



Idaho State  
University

# ASISU FINANCIAL WORKSHOP

2025-2026

**ROAR**

# INTRODUCTIONS

Val Davids  
Student Activities Coordinator  
208-282-3451

Tamye Durrant  
Administrative Assistant  
208-282-3596

Theresa Brissette  
Program Specialist  
208-282-3885



Idaho State  
University

# GENERAL INFORMATION

- All transactions are processed in the Student Leadership & Engagement Center (1st floor PSUB)
- Hours are 8am – 5pm / Monday – Friday
- Club account balance, authorized signatures and current student status must be verified before disbursing funds along with presenting a current Bengal ID card
- All Clubs are required to have an ISU campus account
- Funds in club accounts can be used at the discretion of club members
- Firearms, ammunition, and alcohol are not allowed to be purchased with club funds
- Money raised by or donated to student organizations must be deposited into the club account

**ROAR**



**Idaho State  
University**

# CLUB CHECKLIST

## **August:**

- Check your mailbox for the Club Registration Form and Authorized Signature Form.
- Sign up and host a booth at the Fall Involvement Fair on Wednesday, August 27<sup>th</sup> at 11:30am to 1pm on the Quad.

## **September**

- Turn in Club Registration Form and the Authorized Signature Form to the Student Leadership & Engagement Center, due Friday, September 26, 2025. Both forms are required to be turned in together to be considered a registered organization.
- Attend the Financial Workshop.
- Attend the New Officer Workshop.
- Attend the C.E.A.S.A.R. Funding Workshop.

## **November**

- C.E.A.S.A.R. Funding Incentive Point deadline on November 14, 2025 by 5pm.

## **January**

- Sign up to host a booth at the Student Organizations Involvement Fair in February.

## **March**

- C.E.A.S.A.R. Funding Initial Deposit Request Forms due on March 19, 2026 by 5pm.
- C.E.A.S.A.R. Funding Incentive Points deadline on March 31, 2025 by 5pm.

**ROAR**



**Idaho State  
University**

# CLUB CHECKLIST

**Throughout the Year:**

- **Apply for C.E.A.S.A.R. Matched Funding as you make deposits into your club account.**
- **Complete an Event Registration Form for every event, on or off campus that your club holds. This may include fundraisers, workshops, concerts, dances, service projects, conferences, etc. You do not need an Event Registration Form submitted for regular club meetings. Pocatello, Idaho Falls and Meridian campus specific Event Registration Forms are available on the Student Organizations website [www.isu.edu/clubs/forms-and-documents](http://www.isu.edu/clubs/forms-and-documents).**
- **Submit C.E.A.S.A.R. Incentive Point forms**
- **Check your club mailbox regularly to find out about workshops, trainings, or other events happening around campus.**
- **Submit updated Club Registration Forms and Authorized Signature Forms to reflect changes to club leadership. Send updated membership lists to the Student Leadership & Engagement Center or email updated rosters to [tamyedurrant@isu.edu](mailto:tamyedurrant@isu.edu).**

**Don't Forget...**

**In order to be eligible for the C.E.A.S.A.R. Funding Initial Deposit, your organization must complete all the requirements:**

- **Attend the New Club Officer Training**
- **Attend the Club Financial Training**
- **Attend the C.E.A.S.A.R. Funding Training**
- **Host a booth at one of the two Involvement Fairs**
- **One club member must attend one ASISU Senate meeting prior to the Initial Deposit deadline of March 19, 2026.**

**ROAR**



Idaho State  
University

# Club Registration Form

## Student Organization Registration Form 2025-2026

This form must be completed in full for your organization to be considered an active, registered organization. Organizations must renew their registration annually to remain eligible for funding and benefits. Registration forms will not be accepted without the accompanying Authorized Signature Form.

Please submit both forms by September 26, 2025, either in person at the Student Leadership & Engagement Center or by email to [tamyedurrant@isu.edu](mailto:tamyedurrant@isu.edu).

This form must be signed by both the club president and advisor. If there are any changes to club officers, it is the club's responsibility to submit a new registration form with updated information. Please print clearly and complete the entire form. An ISU email address is required.

ORGANIZATION NAME AS PRINTED ON CONSTITUTION

ORGANIZATION NAME \_\_\_\_\_ INDEX NUMBER \_\_\_\_\_

President: \_\_\_\_\_ Email: \_\_\_\_\_@isu.edu

Bengal ID: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Vice President: \_\_\_\_\_ Email: \_\_\_\_\_@isu.edu

Bengal ID: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Secretary: \_\_\_\_\_ Email: \_\_\_\_\_@isu.edu

Bengal ID: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_@isu.edu

Bengal ID: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Advisor: \_\_\_\_\_ Email: \_\_\_\_\_@isu.edu

Department: \_\_\_\_\_ Box # \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

It is understood that violation of any University policy, including the ISU Student Code of Conduct, may be cause for withdrawal of recognition by Idaho State University. This also acknowledges that you have read and agree to follow the guidelines stated in the Student Organization Manual. It further acknowledges the right of the University to release the above information about your organization unless otherwise arranged.

