- **Second Resort:** Re-prioritizing your organization's budgeted funding allocation.
- **Third Resort:** Independent fundraising.
- **Fourth Resort:** Co-sponsorships from departments and organizations.
- **Fifth Resort:** In-kind donations.
- **Last Resort: Submitting an SGA Appeal packet.**

\*Acquiring co-sponsorships, donations, or fundraising prior to submitting your SGA Appeal packet will add credibility to your organization's request to the SGA Financial Advisory Board (FAB).

Any organization that has an Appeal Request denied is welcome to submit a re-made SGA Appeal packet after obtaining co-sponsorships, donations, fundraising, or after going through and cutting costs.

## **SGA Appeal criteria:**

SGA FAB is looking for the following:

- Proof that the organization has exhausted all other possible ways of funding this event, trip, or project.
- Adequate advance planning to ensure the success of the event, trip, or project.
- Proper SGA/SEAL permitting and approval is expected of any event being appealed for.
- Benefits for the college community as well as the students directly involved.

## **Who may submit an Appeal Request:**

Emerson registered organizations, recognized campus chapter FSL organizations, and student center programming (for example: ERA Awards, the Green Gala, and the EVVY awards) may submit an SGA Appeal Request packet.

- If individuals or groups who are not Emerson registered organizations who wish to submit an appeal, they

must have an Emerson registered SGA Funded organization be their sponsor and assume responsibility for the project.

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### Steps for Submitting an Appeal Request:

1. Submit the Appeal Request form on EmConnect.
2. The SGA Treasurer will contact you with more information regarding upcoming steps and will share a Google Drive folder where you can provide more detail on your request, including a proposed budget for the appeal, a ledger of your spending to date, and a proposal for how the appeal funds will be spent.
3. Any appeal request under \$500 can be approved by the SGA Treasurer and doesn't need to appear before FAB. Any request over \$500, must be presented to FAB. Please see the [FAB Calendar](#) for the next meeting.
  - a. If your request requires approval prior to the next available FAB meeting, your request cannot be processed. Plan accordingly.
4. If your request is for over \$3,000, the Appeal Request will be presented by the SGA Treasurer at the next available SGA Student Assemble Meeting.
  - a. This presentation does not require a representative of your organization, however, as SGA Student Assembly meetings are open to the student population a representative is welcome to attend and answer questions. SGA Joint Session will vote on whether or not to grant the Appeal Request.
5. If approved, you will receive an email from the [SGA Treasurer](#) with information about your spending appeal allocation. An "Account" will be added to your organization's Finance section of EmConnect through which charges can be made and recorded.
  - a. Approved Appeal Requests will receive an expiration date by which funds must be utilized. Unspent remaining funding will become available for future Appeal Requests.
  - b. All approved expenses must abide by SGA Financial Policy outlined in this handbook.

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**Note:** *Appeal Requests are heard in the order in which they were received. FAB and SGA Assembly are asked to look at each appeal on a case by case basis and not allow upcoming appeals or potential future appeals to influence their decision. That being said, FAB and SGA Assembly officials will be looking for organizations to practice fiscal responsibility and consider the impact that their appeal will have on the SGA Appeal account while submitting their Appeal Request. If the SGA Appeal account hits \$0.00, all upcoming Appeal Request hearings will be canceled and no further Appeal Requests will be accepted.*

**Granted Appeal funds may only be utilized for the purposes noted in the Appeals Packet, and not for any other expenses.**

# Additional Information

## **Equipment / Furniture / Office Supplies:**

All equipment, furniture, and supplies purchased or received by an registered organization remain the property of SGA and Emerson College. Contact the [SGA Treasurer](#) for assistance with obtaining furniture or contact the Information Technology Department for computer and/or equipment purchases.

Only organizations with approved office and/or storage space will be allowed to purchase furniture and/or computers/computer equipment or supplies. No organization may trade or dispose of equipment without permission from SGA and SEAL. Organizations must keep an up-to-date inventory of all equipment and furniture in their possession and submit it during Financial Advisory Board process, including all computer and telephone equipment.

Furniture and technical equipment is for organization use only, becomes property of Emerson College, and may not be used for personal reasons. In the event that an organization becomes inactive, all property reverts to SGA ownership. No organization equipment may be stored in a student's residence hall room or apartment during College breaks.

