RSO AND CLUB SPORTS FUNDING TRAINING

Kristy Johnson, Associate Dean of Students for Student Engagement

Shelia Gray, Office Coordinator II

Office of Student Engagement

User Guide FY25 RSO Purchase Request/Reimbursement

Information to Consider Before Starting Your Purchase Request/Reimbursement

A Purchase Request: is a request to spend money from the RSO's account. Only Purchase Requests associated with an approved Line Item within an approved SABC Budget can be reviewed and processed.
A purchase request can only include one Vendor/Payee. Therefore, the Department of Student Engagement will need a new purchase request for each transaction you want to review and process.
Reimbursement is repaying a person who has spent or lost money for the contribution made to your organization or club. It is only approved on a case-by-case basis. Please check with Student Engagement before making any purchases.
Travel reimbursement is considered a separate type of reimbursement and will always be reimbursed for traveling for or during your RSO or Club Sports organization.

Only the officer who initiates the submission process can access, edit, and submit the Purchase Request.
Reviewing your approved SABC Budget Request before starting your Purchase Request is helpful. Proper and complete documentation is imperative to a successful and timely Purchase Request being reviewed, approved, and processed. If at any point you have questions about the RSO Policy, allowable expenditures, or anything to do with this process or SABC, please get in touch with SABC at the Student Government Association's office, Rm 314 Student Activities Center Milledgeville, GA 31061.

PLEASE DON'T ASSUME SOMETHING IS PAYABLE. ALWAYS ASK FIRST.

PURCHASE PROCEDURE

- **Ensure budget allocation:** Ensure you have an allocated budget for any purchases.
- **Ordering Items for Meetings:** If you are hosting any meetings in the future, make sure to order all necessary items ahead of time.
- **Submit Purchase Request First:** A purchase request must be submitted before funds are spent on behalf of the organization.
  Approval Wait Time: RSOs can submit purchase requests approximately three (3) days after receiving the approval notice.
  Submitting a Request:
  Promotional Items: Enter your Purchase Request on GC Connect.
  Upload all relevant documents with links to the items you wish to purchase (Amazon is recommended for ease and speed).

  For items like T-shirts, submit a quote with your purchase request.
  Quotes must be tax-exempt. This means they should not include any taxes in the quoted price. Once you have a tax-exempt quote, upload it as a purchase request to GC Connect.
  Large Purchases:
- If you need to order multiple items, please add them to a Word Document. The link, quantity, and color will be needed to place the order. Large items (e.g., tents, wagons) require a storage plan.

Registered Student Organizations (RSOs) and club Sports must submit a Purchase Request within GC Connect to utilize approved annual or supplemental funds. As part of the updated process, please note the following: Requests for purchases made via email, office visits, or phone calls to the Office of Student Engagement will be redirected to the Purchase Request process within GC Connect.

PURCHASE PROCEDURE

1st Please always check the list of vendors to see if they will provide an invoice for payment.

GCSU List of approved vendors: Chick-fil-A, Domino's, Barboritos, Surcheros, Morning Grind, Jimmy John's, Shanes Rib Shack Spritwear and Custom Ink, etc. (If in doubt, always ask before you order).

Special Note: Domino's will allow you to order on behalf of your RSO and bill GCSU later. When you order for your club meeting and event, give the member your RSO name, as it will be cross-referenced that you are an approved RSO. Make sure you receive an itemized receipt that is tax-exempt. Please submit a purchase request through GC Connect within three days of your order.