President's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor:

Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a "Campus Security Authority" for the university. As such, you shall immediately report any crimes that you are made aware of to ISU Public Safety.

- Clubs must turn in a Registration Form in order to process any financial transaction. No transactions will be processed after September 26, 2025 until the registration form and Authorized Signature forms are both turned into our office.
- Registration forms are available in your club mailbox or online at [www.isu.edu/clubs](http://www.isu.edu/clubs) on the Forms and Documents tab.
- The form must be signed by both the club president and the club advisor.
- There must be at least three different officers listed to be accepted. Cannot be the same person.
- There must be at least eight club members with Bengal ID's listed on the back of the form. Your officers can be listed.
- As your club membership changes please update the form in our office by turning in an new sheet or emailing Tamyé Durrant updated member lists at [durrtama@isu.edu](mailto:durrtama@isu.edu).

ROAR



Idaho State  
University

# AUTHORIZED SIGNATURE FORM

New \_\_\_\_  
Updating \_\_\_\_

2024-2025  
AUTHORIZED SIGNATURES

CLB

ORGANIZATION NAME INDEX CODE

#1

PRINTED NAME TITLE

TELEPHONE # EMAIL ADDRESS

SIGNATURE

#2

PRINTED NAME TITLE

TELEPHONE # EMAIL ADDRESS

SIGNATURE

#3

PRINTED NAME TITLE

TELEPHONE # EMAIL ADDRESS

SIGNATURE

#4

PRINTED NAME TITLE

TELEPHONE # EMAIL ADDRESS

SIGNATURE

Additional lines on back if needed.

Date Stamp Here

- Must be officer of the club.
- Only individuals listed on this form can sign a Request for Payment form. No exceptions.
- Signatures will be verified from this form. Do not sign for another signer. Please try to sign your name the same way each time. We will not process forms if the signatures don't match.
- **Do not type signatures in cursive font.**
- This form can be updated at any time.
- Must have at least three signers.
- If this form has not been updated by September 26, 2025 in our office all financial transactions will be held until the updated form has been turned in.

**ROAR**



Idaho State  
University

# Event Registration Form

Idaho State University  
Student Leadership and Engagement Center  
**Event Registration Form**

All student organization events must have a completed Event Registration Form. This form is **NOT** your reservation. To reserve space you must make a reservation with Scheduling and Events Services Office in Pond Student Union room 215.

Organization Information	
Organization Name: _____	
Index Code: CLB - _____	
Student Contact	Advisor Contact
<i>Student Responsible for Event</i> <i>Advisor Responsible for Event</i>	
Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Event Date(s): _____	
Start Time: _____	End Time: _____
Location: _____	Rainsite: _____

Event Name and Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attendance Cost: Student: \_\_\_\_\_ Staff/Faculty: \_\_\_\_\_ Public: \_\_\_\_\_ Ticket Sale Location: \_\_\_\_\_

Intended Audience (Check all that apply):

- ☐ Organization Members  
☐ ISU Students  
☐ Faculty/Staff  
☐ Public

Estimated Attendees: \_\_\_\_\_

Is your event suitable for minors?

☐ Yes ☐ No

If no, please explain: \_\_\_\_\_

Will food be served at your event?

☐ Yes ☐ No

Will Chartwells be serving the food?

☐ Yes ☐ No

(If no, you must submit a catering waiver to Chartwells for approval. Outside food may not be used without an approved catering waiver.)

Is food under \$100.00? ☐ Yes ☐ No

If yes, what is it? \_\_\_\_\_

## SIGNATURES

Organization Advisor - First required signature \_\_\_\_\_ Date \_\_\_\_\_

Chartwells - Needed if there is food at event \_\_\_\_\_ Date \_\_\_\_\_

Scheduling Office - Needed for events in the Student Union, Rendezvous, or Quad \_\_\_\_\_ Date \_\_\_\_\_

Other \_\_\_\_\_ Date \_\_\_\_\_

Student Activities Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by:  
Date Reviewed: \_\_\_\_\_

- ☐ Student Organization  
☐ Greek Life  
☐ Student Activities Board  
☐ Other: \_\_\_\_\_

For Student Organization use only.

