



Advisor and Club Officer Training



Club Advisor and Officers Roles and Accountability

- Roles fulfill the mission of the club and provide accountability.
- Advisors and officers are accountable to one another.
 - The advisor should be aware of all transactions initiated by officers and officers should be aware of all transactions initiated by the advisor.
 - No transactions should be completed without the approval of at least one officer and the advisor, including deposits or purchases.
- Meeting minutes should accompany any approved purchases.



OPSU Policy

- OPSU is required to follow state policy as a state agency. This includes policies on receipt of funds.
- If your club collects membership fees from its members, collects fundraising money, or any other receipt of funds, your club treasurer should deposit the funds the same day as received excepting weekends or holidays.
- Refer to the [OPSU Collections, Deposit and Control of Cash or Checks Received policy](#).
- It is best practice to have at least two officers or an officer and advisor count the money individually to check the amount. Each individual counting cash and checks should be able to match their balance to the other individual's amount counted prior to making a deposit.



Club Fundraising

- Any OPSU student club or organization seeking to hold a fundraising event on or off campus must submit a request to the OPSU Dean of Student Affairs at least one week prior to the event. Approval will only be granted if the event meets all of the requirements in the [Student Club and Organization Fundraising Policy](#).
 - Club or organization must be chartered with the Student Government Association.
 - Credit cards may not be used as a means of raising funds.
 - Local, state, and federal laws must be followed, as well as all OPSU policies.
 - The club or organization agrees to be respectful to the rights of others.
 - The sale of food items will receive approval by the Dean of Students.



Fundraising Request

- Complete the [Fundraising Request Form](#).
- This form will be routed to the Dean of Student Services for approval/disapproval.
- This request form, if approved, will be distributed to the OPSU Business Office and the Panhandle State Foundation to ensure proper receipting of funds raised.

On Campus Fundraising Form

Please review the Student Club and Fundraising Policy

Name or Club/Organization *

Contact Person *

Contact Person Email *

Advisor Name *

Advisor Email *

Will the event involve food sales? *

If yes, food sales needs to be approved from the Dean of Students

Description of Event *

Location of Event *

What is your method of payment collection? *

- Cash Marketplace Credit Card Machine
 Other

If other payment method please list below *

Personal Venmo, Paypal, square and other online payment methods are not accepted.

Risk Management Statement: Be aware that student organizations and the individuals affiliated with those organizations don't fall under the protection of the University's liability coverage. Organizations are encouraged to consider purchasing a small liability policy to protect the organization and the members.



OPSU Resources for Collecting Funds

- Options available for collecting funds for club membership fees, fundraisers, etc.
- Marketplace is an online storefront with functionality to create items for sale. We accept Visa or MasterCard payments on this application. To create an online presence or storefront for your club, submit the [OPSU Marketplace Request](#).
- Credit card terminals are available for check out at the Business Office. If your club needs to check out a credit card terminal for a club event, email us 1-2 weeks in advance to schedule a checkout time and quick training at opsu.bursar@opsu.edu.
 - Credit card terminals must be turned in promptly following an event and should be returned that day, the day following if it's an evening event, or Monday following a weekend or holiday.
- DO NOT use your own square devices or any other devices that are not university owned to collect funds for a club or organization.
- DO NOT deposit funds raised for a club or organization to any account other than the designated university club account or foundation account.



Deposit Process

- The first step you will need to take is to print the deposit form (shown on the next slide).
- The second step is to fill out the Deposit form after receiving the Cash or check so that funds can be properly deposited into your university club account.
- The third step is to take the money and deposit form to the cashier to deposit into your club account in Sewell building at the Business Office window. If you have cash or checks, it's best practice to have a money bag to conceal the funds.
- The Business Office can check out a money bag to a club officer or advisor OR a club can purchase their own money bag as needed. (Money bags not checked back in will be charged to the club account.)



Making Purchases for a Club

- OPSU has several options available for making purchases.
- OPSU policy requires a purchase order be issued to a vendor before any order can be placed. If you need to place an order for a product, service, or to make travel arrangements visit Sewell offices 125 B or C to begin the process.
- OPSU offers a purchasing card program that provides a university credit card to authorized personnel. Your advisor may have a purchasing card (p-card) to make approved purchases. If your advisor does not have a PCard and you need to place an order, visit Sewell offices 125 B or C for assistance.
- DO NOT pay a vendor or individual for any payments without going through the university or foundation purchase systems. All transactions must be accounted for through one of these systems per state policy.