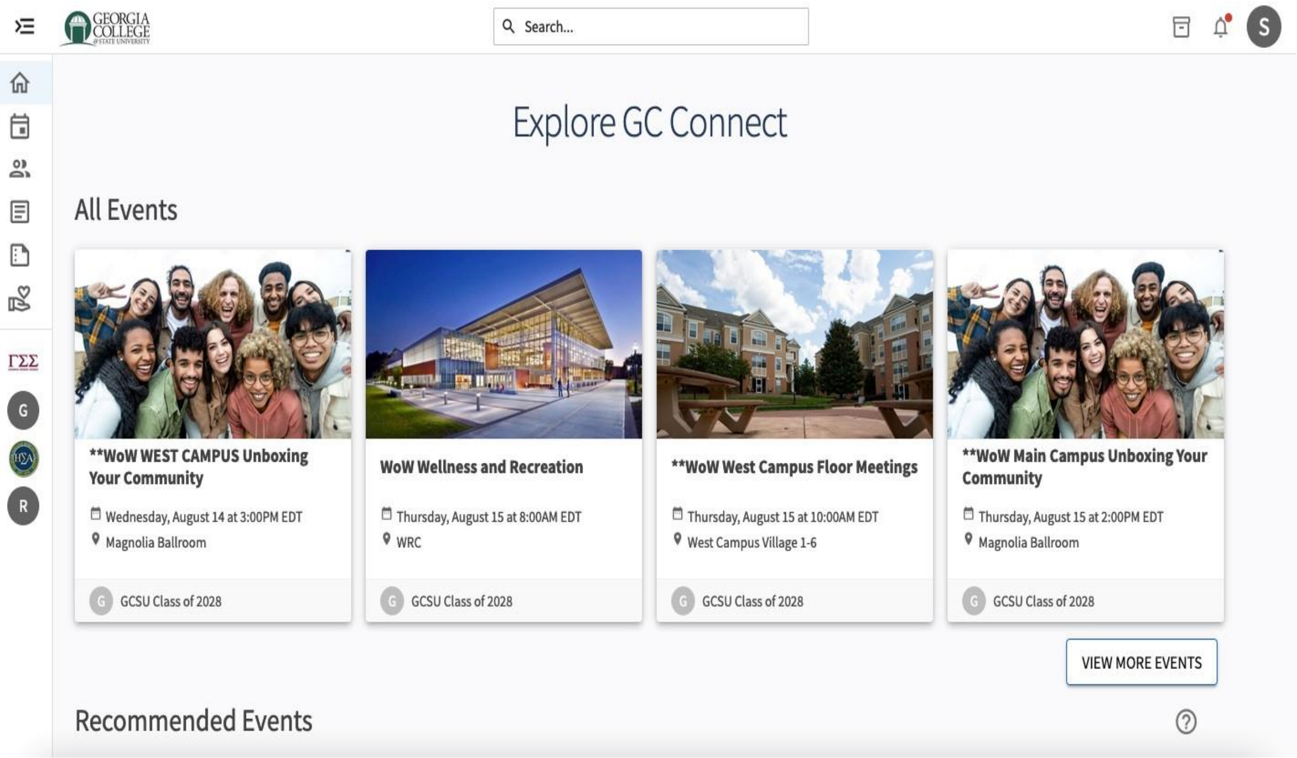
LIST OF APPROVED GCSU VENDORS:

NOT ALL VENDORS ARE LISTED.