- Form must be filled out for club activities-especially if event will be used for Incentive Points. This includes events off campus.
- Fill out entirely and obtain all signatures before turning it in.
- Scheduling Office must sign off or attached scheduling confirmation email with the form is using a room or location on campus for activity.
- Club advisor must sign the form. Typed signatures only accepted if documented as a digital signature via AdobeSign or DocuSign.
- Chartwells must sign off if using them to cater your event or provide a waiver form if you are bringing in food from off campus. Exception is unless the food is less than \$100 then no waiver form is necessary, but detail about what food is being purchased, where it is from and how it is being prepared must be on the form.
- Form must be turned in prior to the date of the event in order to count towards incentive points.**
- Your club will receive a copy once it has been signed off by Val Davids in your club mailbox

ROAR





Idaho State  
University

# Alcohol Policy

**Any club event held on or off campus that will have alcohol being served must be pre-approved by ISU General Counsel through our office.**

**ROAR**



# PAYING EXPENSES

- Expenses for club activities can be paid by club members using a petty cash advance or paying personally and then getting a reimbursement from the club fund or by Tamye Durrant using her Visa Pcard or by issuing a university check.
- ISU has business accounts such as Amazon.com Business Prime, Dell, Fisher Scientific, Henry Schein, Office Depot and others. Tamye can order supplies for the club using these accounts and/or paying for items with her purchasing card. Any purchases will be reconciled to your club account.
- A Request for Payment (RFP) form must be turned in with two authorized signatures in order to process any transaction by either the student or Tamye Durrant.
- Do not fill out forms in pencil or light colored ink as they don't scan or copy well.
- Authorized signers are listed on the Authorized Signature form turned into the Student Leadership & Engagement Center. You can be the person being reimbursed and also sign the form if you are an authorized signer.
- Signatures are verified on all Request for Payment forms- cursive font is not accepted as a signature on any form.
- Advisors can only be one signature on the form if the club has more than one advisor.



## REQUEST FOR PAYMENT FORM

**All checks take 20 business days to process**

### Request for Payment Form

THIS FORM TO BE PROCESSED ONLY IN THE STUDENT LEADERSHIP & ENGAGEMENT CENTER  
All appropriate fields must be completed to insure prompt payment.

Date: \_\_\_\_\_

Club Name: \_\_\_\_\_ Index Code: \_\_\_\_\_

Amount to be paid: \$ \_\_\_\_\_ Type of Payment: \_\_\_\_\_

\_\_\_\_\_ Cash Advance  
\_\_\_\_\_ Cash Box  
\_\_\_\_\_ Donation  
\_\_\_\_\_ Honorarium  
\_\_\_\_\_ Pay Vendor – attach invoice  
\_\_\_\_\_ Reimbursement – attach receipts  
\_\_\_\_\_ Transfer funds to another campus account  
\_\_\_\_\_ Travel (fill travel section out)

Pay to: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Bengel Card # for student / Social Security # for payment to non-students \_\_\_\_\_

Address: \_\_\_\_\_

Explanation of Expenditure (please include quantities, prices, dates, etc.): \_\_\_\_\_

\_\_\_\_\_

**Travel:**

Are you claiming gas? If yes, Car License #: \_\_\_\_\_ Number of Travelers: \_\_\_\_\_

Names of travelers other than yourself: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ If Advance, Check Need by Date: \_\_\_\_\_

\_\_\_\_\_

☐ Up to \$200 can be taken out on a cash advance. Original detailed receipts required. Receipts must be turned in 2 business days after the transaction occurs.  
☐ Reimbursements over \$200 will have a check mailed. Checks take 20 business days to process and mail.  
☐ Club members/advisors understand that they must disclose all family relationships between themselves/club advisors/officers and all payees on all financial documents prior to commitment or disbursement of any funds.

Two Authorized Signatures: \_\_\_\_\_ Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*If you have any questions about this form please call 282-3596\*\*\*

- These forms can be picked up at the Student Leadership & Engagement Center or completed online at [www.isu.edu/clubs](http://www.isu.edu/clubs)
- Do not use pencil or light colored pens to fill out as they do not copy well.
- Must be signed by 2 authorized signers – we check signatures so do not sign for anyone else. We will not process request if the signatures are questionable.
- This form must be presented for any financial transaction for the club
- If being used for any travel funding the travel section must be filled out

# Off Campus Bank Accounts

- **It is against ISU Policy for an ASISU registered organization to have an off campus bank account.**
- **If you believe you have extenuating circumstances please set up an appointment with the Student Activities Director and Financial Technician.**

# Payment Platforms

- **When clubs are collecting money for fundraisers such as selling apparel, bake sales, concession sales at Chrome in the Dome, etc. do not use payment platforms such as Venmo or Square. They are linked to a personal bank account and are not authorized to be used to collect funds for student clubs.**
- **If your club has used Venmo or another payment platform to collect funds your club is in violation of ISU Policy and is subject to being placed on a probationary status.**
- **Touchnet is the only approved platform for ISU and can be set up for your club by Theresa Brissette. She will need two weeks to set up your Touchnet account. Once the setup is complete the store is always active.**



# CASH REIMBURSEMENTS

- **Examples of Reimbursements:**

- Refreshments for club meetings
- Purchase of supplies for club event or activity

- \$200.00 limit on all cash reimbursements.
- Receipts will not be accepted that are handwritten or do not have the business name and information listed. They must be itemized to show what was purchased.
- Reimbursements must be done within eight weeks of the purchase.
- How to get a cash reimbursement:
  1. Complete a Request for Payment Form
  2. Present original itemized receipts or forward email receipts to [tamyedurrant@isu.edu](mailto:tamyedurrant@isu.edu).
  3. Must have current Bengal ID card with you – only current students can receive a cash reimbursement.
  4. Student whom the reimbursement is for must be the person picking up the reimbursement.