Activity Advance

- Activity Advance forms are for when you have an event and you need cash. Some circumstances may require a different process than creating a purchase order to pay for the event. An example is club travel for meals.
- When filling the form out you will need to know your department fund number you will be using, the date you need the check, and when the event starts.
- A flyer or email about the event will need to be attached to the form before handing it in to Accounts Payable in Sewell 125A.
- This will need to be submitted to Accounts Payable 1-2 weeks prior to the event.
- Prior to the trip if you are receiving this advance to give students money on trips, you will need to print a document with participating student's names printed and then have them sign next to their names upon receiving the cash.
- Upon your return from the trip, all documentation should be returned back to Accounts Payable in Sewell 125A along with any excess cash. Excess cash will be deposited back into your club account.



Example

- Please see the example of the activity advance request. You may contact Accounts Payable if you have questions: accts.payable@opsu.edu
- Refer to the [Student Activity Advances Policy](#)
- Please use this link to complete the [Activity Advance Request Form](#).

Activity Advance Request - Student Activities

Must be submitted to the Business Office a minimum of 1-2 weeks in advance.
Late requests cannot be assured of processing by the date needed.

Fund listed below should begin with a 320xxx, 991xxx, or 500xxx.

Requester Name *

Requester Email *

Advisor/Supervisor Name *

Advisor/Supervisor Email *

Fund Number *

Account: 705901

Fund Name *

Vendor ID Number *

Date Submitted *

Date Needed *

Amount Requested *

Payable To *

Organization *

Event Title *

Date of Activity *

Destination *



Foundation Fund Agreement

- Sole mission as a non-profit is to support OPSU.
- Fund Managers are responsible for consulting with OPSU's Vice President of Fiscal Affairs or Comptroller on what is an allowable deposit beforehand.
- Must allow at least 2-3 working days for review before payment is submitted.
- Checks will not be written immediately.
- All fundraising materials, advertising, or publications that include the name of Panhandle State Foundation should be approved before being printed, mailed, or publicized.

Foundation Fund Managers

- A list of fund managers will be provided to OPSU officials which are President, Vice President of Advancement, and Vice President of Fiscal Affairs.
- All club fund accounts require at least 3 signatures.
- If there are new advisors, you will need to sign a new fund agreement.
- There will need to be minutes account as record of new advisors to be added to the account.
- You will be given a copy of Fund Agreement Rules and Managing Your Foundation Fund documents.
- Please keep records of your accounts as each year the Foundation is audited.
- If questions arise during the audit regarding your fund that Foundation cannot sufficiently answer, you will be asked to provide an answer.



Pay To Form

Must provide a invoice, statement of purchase, or receipt along with signatures of all required entities.

If you have questions on acceptable expenditures, please contact Foundation office.



Pay-To Form

Fund Name

###.###

Must attach invoice or receipt!

Date _____

Pay To:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Check to be: _____ sent to above person at above address
_____ sent to club manager through campus mail
_____ other: _____

For: _____

Amount: \$ _____

Approved by Advisor: _____

Approved by VP of Academic & Student Affairs: _____

Approved by VP of Advancement: _____

Approved by Foundation _____

Foundation Check #: _____ Date written: _____



Foundation Deposits

- Bring deposit to the Foundation office in Hefley 104 where you will be issued a receipt for your records.
- Must know what the deposited funds are from whether they are donation or through fundraising.
- Donations are considered to be given to the Foundation in support of OPSU and are restricted in use to that particular support fund per the donor's wishes.
- Donations are tax-deductible and will be issued a thank you letter and tax-deductible receipt.
- Funds NOT consider donations would be from any type of sales, raffles, tickets, auctions, sponsorship, or advertising. These are NOT tax-deductible.
- Monthly statements are sent to fund managers and OPSU officials of President, Vice President of Advancement, Vice President of Fiscal Affairs, and Comptroller to ensure no state money is held without OPSU consent.
- If OPSU officials declare a deposit to be state funds, the fund manager will be notified and funds will be transferred to the university.

Questions or concerns, please email:

opsufoundation@opsu.edu

chyanna.black@opsu.edu

liz@opsu.edu

kari.stover@opsu.edu

For this PowerPoint or other Budget resources, visit opsu.edu/business-office/.

If you are an advisor and need access to the club you sponsor, please complete a Banner Finance Access Request at

<https://opsu.edu/fiscal-affairs/>

Questions?