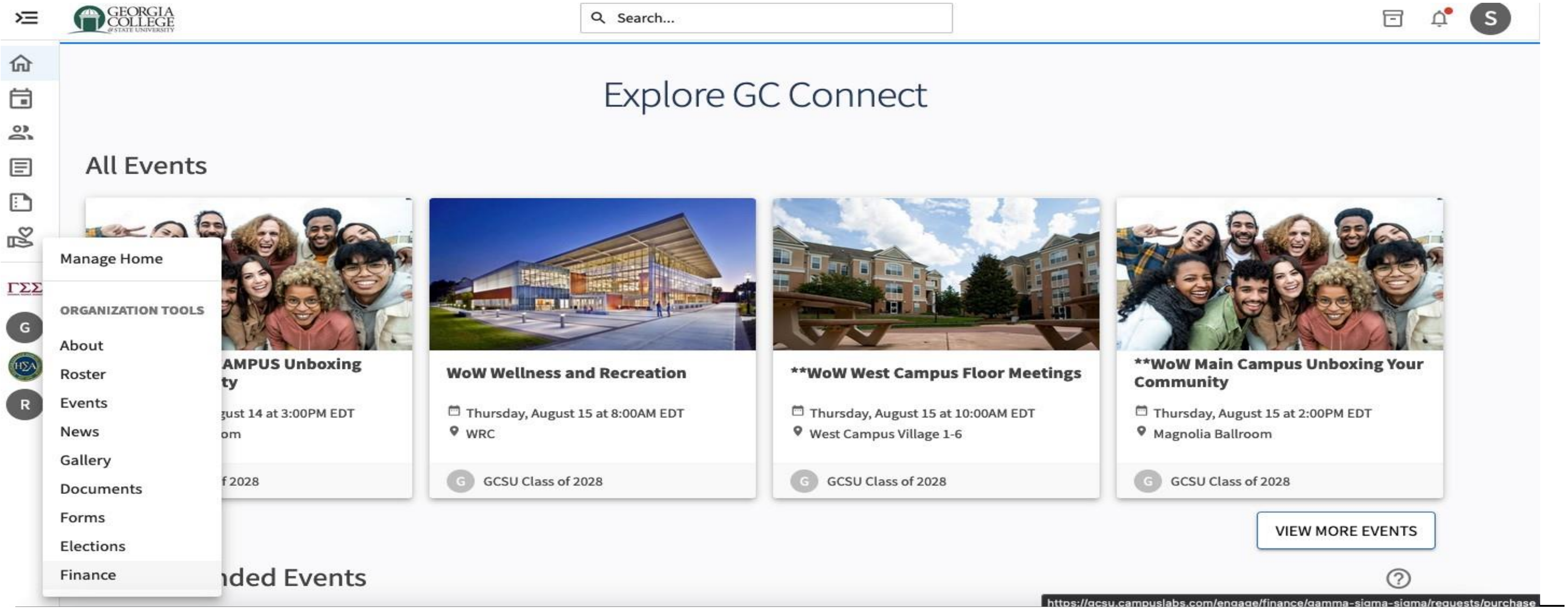
1	Vendor Name	Point of Contact	Services Provided	Tax Exempt Y/N	Invoice Y/N	Payment Accepted (Invoice, Check, PO, Cash, etc.)
2	Barberitos		Food	Y	Y	Cash, Check, Pcard
3	Chick-fil-A	Tina	Food	Y	Y	Cash, Check, Pcard
4	Jimmy John's	Jason Marler	Food	Y	Sometimes	Cash, Pcard
5	Spiritwear	Carlos Tanner	T-shirts (will hand deliver to Milledgeville)	Y		PO
6	4Imprint		Variety (swag, shirts)	Y		PO
7	CDG Brands	Peggy Thompson	Apparel, custom table cloths	Y		PO
8	Kona Ice of Morgan County	Lisa Riser	Ice, Ice, baby!	Y		PO
9	The Graphic Cow		T-shirts, stickers	Y		PO
10	Custom Ink		T-shirts, stickers	Y		PO
11	Mark the Magic Man	Mark Hulett	Magician, bouncey house rentals, popcorn machine rentals	Y		PO
12	TjohnE Productions	Jaisen John	ThinkFast Trivia	Y		PO
13	Proforma	Brian Page	Shirts	Y		PO
14	Foxy Flower Studios	Ayanna Thompson	Paint party, art bar	Y		PO
15	The Soul Shine Band	Heath Claxton	entertainment	Y		PO
16	Tent Sational Events (Dunn Nunn Inc)	Natalie Dunn	tents	Y	Y	PO
17	Amusement Masters	Julie Smink	entertainment	Y		PO
18	Everything But The Mime	Carol Struder	entertainment	Y		PO
19	Shanes Rib Shack		Food	Y		
20	Surcheros	Connie Prezioso	food	Y	Y	Invoice
21	Spiritwear	Kathy	Tshirts	Y	Y	PO
22	AMC Movie Theater			Y	Y	PO
23	Ritz Classic dba Roll Call Skating	Joe Henderson	Milledgeville Skating Rink			
24	Georgia National Fairgrounds	Erin Flournoy	Georgia National Fair - purchase tix via check	Y	Y	PO; Check
25	Amusement Masters	Julie Smink	Carny Rides; Activities; Novelty	Y	Y	PO - ACH
26	LIfe Enrichment Center (coffee truck)	Barbara Coleman	Coffee/Smoothies truck with Morning Grind			
27	Sodexo		Food			
28	Davis Wholesale (flowers)		Flowers			
29	Domino's (Salt Marsh Pizza)	Melissa	Food	Y	Y	Invoice
30	Morning Grind		Food			
31	GCSU Creative Services	gcsu.edu/communications/creative-services	Stickers, posters, Creative Services department is an entity of Georgia College & State University and is solely responsible for designing materials for the university.			
32						