**Payments made with SNAP Benefits will not be reimbursed**



# CASH ADVANCES

Cash advances are when money is taken out of the club account in advance to pay for club expenses.

- \$200.00 limit on cash advances with only one advance out at a time
- How to get a cash advance:
  1. Complete a Request for Payment Form and bring to the Student Leadership & Engagement Center along with current Bengal ID card (no driver's licenses)
  2. Complete the Petty Cash Advance paperwork in the Student Leadership & Engagement Center
  3. Receive cash advance from the ASISU Financial Technician
- After your purchase
  1. Bring all itemized receipts and leftover money back to the Student Leadership & Engagement Center within 2 business days. It must be the same student who took out the cash advance.
- Do not use cash advances to pay for services such as a caterer or photographer



# Receipts

- All receipts must show the items purchased and payment method.
- Restaurant receipts must be itemized or be accompanied by a written ticket listing the meal items. (i.e. El Herradero)
- Any alcoholic beverages on restaurant receipts will be deducted off.
- Receipts must show the name of the business, address, etc.
- No handwritten receipts will be accepted.
- Any receipt turned in past eight weeks out is not guaranteed to be reimbursed and will have to undergo an approval process including a scheduled meeting with the Student Activities Director.
- Printed screen shots from phones are not valid receipts if they don't show the payment information, items purchased and company name. If you are emailed a receipt please print it in full or forward it to [durrtama@isu.edu](mailto:durrtama@isu.edu) along with your Request for Payment form.
- Venmo receipts must show your name and have a description of what the payment was for and the information on who was paid that shows the receipt of payment



# ON-CAMPUS VENDOR PAYMENTS

## 1. Complete a Request for Payment form

**MUST** complete prior to making reservations, purchases or commitments with on campus vendors. Tamyé will provide the club with the “On Campus Vendor Verification slip”

- Do not pay cash at any of these vendors on campus.**

**Total Copy Center**

**Bookstore**

**Mail Center**

**Outdoor Adventure Center**

**Motor Pool**

**Craft Shop**

**Games Center**

**Campus Recreation**

**The Bengal**

**Bengal Dining**

ON CAMPUS VENDOR VERIFICATION

VENDOR: \_\_\_\_\_

CLUB NAME: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

INDEX NUMBER: \_\_\_\_\_

DO NOT EXCEED \$ \_\_\_\_\_

ASISU AUTHORIZED SIGNATURE: \_\_\_\_\_

2. Bring receipt back to the Student Leadership & Engagement Center

3. If you pay cash at one of these vendors and present it for a reimbursement you cannot receive a cash reimbursement. It must be reimbursed through a university check to you

# **PAYING WITH CASH RESTRICTIONS**

Idaho State  
University


- **Cash reimbursements and advances may not be used for:**
  - **Any Travel Expenses (including gasoline)**
  - **Honorariums – anything that requires a contract (bands, speakers, caterers, ect.)**
  - **Event venue and facility rentals (Wellness Complex for example)**
  - **Campus Department Purchases – this includes the Bookstore, Games Center & Total Copy Center in the Pond Student Union**

# UNIVERSITY CHECK

- **Any Reimbursements over \$200.00 cannot be done with a cash payment.**

- Request for Payment Form complete with Name, Bengal ID Number & address
- Request for Reimbursement Form (not the same as Request for Payment form)
- W-9 needed for vendors or individuals not in ISU system (ex. students, non-students and non-faculty or staff)
- Check reimbursements are issued for students not on the Pocatello ISU campus
- Checks can take up to 20 days to process
- Plan ahead if you need a payment made by check by a certain date

# Reimbursement Request Form

 Idaho State  
University  
**Reimbursement Request Form**

Instructions: Employee reimbursements should be processed through Chrome River. If the category isn't available in Chrome River, you may request reimbursement via Direct Pay. This Reimbursement Request Form and **itemized** receipts must be attached to a Direct Pay Form and submitted through DocuSign. For questions, contact Accounts Payable at ext. 2511.

Name

Address  City  State  Zip

Last 4 of SS # (Non-Employee Only)  Bengal ID # (Employee or Student Only)

Total Amount of Reimbursement

Business Purpose and Description of Items

I hereby certify that all expenses listed above are true and correct to the best of my knowledge, have a legitimate business purpose, and comply with ISU policies and procedures.