## **Sending Mail & Packages:**

All mail and packages must include the organization's account number in the upper left hand corner. It can then be placed in an Emerson mailbox or brought directly to the main mailroom on the Lower Level of 100 Boylston Street. The organization's account is charged directly by the mailroom. For postage totaling over \$25, the [SGA Executive Treasurer's](#) approval is required. It is recommended that you keep track of any mailings you make to avoid being over or under charged. Submit all mail charges in EmConnect for approval and accurate budget accounting.

## **Computer Equipment:**

Most basic computer equipment purchases can be made through SEAL through Marketplace and requests submitted on EmConnect. Any purchases that include non-standard computer equipment requires the Information Technology Department to obtain bids and approve purchases. For assistance in beginning this process, or answering questions about which computer equipment to purchase, contact the IT Helpdesk at [helpdesk@emerson.edu](mailto:helpdesk@emerson.edu). Only organizations with College-allocated office space will be able to purchase computer equipment.

## **Room Reservations:**

[SpaceBook](#) is Emerson's online space reservation system. Use SpaceBook to browse existing events, check space availability and room details, request space for events, meetings, rehearsals and study and track and modify existing reservations.

For a list of rooms available through SpaceBook and additional information on planning your next event, visit SpaceBook. Then log in to [SpaceBook](#) with your Emerson account to get started. Some facilities such as the Bill Bordy Theater may require additional after-hours security fees. Please consider this when planning and



scheduling your event. Have a question? Contact the appropriate space manager.

### **Office of the Arts Managed Spaces:**

For information regarding renting Office of the Arts managed spaces please see the [Resource Collection](#) and contact SEAL. Keep in mind that these spaces require professional staffing and thus come with a reservation fee. Once your event is approved and reserved, forward your reservation summary to the [SGA Treasurer](#). Once your event is complete and your account has been charged, update the SGA Treasurer on the final amount.

Ticket sales from Office of the Arts (OA) events will be entered into your account upon receipt of a successful transfer from OA. Ticket sale funds cannot be spent prior to this deposits completion. Additionally, ticket sales cannot be used to cover the cost of the production or space rental.

### **Media Services:**

Equipment needs for non-course related events will be charged to your organization's account. A complete listing of services is available [online](#).

### **Donations and Institutional Advancement:**

If someone would like to make a donation to your organization, they are more than welcome to do so. Donations go through the College's [Office of Institutional Advancement](#), where it can be specified that the donation is to go to your organization.

These accounts are used exclusively for donations from sources outside the college such as a personal alumni donation or business sponsorship. Donations from internal sources will be deposited to your SGA account. Funds donated to your SGA account or Institutional Advancement account will remain until spent. Please note: these funds are different from your operating budget which **does not** roll over.

### **W9s:**

W9 tax forms are required for any payment that is not made through credit card or to an Emerson affiliated student, or vendor. Emerson is connected with a number of businesses ('Emerson Affiliated Vendors'). Because these vendors are affiliated with the college, no W9 is necessary. In all cases except payment by credit card, please attach a W9. The W9 confirms a business' federal tax ID# or a person's SS# and their current address. We can never assume that if we provided payment to a party previously, that their name, or address has remained the same. It is a safeguard to ensure we get payment to them in a timely and efficient way.

### **Contracts:**

Contracts are used to bind vendors and non-Emerson individuals to services offered in exchange for payment. These are necessary to protect student organization's funds. All contracts must be pre-approved/signed by the Director of Student Engagement and Leadership before services are rendered. Non Emerson contracts/vendor agreements must be approved by legal before signing.

The original contract must be signed by the consultant/company. **No contracts may be signed by a student or an advisor!** A student/advisor signed contract is NOT binding to Emerson College or SGA. See the Off-Campus Events policy in the Student Organization Handbook.

# Information on Student Government

## **Purpose of the SGA**

Emerson College's *Student Government Association* (SGA) acts as a representative of the student body to faculty, staff, administration, and the community at large. The SGA works to represent and advocate for the voices of the students of Emerson College

## **Responsibilities of the SGA**

- Representing student interests, rights, and concerns.
- Stimulating awareness of/involvement in the many organizations, opportunities, and activities available within the Emerson Community.
- Promoting student awareness and appreciation of the values and traditions of the college.
- Enhancing communication and cooperation between all branches of the campus community.
- Overseeing funding for student activities and organizations through a fair and representative process.

