

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

**Student Activities and Accounting Procedures for
Student Club Funds**

**4-003
STUDENT AFFAIRS
July 2009**

POLICY

- 1.01 Oklahoma State University Institute of Technology has established a uniform method of handling student activities and student club funds. The following activity and accounting procedures must be followed. They are consistent with the guidelines of the University and the State of Oklahoma. The procedures are designed to establish accountability, ensure continuity and protect the club representatives who transact club business.
- 1.02 All funds of recognized student organizations that are derived from the following sources must be kept on deposit with the Oklahoma State University Institute of Technology Business Office:
- A. Funds collected by the University on behalf of the organization.
 - B. Funds allocated by the University to the organization.
 - C. Mandated dues, fees, or assessments that must be paid by all members of the organization.
 - D. Funds raised through sales and solicitation.

PROCEDURES

Activity

- 2.01 Authorized student clubs and organizations planning an entertainment event, exhibit, or club activity must complete and submit a "Student Activities Request" to the Office of Student Life, at least one week (five working days) prior to the event. An "On Campus Facilities Request" must also be submitted if University owned areas or facilities are needed for the event. Division Chairs must approve fundraising activities prior to submitting the "Student Activities Request" to the Office of Student Life. The approval must be obtained before advertising, scheduling, making commitments, or related arrangements.
- 2.02 Student clubs/organizations must have an advisor who is a full time faculty or staff member. The club sponsors are to attend group meetings and activities, assist in program or project development, serve as a resource to the club or organization in regard to University Policy and Procedures, advise the club on financial matters, and serve as the point of contact between the student group and Oklahoma State University Institute of Technology administration, faculty and staff as well as the surrounding community. The

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club sponsors are to assist the club or organization in completing all required forms and will be responsible for arrangements and supervision of the activity.

- 2.03 Activity requests must be approved seven calendar days prior to the activity and external public announcements should be coordinated through the Office of Institutional Marketing. The appropriate method of announcement to the media will be determined and public notification will be made available during the week of the event, if deemed necessary. University activities sponsored by a campus club or organization shall have at least one employee as sponsor. For off campus recreational activities, the number of employees assigned, in addition to the sponsor(s), shall be at the discretion of the division chair and club sponsor.
- 2.04 All campus student activities shall be coordinated through the Office of Student Life. Student Life will forward any requests or other required authorization to the appropriate office for approval.

Funds

- 3.01 Funds of recognized student organizations will not be used for the purchase of alcoholic beverages.
- 3.02 Club funds will be withdrawn through the Accounting Services Office upon authorization by proper club officer(s) and club sponsor. (Forms for withdrawal of funds are available in the Accounting Services Office.) Disbursements require authorization of at least one club officer and one club sponsor. The club's minutes will reflect authorization of expenditure of club funds. Signature cards of persons who have disbursement authorization are to be on file in the Accounting Services Office. The division chair should initial the withdrawal form so that he/she might be better informed of club activities.
- 3.03 The Accounting Services Office will issue payments to creditors by check. Invoices must be provided and signed by one club officer and the club sponsor authorizing payment. (If an invoice cannot be provided, an itemized statement may be substituted.). It is the responsibility of the club officers to issue payment to creditors when applicable.
- 3.04 The club treasurer will be responsible for keeping (with the help of the club sponsor) financial records in such a manner that all income and disbursement of club funds can be verified (invoices and receipts should be kept to support these records). Each club's financial records will be audited by the Bursar's Office at least once a year.
- 3.05 The club sponsor and club officer can review the club's account through the Accounting Services Office.

Approved: August 1996
Revised: April 2005
Revised: July 2009