Claimant Signature  Date

Rev Mar 2021

- Form is available to download on [www.isu.edu/clubs](http://www.isu.edu/clubs) website on the Forms & Documents tab
- This must accompany the Request for Payment form for any reimbursement that is over \$200.00.
- This form must accompany the Request for Payment form for all financial transactions for clubs on the satellite ISU campus such as Anchorage, Meridian, Caldwell or Idaho Falls.



# PRIZES & AWARDS


- All gifts, awards or prizes are considered taxable to non-employees and students and must be reported. When the total provided to an individual equals or exceeds \$600 in a calendar year a 1099 MISC Form for taxes will be issued by ISU Accounting.

- Prize Reimbursements - ie. gift cards, iPods, tablets, other prizes
  - W-9 MUST be filled out by the WINNERS. A W8-BEN form must be filled out by International Students instead of the W9 form.
  - Complete the Non-Cash Prize or Award Documentation (available on the [www.isu.edu/clubs](http://www.isu.edu/clubs) website or in the Student Leadership & Engagement Center)
- Have the forms ready to fill out at the event by the winners BEFORE they receive the prize and double check the forms to make sure the prize form and W-9 are completely filled out. They must have their social security number on the W9 and signed or it is not complete.
- Students will not be reimbursed for the purchase of the prizes using club funds until the completed documentation is turned in. This is ISU policy. No exceptions! If documentation is not turned in the reimbursement will be frozen until documentation is received.



Idaho State  
University

## PRIZE & AWARD DOCUMENTATION FORM

 Idaho State University 921 S 8th Ave. Stop 8219 Pocatello, ID 83209-8219 Phone: (208) 282-2511		<table border="1"><tr><th colspan="2">Required</th></tr><tr><td>Employee</td><td><input type="checkbox"/></td></tr><tr><td>*Student</td><td><input type="checkbox"/></td></tr><tr><td>Non Employee</td><td><input type="checkbox"/></td></tr></table> <p><small>* If work done as student employee, mark employee.</small></p> <p><small>W-9 must be attached for Non Employee.</small></p>	Required		Employee	<input type="checkbox"/>	*Student	<input type="checkbox"/>	Non Employee	<input type="checkbox"/>
Required										
Employee	<input type="checkbox"/>									
*Student	<input type="checkbox"/>									
Non Employee	<input type="checkbox"/>									
<b>IN PERSON PRIZE, AWARD AND RESEARCH INCENTIVES FORM</b>										
Bengal ID# <input type="text"/>										
Date: <input type="text"/>										
Name: <input type="text"/>		Phone: <input type="text"/>								
Address: <input type="text"/>										
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>								
E-mail: <input type="text"/>										
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>										
Event: <input type="text"/>		Event Date: <input type="text"/>								
Description: <input type="text"/>										
Award Amount: \$ <input type="text"/>										
Prepared By: <input type="text"/>										
Department: <input type="text"/>										
Phone #: <input type="text"/>										
Signature: _____		Date: _____								
<small>Individual Receiving Prize, Award or Research Incentive</small>										
<p>Federal law requires that we have on file a W-9 form with the Social Security number and signature for each individual or business to which the University makes a non-payroll payment. The IRS may impose a penalty of up to \$500.00 for non-compliance or supplying false information.</p>										
<p>This form must be completed each time an individual receives a prize or award.</p>										

- Have a copy of the prize form and W-9 or W-8BEN form at the event for EACH prize or award
- Make sure the W-9 form or W-8BEN form is filled out and signed before giving the prize or gift card
- W-8BEN form is for International students only
- If you don't have the Prize & Award Form for items purchased from club funds you will have to fill out the form yourself and be liable for the tax if you go over \$600 at the end of the year.

ROAR

# Tax Exemption & Donations

- **Student clubs and organizations are recognized as auxiliary entities of the university and are not authorized to use the Idaho State University Tax Exemption number when soliciting donations for their club.**
- **Student clubs or organizations seeking a tax exemption number for businesses donating to their group must apply for 501(c)3 non-profit status with the IRS.**
- **If donations to the club require a tax-deductible receipt, the funds must be deposited through the ISU Foundation Office, which will provide the necessary tax documentation. Please note that the ISU Foundation Office charges a 4% processing fee.**
- **If donors are contributing an item rather than money and require a tax-deductible receipt, the ISU Foundation Office can provide a Gift-In-Kind form that must be completed. Please schedule a meeting with Val to review the form before receiving the donation.**

# **PURCHASING CARD**

**The university Visa Purchasing Card or Pcard issued to Tamye Durrant can be used to make purchases for your club expenses rather than using your personal credit card. This card is not available for clubs to take and make purchases.**