SUBMITTING YOUR RSO PURCHASE REQUEST/REIMBURSEMENT TO THE DEPARTMENT OF STUDENT ENGAGEMENT

1. Log into GC Connect at https://unify.gcsu.edu/



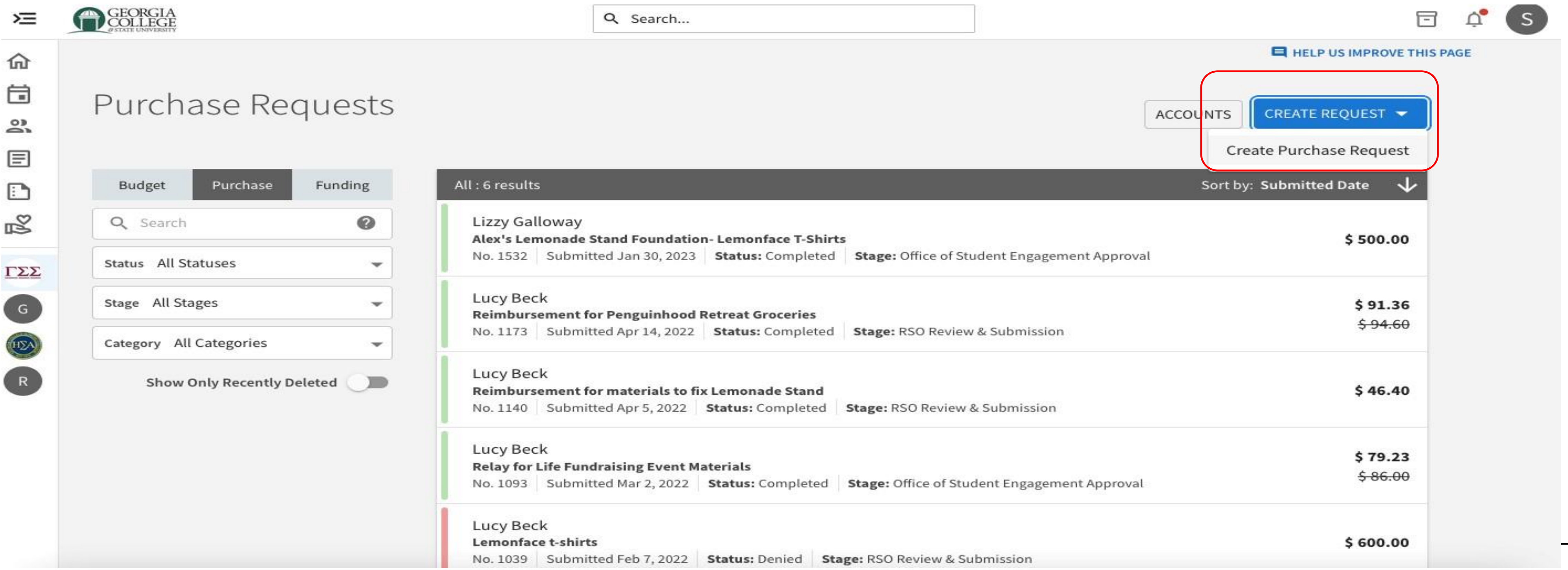
2. UNDER THE “MANAGE HOME “SECTION, SELECT THE REGISTERED STUDENT ORGANIZATION FOR WHICH YOU ARE SUBMITTING A PURCHASE REQUEST.



