RU LINKED

A Guide To Student Organization Financing
RU Linked

- View Existing Student Organizations
- View Finances for the Organization
- View Upcoming Events on Campus
Finance Tab

- Within the Finance Tab for your organization you can:
  - Handle Organization Money and Transactions
  - Prepare and Submit Budget Proposals
  - Purchase Requests
Finance Tab

- Who Has Access to the Finance Tab?

- The Appointed President and Treasurer of the student organization has the ability to access the finance tab for their group only on RU Linked
Finance Tab

- The four tabs included in the Finance tab are:
  - Accounts Tree
  - Finance Type
  - Finance Categories
Accounts Tree

Account Tree

Click the arrows to expand the parent finance accounts and see the child accounts.

- Campus Center G - (A $3,122.12 B $3,122.12)
- Greek Group - (A $12,377.03 B $24,258.81)
- Greek Life Initiative - (A $6,907.86 B $7,403.11)
- Office of Campus Involvement - (A ($1,435.00) B $7,359.50)
- Res Life G - (A ($6,791.98) B ($6,791.98))
- RUCSGA - General - (A $89,448.22 B $131,293.61)
  - A.M.S.A. General - (A $0.00 B $0.00)
  - A.M.S.A. Revenue - (A $902.66 B $902.66)
  - Accounting Society G - (A $0.00 B $0.00)
  - Accounting Society R - (A $18.37 B $168.37)
  - African Student Asso, G - (A $0.00 B $0.00)
  - African Student Asso. Rev. - (A $309.70 B $309.70)
  - African Student Union - (A $0.00 B $0.00)
  - American Inst. of Graphical Arts G - (A $0.00 B $0.00)
  - American Inst. of Graphical Arts R - (A $37.38 B $37.38)
  - Amnesty Int'l R - (A $78.25 B $78.25)
  - Amnesty Int'l, G - (A $0.00 B $0.00)
  - Animals Lover Club - (A $137.75 B $137.75)
  - Animation Alliance G - (A $0.00 B $0.00)
  - Animation Alliance R - (A $224.83 B $224.83)
  - Anime Club Gen - (A $0.00 B $0.00)
  - Anime Club Rev - (A $17.08 B $17.08)
Finance Type

Available Finance Types

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
</tr>
<tr>
<td>General Journal</td>
</tr>
<tr>
<td>Deposit</td>
</tr>
<tr>
<td>Allocation</td>
</tr>
</tbody>
</table>

Add New Finance Type

Finance Type Name

Add
Finance Categories

Available Categories

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Fees</td>
</tr>
<tr>
<td>2019 - Food</td>
</tr>
<tr>
<td>6246 - Miscellaneous</td>
</tr>
<tr>
<td>Budget</td>
</tr>
<tr>
<td>Dues</td>
</tr>
<tr>
<td>2100 - Supplies - Other</td>
</tr>
<tr>
<td>3069 - Subscriptions</td>
</tr>
<tr>
<td>3070 - Advertising</td>
</tr>
<tr>
<td>3100 - Other Services</td>
</tr>
<tr>
<td>3110 - Professional Services</td>
</tr>
<tr>
<td>2120 - Honoraria</td>
</tr>
<tr>
<td>6180 - Insurance</td>
</tr>
<tr>
<td>6220 - License &amp; Permits</td>
</tr>
<tr>
<td>6250 - Postage &amp; Delivery</td>
</tr>
<tr>
<td>4060 - Contributions Income</td>
</tr>
<tr>
<td>2080 - Memberships</td>
</tr>
<tr>
<td>3190 - Performance Fee</td>
</tr>
<tr>
<td>3210 - Postage</td>
</tr>
</tbody>
</table>

Add New Category

*Category Name*

Add
The Home Page

Campus Activities Board (CAB)
7 Members | 10 Upcoming Events | 10 Photo Galleries

CAB is a student-run organization devoted to bringing the best events to the Rutgers-Camden student body. Read More...

Visit Us

Contact Info
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Camden, NJ 08102
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Ph: (609) 295-4410

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Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

Purchase Requests  Funding Requests  Accounts

There is no data available.
Funding Request

- From the Finance Menu option on your organization’s page:

  1. Click on “Create Funding Request”.

  2. Enter the Subject, the Request Amount (in dollars), what Account the request is for, what Category the request falls under, and a brief description.

  3. Click “Submit Request”.

# Event Budget Form

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Catering</td>
<td></td>
</tr>
<tr>
<td>Vendor: Dining Services</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>Vendor/Name of Performer</td>
<td></td>
</tr>
<tr>
<td>Performer Fee</td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Speaker Fee</td>
<td></td>
</tr>
<tr>
<td>Custodial Charges</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Vendor: Shuttle Services</td>
<td></td>
</tr>
<tr>
<td>Shuttle Services</td>
<td></td>
</tr>
<tr>
<td>Parking Tickets</td>
<td></td>
</tr>
<tr>
<td>Bus Lines</td>
<td></td>
</tr>
</tbody>
</table>
Purchase Request

From the Finance Menu option on your organization’s page:

1. Click on “Create Purchase Request”.

2. Enter the Subject, the Request Amount, what Account the request is for, what Category the request falls under, and a brief description.