- **Must have :**
  - **Completed Request for Payment Form**
  - **Name of website/web address and or invoice**
  - **Description and price on items to be ordered**
  - **Medical supplies must be purchased through approved University contract vendors – contact Tamye Durrant prior to ordering supplies.**
  - **Purchases with the P-Card must have the ability to give an itemized receipt for the payment**



# PURCHASING CARD

## Restrictions:

- **ONLY Tamye Durrant is authorized to make P-card purchases for student clubs and reconcile purchases to club indexes.**
  - **\*\*\*Departments and advisors are not authorized to make purchases for the clubs.\*\*\***
  - **If they do make purchases for the club you must submit a Request for Payment form and the receipts from the purchase to be recorded in your club tracking form.**
  - **If after 10 calendar days, the proper authorization paperwork has not been provided, the charges will be reversed.**
- **The Pcard is not be used for travel except to pay for registration only.**
- **All transactions for clubs will be reconciled to the club account**



# STUDENT TRAVEL

## Travel Advance

- Complete the Request for Payment Form and COMPLETE Travel portion.
- Twenty days notice needed for advance (prefer 30)
- Attach estimates for your travel for the following:  
Airfare Registration Meals Lodging Gas Mileage Ground Transportation Parking
- Sent out for signature using DocuSign
- Pick up check in person from the Accounts Payable office in the Admin Bldg. 2<sup>nd</sup> Floor in Pocatello or set up direct deposit for satellite campuses
- After Travel, MUST bring all final receipts within 5 days to close out the advance
- *If receipts are not returned, a hold will be placed on your club account*
- Receipts must be itemized and show payment method or zero balance

# STUDENT TRAVEL

## Travel Reimbursement

- **A meeting must be scheduled with Val Davids to discuss any travel prior to the event.**
- **Reimbursement after you Travel – *you pay for everything up front.***
- **Fill out Request for Payment Form and COMPLETE the travel portion**
- **Attach complete final receipts for your travel – Print entire receipts for airlines. Do not use screenshots! Helpful if you can attach a spreadsheet with the following categories: (make sure the receipts show payment). All receipts must be itemized- especially meal receipts. No exceptions!**
  - **Airfare – print entire email or forward to Tamye Durrant at [durrtama@isu.edu](mailto:durrtama@isu.edu)**
  - **Gas – regular pump receipts are good and must show the name and address of the gas station**
  - **Ground Travel -keep ticket stubs from parking and print Lyft or Uber email receipts**
  - **Meals – remember alcohol is not eligible for reimbursement and must be itemized receipts**
  - **Venmo receipts must show your name and have detailed explanation of the payment**
- **Once all signatures have been obtained, accounting will process a check and mail it to you.**



# TRAVEL RECEIPTS

## Receipts needed upon return:

- Airline Travel
- Personal car mileage – must have the license plate and valid gas receipt
- Rental car fees and gas
- Lodging – indicate if lodging expense is split with other travelers and amount each is paying. If using Venmo to reimburse a fellow student for payment for lodging you must detail what is being paid to whom on the Venmo receipt. The Venmo receipt must have your name visible on it and description.
- Per Diem (Meals, Tips)
  - No receipts needed
  - If giving money to club members for meals a written statement **MUST** be submitted with authorized signatures, name of the student and amount of money given
- Registration
- Ground Transportation (taxi, buses, shuttle) – Uber receipts must show date, \$ amount & payment

**Remember all receipts need to be itemized and show payment method.**

# TRAVEL MINUTES

- **ISU may require meeting minutes for travel expenses as documentation**
- **If your club is not recording minutes, get someone to record them**
- **Minutes are to protect you, the club, and the university**
- **We don't need minutes turned in with travel paperwork, but we may ask for them anytime and will expect the club to provide them if asked**

# Clery Act

**In order to maintain our Title IV funding for ISU, The Clery Act Student Travel Form must be completed and filed with the university to comply with the US Department of Education policy.**

**If your travel is overnight we must be given the name of the lodging, the address and room numbers of where the club members stayed. This includes Airbnb and hotels.**

# HONORARIUMS/CONTRACTS

A contract is required for anyone performing any of these services whether on campus or off campus:

- **Speakers or Guest Instructors**
- **Artists**
- **Photographers for club photos**
- **Dance D.J.s**
- **Bands**
- **Catering**
- **Renting a venue for a club event or party**
- **Purchasing the rights to a play or musical for production**
- **Any website that would require you to “accept the terms and conditions” is a contract.**
- **If you are participating in any off campus event that has you fill out a form to sign up for a booth space or as a general participant in an event, this would be considered a contract.**



## HONORARIUMS CONTINUED

- **DO NOT** pay cash for anything that should be paid by an Honorarium or contract.
- **Val Davids** will assist with completing any contract including sending for authorized signatures and arranging payment.
- **Students and Advisors cannot create, sign or pay any contract. Consequences for signing may include your club being put on a probationary status.**
- Every contract must go through the ISU contract system to be reviewed and signed by authorized ISU personnel. No club member or advisor is authorized to sign any type of contract in behalf of their club whether on or off the ISU campus.
- If a reimbursement is turned in that is for a receipt for payment for an agreement signed by a club member or advisor it will be subject to review by the Student Activities Coordinator and may or may not be reimbursed.