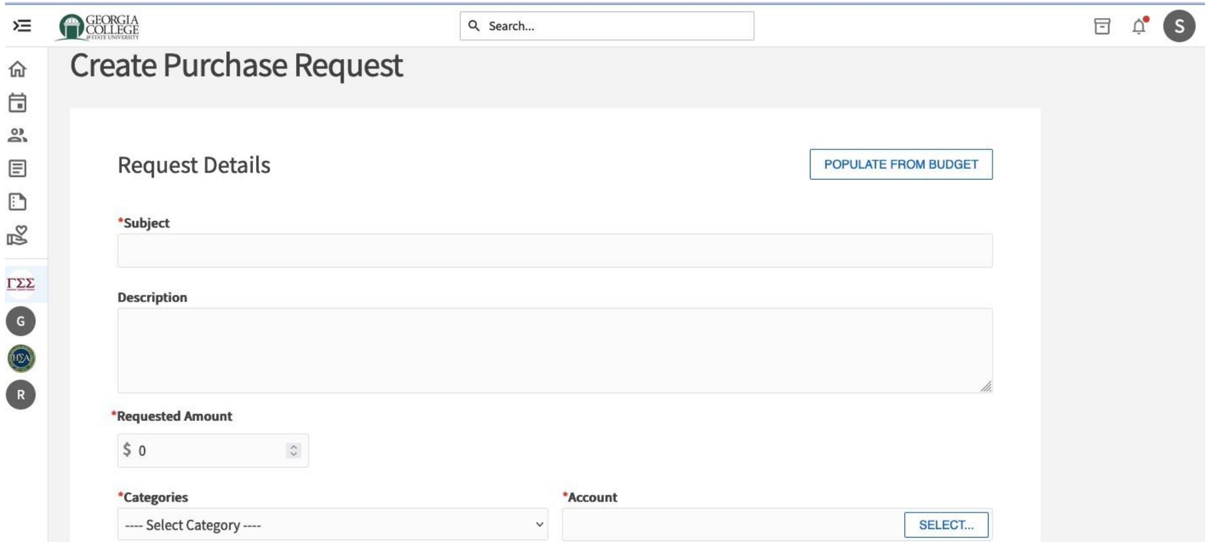
3. Select the (three horizontal lines) on the left side of the screen to access your organization's management drawer.