***Note:** With affiliation also comes the responsibility of managing your organization's programs realistically within the limitations of existing resources and opportunities. Emerson College seeks to support and encourage all student organizations in their creative process, and will offer advice and assistance at every turn. We ask that you recognize that physical and financial resources are limited for both academic and co-curricular programs, and seek your assistance in setting priorities and adjusting your plans as these limitations necessitate. We encourage you to see the advice of both your advisor and the Director of Student Engagement and Leadership in setting your priorities and in managing your organization's plans.*

For more information about Emerson College SGA, please visit <http://emersonsga.org>.

## **Purpose of the SGA Executive Treasurer**

The SGA Executive Treasurer acts as the liaison between recognized student organizations and the Emerson College's Office of Procurement Services and Accounts Payable. The Executive Treasurer communicates with student organizations regarding the allocation and management of each organization's funding. All transactions made by SGA funded organizations must be approved by the SGA Executive Treasurer or their delegate.

## **Responsibilities of the SGA Financial Officer(s)**

- Manage the overall budget for student organizations, based on enrollment information and student activities fees with the assistance of the Financial Advisory Board.
- To act as a liaison between student organizations and the Emerson College Office of Procurement Services and Accounts Payable.
- Audit the financial records of all SGA-funded organizations.

- Monitor all charges to all SGA-funded organizations.
- Present an Executive Treasurer's report and make recommendations on financial matters to the SGA Student Assembly and Emerson College officials when needed.
  - These reports will be recorded in the minutes, which are available online through the SGA official website.
- Explain the financial system to all organization Presidents and Treasurers.
- Oversee organization purchases of products and services.
- Chair the Financial Advisory Board, a board of student representatives tasked with representing their constituencies in making financial recommendations to Student Assembly.
- Have final approval and signing authority over all SGA-related financial matters.

**Note:** *The SGA Executive Treasurer is not responsible for keeping receipts from purchases made by an organization. It is the sole responsibility of the organization to keep copies of all of their submitted paperwork and receipts on file. Neither the SGA nor the Office of Student Engagement and Leadership will keep copies of submitted receipts, bids, contracts, etc. The SGA will hold record of all forms submitted to the Executive Treasurer, including forms that are rejected. For more information regarding your organization's transactions please refer to your organization's EmConnect page.*

# Closing

Thank you for taking the time to read the Emerson College SGA Treasury Handbook (2022-2023).

If you have any questions, comments, or concerns, please feel free to reach out to the [SGA Treasurer](mailto:sga_treasurer@emerson.edu) at [sga\\_treasurer@emerson.edu](mailto:sga_treasurer@emerson.edu) or SEAL at [seal@emerson.edu](mailto:seal@emerson.edu)

## Acknowledgements

Special thanks to Student Government Association Executive Treasurer and other departments who have supported student organizations in their success throughout their years at Emerson College.

Revisions of this handbook were made by the following Executive Treasurers:

<i>Juanma Suárez Teissonniere '23</i>	<i>Lindsay Debrosse '22</i>	<i>Thomas Couglin '20</i>
<i>Abigail Semple (19–20)</i>	<i>Ian Mandt (17–19)</i>	<i>Rachel Levin (18-19)</i>
<i>John Daniel Depa (15–17)</i>	<i>Paul Almeida (15)</i>	<i>Hillary Fan (14)</i>
<i>JD Dentinger (13–14)</i>	<i>Tanya Flink (11–13)</i>	<i>Corey Starbuck (11)</i>
<i>Stefany Tomas (10)</i>	<i>Jenn Barry (08–10)</i>	<i>Katy Boungard (07–08)</i>
<i>Emily Patrick (06–07)</i>	<i>Katie Caponera (05–06)</i>	<i>Melissa Gaynor (04–05)</i>
<i>BJ Warminski (03–04)</i>	<i>Krista M. Gundersen (01–03)</i>	

Additional thanks for their contributions to policy or additional processing of financial documents to:

<i>Office of Purchasing</i>	<i>Office of Accounts Payable</i>	<i>Office of Student Affairs</i>
<i>Office of Campus Life</i>	<i>Office of the Arts</i>	<i>Media Technologies Production</i>
<i>Emerson College IT</i>	<i>Campus Centers</i>	<i>Emerson OHRL</i>
<i>Facilities Management</i>	<i>Property Management</i>	<i>Emerson College Police</i>
<i>SEAL Office</i>	<i>Administration and Finance</i>	<i>SGA Student Assembly</i>