# HONORARIUMS

**To process an Honorarium or Contract:**

- **Complete a Request for Payment Form**
  - **Provide all contact information and details to Val Davids at least two weeks prior to the event**
  - **Include all expenses such as: Travel / Meals / Lodging / Fees**

**Payment will be made by an ISU issued check or Pcard payment only. No student or advisor should pay**

- **If the speaker is part of the University (faculty, staff, or students) payment MUST go through the payroll system**
- **If not part of the University – it may take up to 20 business days to process a check**



# Facility / Venue Rentals

- If your club wants to hold an event off campus at a facility or venue that requires a signed contract or agreement, the form should be brought to Val Davids at least three weeks prior to the event date. It takes at least two weeks to set up a vendor and process the contract or agreement through the ISU contract system. All payments will be processed through the Student Leadership & Engagement Center.
  - **Examples: picnic shelters, auditoriums for graduation ceremonies, banquet facilities. This can include participating in events where you are signing up for a booth or space such as a street fair or an event hosted by another entity.**
- All contracts and agreements must go through the ISU contract system to be reviewed and signed by authorized ISU personnel. No club member or advisor is authorized to sign any type of contract in behalf of their club whether on or off the ISU campus.



# CHANGE FUNDS (Cash Box)



**If your club is doing a fundraiser and you need change (\$1's, 5's, ect.) we can provide those funds.**

- **Change fund must be turned in one business day after the event.**
- **If selling tickets in the weeks prior, sales must be deposited nightly but Change fund can be kept up to 2 weeks.**
- **Deposits can be made in the Student Leadership & Engagement Center or after hours at the drop safe across the hall from Room 211 on 2<sup>nd</sup> floor of PSU.**
- **Do not deposit the change fund into your club account**



# CHANGE FUNDS (Cash Box)

## Receipt for Change Box Check Out

Box can be checked out for five days. Failure to return box on the return date may result in club funds being placed on hold. Limit of \$100.

Date Requested _____	Time Requested _____
Department/Organization _____	Index # _____
Pickup Person _____	Phone # _____
Event _____	Return Date _____
Cash Denominations (enter total \$ amount not # of bills)	
20's _____	Check out cash box?
10's _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
5's _____	
1's _____	
Quarters _____	Box# _____
Misc _____	
Total Amount Requested _____	
Student Signature _____	Date _____
Printed Name _____	
Filled out by _____	

### Business Office Use Only

Desk	Check Out	Return
Date _____	Date _____	Date _____
Amount _____	Amount _____	Amount _____
Initial _____	Initial _____	Initial _____

Failure to return the box on the return date may result in club funds being placed on hold.

We must have this at least one business day before your event:

- Complete a Request For Payment form
- Present Request for Payment form Tamye Durrant to verify information and club funds
- Fill out change box check out form and turn into prior to event to ensure change is available. There is a \$100 limit for change funds
- Deposit funds raised into the club account and return the change fund back to the Student Leadership & Engagement Center



Idaho State  
University

# DEPOSITS

- All deposits are made in the Student Leadership & Engagement Center
- Credit cards are not accepted in our office
- Make timely deposits – do not hold onto cash
  - Checks are only good for 90 days so make prompt deposits
- *Do not pay expenses from cash deposits*
- On-campus departments can transfer money directly to your club account
- Please roll coins if possible
- Meridian Campus Only – deposits are to be made at the front office Monday – Friday 8am to 4:30pm. Contact Ali Crane at 208-373-1706 if you need assistance.

**ROAR**



Idaho State  
University

# Deposit Form – Use for every Deposit

DATE: \_\_\_\_\_

**ASISU Student Organizations  
Cash Deposit Summary Sheet**

Club Name: \_\_\_\_\_ Index Code: CLB

\*\*\*This form must be filled out completely for any deposit.\*\*\*

	Quantity	Total
penny	_____ X.01	_____
nickel	_____ X.05	_____
dime	_____ X.10	_____
quarter	_____ X.25	_____
fifty cent piece	_____ X.50	_____
dollar	_____ X1	_____
five	_____ X5	_____
ten	_____ X10	_____
twenty	_____ X20	_____
fifty	_____ X50	_____
hundred	_____ X100	_____
checks	_____	_____

Total Deposit \$ \_\_\_\_\_ -

Source of Revenue \_\_\_\_\_

**COUNTED BY**

Club Signature \_\_\_\_\_

Club Signature \_\_\_\_\_

Verification Signature \_\_\_\_\_

Revised 1/2022

All cash deposits must be signed by two club members.  
Check deposits may be signed by one club member.