4. Select "Finance"

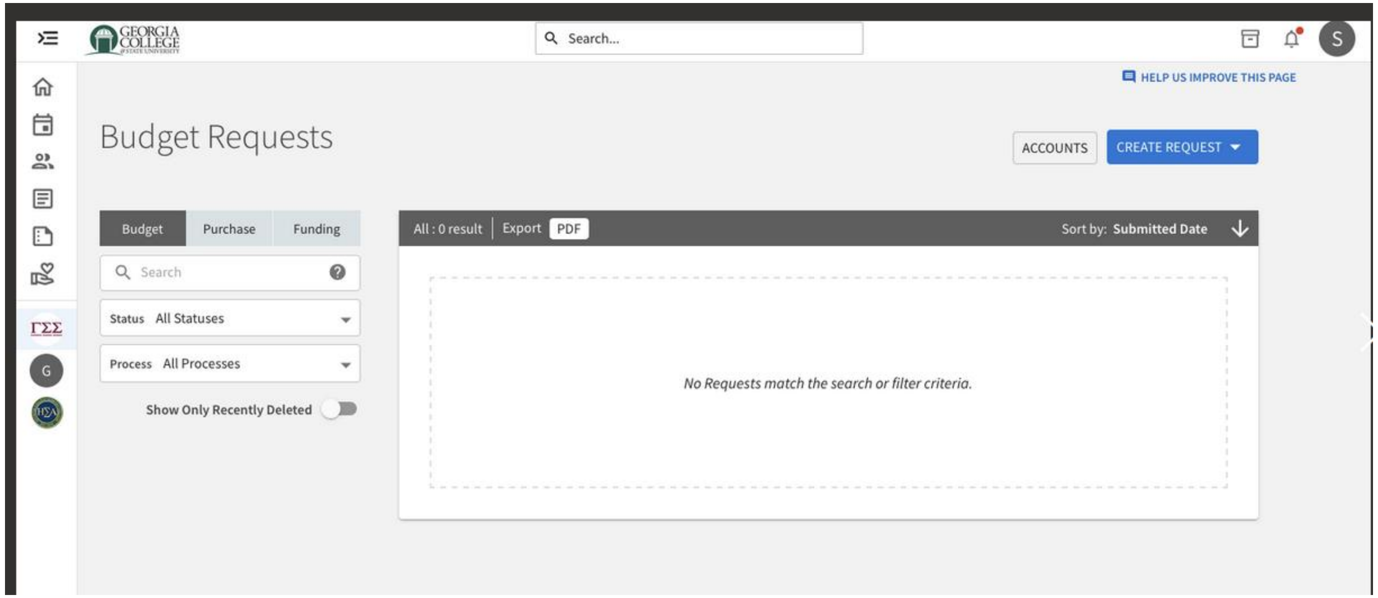
5. Once you are on your organization's page, click the "Create Purchase Request" button in the top right corner.



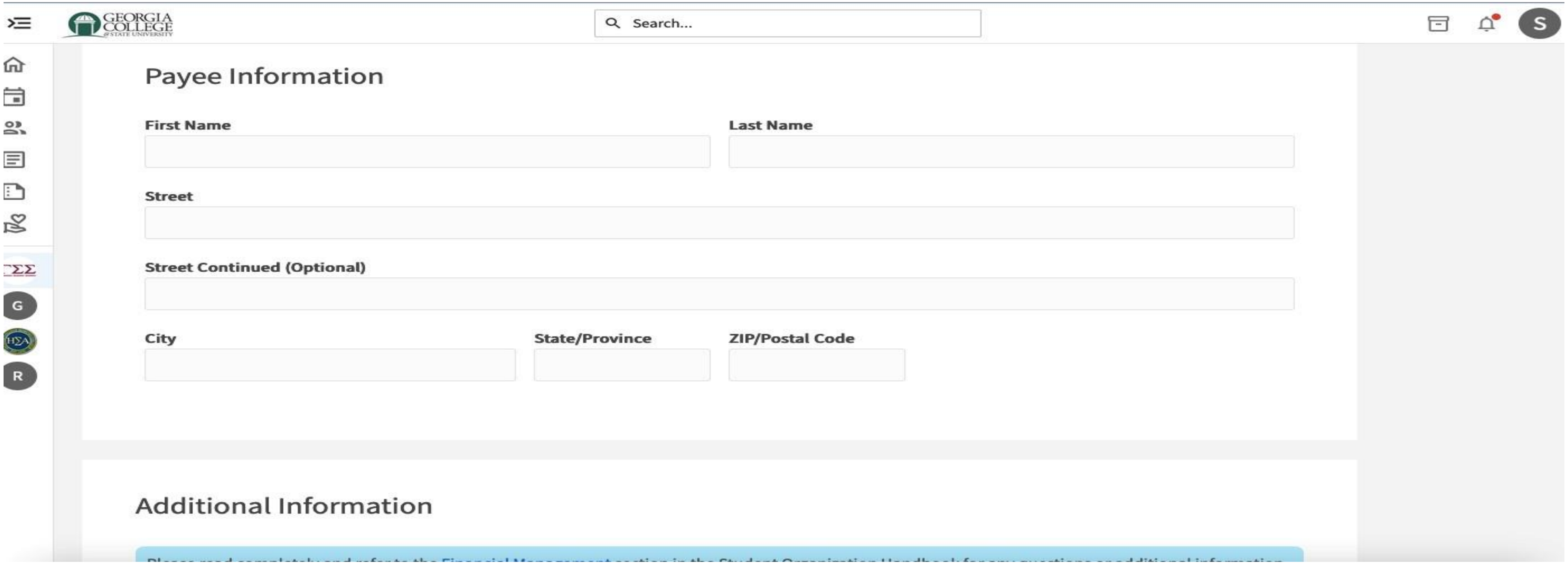
6. ON THE FINANCE SCREEN, CLICK THE BLUE “CREATE REQUEST” BUTTON AND SELECT “CREATE PURCHASE REQUEST” FROM THE DROP-DOWN MENU.