3. Enter the Payee contact information as best as possible. This person/business will receive payment from your campus.

4. Click “Submit Request”.

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Purchase Request

Create Purchase Request

Request Details

- Subject: [required]
- Requested Amount: [required]
- Description:
- Account: [required]
- Categories: [required]

Payee Information

- First Name
- Last Name

Additional Information

- Check Reference:
  - Provide information such as invoice number and date to ensure vendor can reference payment.
  - INVOICE OR QUOTE NUMBER, and DATE

- Check Disbursement Information: [required]
  - Office pick up
  - US Mail
  - FedEx, Tracking #
  - Hand Carry, Inc.

- VENDOR Federal ID or SSN: (for IRS 1099 only)

- FOR VENDORS: Please upload Form W-9

Please upload a copy of the INVOICE, QUOTE, or RECEIPT for this request.
Approval Process

• The President or the Treasurer submits funding request to parent organization Treasurer for review

• Parent organization Treasurer submits budget requests to Finance Committee for review and approval or denial

• Full or partial denial of budget requests may be appealed to the Finance Committee

• Purchase requests are submitted to the Student Fund Office

• Review and approval or denial of purchase requests by appropriate campus administrator
Check Request Process

- Make check payable to: The full name of the individual or organization that is receiving the check
  - Include the address of the individual or organization if the check will be mailed.
- Business purpose for expense: A description of what is being purchased with the check.
  - Good Example: Pizza for (Insert Event Name), (Date)
  - Bad Example: Food for event
- Total Amount: The amount of money requested for check or cash advance.
  - Restaurant tips should be included
Check Request Process (cont.)

- **Organization:** Name the student group that the money will be taken from.
  - General account is funds provided from SGA
  - Revenue account is for fundraising and dues
- **Budget Subcategory:** Filled out by SFAO
- **Authorized Signature:** Group President or Treasurer
  - The individual requesting the check cannot authorize it
- **Student Affairs Signature:** RU Administrator signature
- **Check requested by:** Name of individual requesting the check. Please leave email and phone number
- **Office Pick up or Mail?**
Cash Advances

- Request for a check to purchase food/supplies for events, paid directly from the Student Fund Office
- Follow Check request procedures
  - Check Request- Pay for supplies. Bring receipt, get reimbursed
  - Advance Request – Receive check. Purchase supplies, bring back receipts, remaining cash/change that was not used, complete advance reconciliation form.
- This method is preferred over check reimbursement
Cash Advances (cont.)

- Cash advance agreement: A contract between SFAO and the student to receive the check, purchase the supplies listed, and return the unused funds to deposit back into student group account.
- Check Request: Completed the same as a reimbursement
- Advance Reconciliation: Completed form as documentation of what amount was spent and what is being returned
When can I request an Advance?

- You can request an advance when:
  - Supplies is under $500
  - Check is written directly to a student for supplies
  - Products have not been purchased by student

- You cannot use an advance when:
  - The products have already been purchased
  - The products are over $500
  - When directly paying the vendor (invoice provided)
Making Purchases

- Food/Catering: Approved providers include:
  - A Little Slice of New York
  - Friends Café
  - Market Street Pizzeria
  - The Victor Pub?

- Unapproved vendors may be used, but a certificate of insurance is required. (COI)
  - You can contact the restaurant for this document, they will provide it at no cost
Purchasing food and Obtaining a Certificate of Insurance (COI)

- **Step 1:** Contact the vendor for a quote for the food
- Request a Certificate of Liability Insurance
- Bring COI and invoice to SFAO for check processing
Making Purchases

- Gifts/Clothing: Any products that use the Rutgers logo must be purchased through a Rutgers approved licensed vendor.
- The list of approved vendors can be found here: [http://ucm.rutgers.edu/trademark-licensing/find-licensed-vendors](http://ucm.rutgers.edu/trademark-licensing/find-licensed-vendors)
- *ONE OF THESE VENDORS MUST BE USED FOR PRODUCTS FEATURING THE RUTGERS TRADEMARK*
Deposits

• What are deposits for?
  • When a student group returns money unused in cash advances
  • Bake sale/other Fundraising earnings
  • Group Dues
• This money is deposited into the Rutgers Student Fund, and transferred to the account requested
What Happens Next?

- The **Purchase Request** will go through the approval process.

- Organization funds **CAN** be used for: Food for open meetings, supplies, event rentals, etc.

- Organization funds can **NOT** be used for: T shirts, loans, inclusive meetings, personal use, etc.

- You will be notified of any possible issues with the purchase request