## Deposits

- This form is located in the Student Leadership & Engagement Center and online at the [www.isu.edu/clubs](http://www.isu.edu/clubs) website
- Deposits can be made Monday – Friday 8am - 5pm

## After Hour Deposits

- Drop deposit off in night drop safe located across the hall from room 211 in the PSUB on 2<sup>nd</sup> Floor
- Have two members count the deposit and sign the form

**Follow instructions on the deposit bag and make sure to put club name and number on the bag**

**Receipts will be put in club mailbox the following day**

**ROAR**

# DEPOSITS & SALES TAX

**You must remit sales tax from certain fundraisers: Idaho Sales Tax is 6%**

Idaho State  
University

- **Garage sales**
- **Admissions**
- **T-shirt sales**
- **Welcome/Finals basket sales**
- **Space Rentals**
- **Class notes sales**
- **Food sales**
- **Book sales**
- **Other merchandise sales**

**You may include sales tax in purchase price of the item and we will separate the proper amount at the time of deposit**

**ISU will complete all sales tax returns for clubs**



# ONLINE FUNDRAISING

**ISU has an online payment platform called uStore/TouchNet**

• **This is the only approved payment platform for clubs.**

• **Use of outside payment platforms like Venmo, PayPal, Square, etc. are prohibited for clubs to receive money.**

• **uStore/TouchNet is used for:**

- **Event Ticket Sales**
- **Donations**
- **Raffles/Auctions**
- **On and Offsite Fundraising**
- **Online club dues payments**

• **Contact Theresa Brissette to start application for account.**

• **Must have paperwork filled out at least 30 days prior to event start date**

• **Receipts are e-mailed to donor/customer**

**Funds received from uStore/Touchnet account are automatically deposited into the club account.**





Idaho State  
University

# CLUB TRANSACTION REPORTS

CLB108 American Society of Civil Engineers					Balance Overview	
Date	Description	Category	Amount	Notes	07/01/2025 -	8/29/2025
					Beginning Balance	\$XXXX.XX
					Total Revenue	\$0.00
					Total Expenses	\$0.00
					Current Balance	\$XXXX.XX ✓
					30% of Current Balance	\$XXXX.XX

- Reports will be put in club mailboxes monthly.
- Reports are also available upon request from the ASISU Financial Technician located in the Student Leadership & Engagement Center

# CONFLICT OF INTEREST

**A conflict of interest happens when someone's personal interest clash with their responsibilities to the university. This clash might make an outside observer wonder if the person's professional choices are influenced by personal reasons, like gaining something for themselves, either financially or in other ways. Club Leadership is expected to be vigilant and ethical in all dealings to ensure any potential conflicts are addressed quickly and appropriately. If you might have a conflict that is okay, just make sure someone else takes care of the purchase and report it to your club advisor.**

# Policy Violation

- **Please keep in mind the policies and procedures are in place to protect you, your club and the institution. Infractions and violations may result in your club being put on a probationary status. Probation terms and period will be reviewed and determined case by case.**
- **Some examples of clubs being put on probation are:**
  - **Paying a photographer without a signed contract**
  - **Bringing a food truck on campus without official paperwork being processed**
  - **Renting a venue for a club activity without a signed contract**
  - **Using funds to pay for alcohol**

# IMPORTANT THINGS

- **Club Registration Forms and all paperwork for club must have the correct name of the club on it as it is stated in their constitution. For example: the Student Nurses Association and Student Nurses Alliance can both be “SNA”**
- **Club accounts are not allowed to be overdrawn. Reimbursements will not be done nor P-Card payments made if the account balance isn’t sufficient. Keep track of your finances especially when you have a large event you are planning.**
- **You are only able to be reimbursed for your own purchases. Do not combine purchases from multiple club members in one reimbursement.**
- **If your club is planning a large event such as a fun run or cultural night, there must be a meeting set with the Student Activities Coordinator in advance of the event. This meeting should be scheduled a minimum eight weeks prior to the event. This will allow time to coordinate any contracts or permissions that will need to be obtained.**

# DON'T FORGET

- Check your club mailbox regularly
- Get a W-9 and ISU's Non Cash Prize form for winners of gift cards and raffle prizes prior to your event
- Original itemized receipts are required for all transactions
- Contracts are required for all speakers/performers including bands and park rentals. This includes anything you have to fill out an online agreement and pay either a rental amount or purchase. Please contact our office if you have any questions before filling anything out or signing any agreement.
- Contracts we see most are facility rentals, professional services such as photographers for club photos, park shelters for club events, guest lecture payments or trailer rentals for the homecoming parade.



Idaho State  
University

# Questions?

## Thank you for coming!

**ROAR**