

STUDENT LIFE | REGISTERED STUDENT ORGANIZATION REGISTRATION PACKET

TREASURER FORM

POLICIES AND PROCEDURES FOR QCC RSO TREASURERS

ORGANIZATION NAME:

RSO COST CENTER NUMBER:
IF UNSURE, CONTACT STUDENT LIFE

POLICIES AND PROCEDURES:

Treasurer Responsibilities:

- The RSO treasurer is required to attend the Student Organization Training during the treasurer's first semester to go over the Student Organization Policies and Procedures with the Office of Student Life and Leadership (OSL).
- The RSO treasurer should commit to memory of their RSOs budget account number also known as the cost center number, if unsure of the budget account number please contact OSL.
- The RSO treasurer is responsible for keeping the RSO budget accurate and up to date at all times and for preparing financial reports requested by the RSO president and OSL professional staff.
- The RSO treasurer is responsible for monitoring that RSO members never use personal funds (i.e. personal credit cards, cash, etc.) to order and/or purchase anything on behalf of the RSO. Reimbursements will not be provided if personal funds are utilized, and the appropriate policies and procedures are not followed.
- The RSO treasurer is responsible for confirming that no alcohol is purchased with the RSO budget. Due to the no alcohol policy, no funds/monies shall be used for payment of any such purchases.
- The RSO treasurer is responsible to be aware of electronic Purchase Order (e-POR) deadlines and work with their advisor and OSL to submit an e-POR for all orders and/or purchases.
- The RSO treasurer is responsible for monitoring that all contracts and/or agreements created on behalf of the RSO are never signed by RSOs advisors, officers, and/or members. All contracts and/or agreements should be sent to the OSL in order for it to be reviewed and signed by the QCC Contract Management Team.

Budget Allocation:

- The RSO Budget Allocation will be disbursed once the RSO has completed the appropriate registration steps and submitted the Budget Allocation Form. RSOs can be granted \$150 every Fall and Spring semester that they are active, a maximum of \$300 per academic year.
- Allocations cannot be used for an initiative that only serves the RSO members; the initiative must be open to the entire student population.
- Allocations that are not utilized will be rolled back (reclaimed) by OSL at the end of each semester.
- All RSOs must expend funds in a manner that is consistent with local, state, and federal laws and does not conflict with any College policy or procedure.

Budget Utilization:

- There will be NO separate accounts off-site for RSO funds/monies (i.e. an external bank account, credit union, etc). All RSO financial transactions must be made through QCC via OSL and the Business Office.
- Funds in any account held off-site (i.e. an external bank account, credit union, etc) must be closed immediately and brought to OSL to be deposited in the RSOs cost center account (four-digit number) via the Business Office
- RSOs are not permitted to overdraw on their accounts. IF an e-POR or Check Request form is submitted for an amount over the given funds, the payment will not be granted until sufficient funds are in the account.
- NSF (Non-sufficient funds: overdraft fees) fees incurred by the RSO, may be charge back to your RSO.
- Expenses may not be incurred, nor events be held during vacations, semester breaks, or summer - unless approved by the advisor and OSL.

Earned Income:

- In order to host a fundraiser and/or raffle, the RSO must complete a Request Form prior to the start of the fundraiser/raffle and submit it to the OSL. Once approved, the fundraiser/raffle will be assigned a unique fundraiser code by the Business Office.
- All earned funds/monies should be deposited in a timely manner with the OSL. The RSO will then be provided a receipt of deposited monies from the OSL and Business Office
- Only cash and checks can be collected by an RSO; electronic payments are not accepted. Checks should be made out to Quinsigamond Community College; not the RSO or the individual.

I, _____ [RSO Treasurer] acknowledge and understand that I am aware of the above policies and procedures for RSO treasures at QCC. I also recognize that I am responsible to abide by these requirements. If at any time, I recognize a policy or procedure has not been followed, I will immediately notify my advisor and the OSL professional staff.

TREASURER EMAIL:

TREASURER PHONE:

TREASURER SIGNATURE:

DATE:

PRESIDENT SIGNATURE:

DATE:

ADVISOR SIGNATURE:

DATE:

THANK YOU FOR FILLING OUT THE TREASURER FORM