REIMBURSEMENTS CAN BE ENTERED UNDER THE BUDGET REQUESTS. MAKE SURE TO INDICATE REASON AND UPLOAD SUPPORTING DOCUMENTATION.



7. ON THE “CREATE PURCHASE REQUEST,” PLEASE CLICK THE “POPULATE FROM BUDGET” BUTTON AT THE TOP RIGHT OF THE FORM. ONCE SELECTED, A WINDOW WILL OPEN THAT WILL ALLOW YOU TO SELECT A PREVIOUSLY APPROVED SABAC BUDGET REQUEST AND CONNECT IT TO YOUR CURRENT PURCHASE REQUEST



G

R

Additional Information

Please read completely and refer to the Financial Management section in the Student Organization Handbook for any questions or additional information.

If you need to make a purchase: Please upload quote(s) or estimate(s) for this request in a single document if you are requesting the university to purchase something on your behalf. Please note that if you are requesting the university to purchase something from an online source via as university issued credit card, please upload the direct link for that purchase.

UPLOAD FILE

If you need to get reimbursed from a purchase you made: Please upload receipt(s) and other supporting documentation (e.g. sign-in sheets, flyers, etc.) if you or your organization is to be reimbursed. Please note that receipts must be itemized. We can not reimburse you unless the receipt is itemized. Only one file can be uploaded. For multiple images or documents, combine them into one file to upload.

If you traveled as part of university business and are requesting reimbursement for a hotel, mileage, or per diem for meals, please complete and attach the travel expense statement and supporting documents. https://intranet.gcsu.edu/faculty-and-staff-forms/accounting

UPLOAD FILE

Select a delivery method for your campus-issued check: (if applicable) Reimbursements will be paid via university check if the total amount to be reimbursed is over $100. Reimbursements under $100 may be paid via university petty cash.

...

Acknowledgment of Responsibility

EXAMPLE OF HOW YOUR WORD DOCUMENT SHOULD LOOK WHEN UPLOADING INTO GC CONNECT

EASEPRES 3 Pocket Mesh Hanging Wall File Organizer, Wall Mounted Mail Paper Document Folder Holder, Clipboard Storage Organization Magazine Rack with Nametag Label for Office Home School, Black

https://www.amazon.com/gp/aw/d/B07Y67NX3F/?_encoding=UTF8&pd_rd_plhdr=t&aaxitk=b3d8f42c227e778353ce25fffcde4a34&hsa_cr_id=0&qid=1726504161&sr=1-1-9e67e56a-6f64-441f-a281-df67fc737124&ref_=sbx_be_s_sparkle_lsi4d_asin_0_title&pd_rd_w=axO67&content-id=amzn1.sym.8591358d-1345-4efd-9d50-5bd4e69cd942%3Aamzn1.sym.8591358d-1345-4efd-9d50-5bd4e69cd942&pf_rd_p=8591358d-1345-4efd-9d50-5bd4e69cd942&pf_rd_r=WY1NB5Y0N2MDW4JG5H7Y&pd_rd_wg=gcJ2f&pd_rd_r=9bf77060-cb0e-477b-b8d3-b3de7e00af11&th=1

