



PROCEDURES-DEPARTMENTAL FUNDING FOR STUDENT ORGANIZATIONS:

Departmental funding of student organization expenses will be processed on a reimbursement basis. When a university department agrees to provide funding for a **recognized** student organization (an organization with a Husky Fund account at the Community Government Association), the department needs to communicate this to the Accounts Payable office via a travel expense voucher (TEV) form or a miscellaneous request (MR) form*.

PROCEDURE FOR PROCESSING DEPARTMENTAL FUNDING FOR STUDENT ORGANIZATION TRAVEL EXPENSES

The faculty advisor for the student organization will need to follow the normal university travel process which includes completing the TEV form, attaching receipts, and obtaining the proper approvals. The funding department Dean (academic)/VP (non-academic) must approve the TEV and also indicate on the form the maximum amount of funding to be provided. In the event that CGA, rather than the actual traveler, paid the travel expenses from a student organization Husky Fund account, please input the following on the "Traveler's Name" line item on the TEV:

- CGA-Name of Student Organization-Husky Fund Account Number for the Student Organization. This is necessary to insure that the correct Husky Fund account is properly reimbursed.

PROCEDURE FOR PROCESSING DEPARTMENTAL FUNDING FOR STUDENT ORGANIZATION NON-TRAVEL RELATED EXPENSES

The Accounts Payable office can process a reimbursement to an individual member of a recognized student organization or the organization's Husky Fund Account as long as a receipt is attached to the MR for whatever the student organization is requesting reimbursement for. On the MR form, the faculty advisor for the organization must sign as the requestor and the Dean (academic)/VP (non-academic) responsible for the budget that is providing funding must sign as the approver. *(Please note: when asking for reimbursement to your Husky Fund account, please be sure to include the Husky Fund Account number on the MR form so the reimbursement check is properly applied to your account).*

All requests for funding are subject to audit review. In the event that there are questions regarding the appropriateness of a request to fund student organization expenses, the approver will be notified.

*-Both forms can be found on the Finance & Business Services webpage:

http://www.bloomu.edu/finance_busoffice/forms

If there are any questions please feel free to contact Danielle Peters (ext 4647), Stacie Bond (ext 4463) or Dawn Ritter (ext 4465).