- Price: 19.95
- Quantity: 1
- **Pendaflex Two-Tone Color File Folders Letter Size - 100 Pack of 12 Assorted Colors Folders for Documents - 1/3-Cut Tabs**
- https://www.amazon.com/Pendaflex-Two-Tone-Color-Folders-Letter/dp/B0C5FZCGXM/ref=sr_1_48?dib=eyJ2IjoiMSJ9.WLuDQuXHWOgPM1TRWNGl7m3lY3_UJve6ferqMn6nJ1QmoW5DA2fHjpMqVkpl1Voh2bBMX0qUBzL1-Gl92LAzoNM2_dmvpHZwOMTxf74vHGUiiBDDtquORdN2SOrSk62dzI4AIwAuFGRZfXVUylLt6Zq8ArxWFM8CJgFjht0zeG3v1CU1xFfcmqrtSJWZ7c7QujPno6TryC_zqvx-CTiXxT_nv1ihJI5Hj9Qw8IQjZN8Jqh0L62FGa7KLlsE746ggMQm8k0uNikWP0vqvBWWJthUl4Cvl9wC8fZz57TqjsHo.1MpjXeMbNfM3QUgAj_3dQBumRnd9RAyjDT6xVVLKn34&dib_tag=se&keywords=folders&qid=1726504512&rdc=1&sr=8-48&th=1
- Price: $33.97
- Quantity: 1

8. Once you have selected the appropriate budget, you will need to associate your Purchase Request with an already approved Line Item. To do this, please select to which available Line Item this purchase should be charged

9. Complete the required fields in the Request Details section of the Purchase Request form:

a. **Subject:** Be clear and concise, e.g., “Cupcakes for Club Social.”

b. **Description:** Please provide context for your request. This will help the Office Coordinator process your payment and understand any needs your organization may have for this Purchase Request/Reimbursement.

c. **Requested Amount:** Enter the total of the current Purchase Request. GC Connect will automatically show you the funds remaining in the associated line item within the budget.

d. **Categories:** Please select the Funding Category most closely matches the requested purchase.

e. **Account:** Please select the corresponding Account from which you will be spending funds (most organizations will only have one Account to select from).

10. Payee Information: Please share the requested information about the Vendor/Payee to which funds will be disbursed.

a. **First and Last Name:** If the Vendor is an individual, please include their first and last name. If the Vendor is a company/business, please type the company/business name in the First Name box.

b. **Address Information:** Street & Street Continued: Please provide the requested address information for the Vendor.

11. Additional Information: Please provide the requested Additional Information, as applicable, to process your purchase request.

a. **Funding Category:** Please select the type of funding related to this request. This should mirror what was submitted and approved in your original SABAC Budget Request.
b. **Event Date:** Provide the program date or travel for which the Purchase Request is being made.
c. **Reservation Confirmation:** If this Purchase Request is related to an event occurring on campus, please provide the Reservation Confirmation Number. Previous Use of Vendor: All Vendors/Payees must be registered in the University System of Georgia
d. Vendor system before GCSU releases payment. Please let us know if you have used this Vendor in the past.
e. **Links to Items to be Purchased:** Please provide direct URLs to the items your organization would like to purchase and include the desired quantity.
f. **Reimbursements:** If your organization has already made this purchase, please let us know here.

NOTE: This does not guarantee that the Purchase Request will be approved. RSOs should always have an approved Purchase Request before making any purchases. GCSU always prefers to process the transaction on behalf of your RSO rather than issue a reimbursement.

a. **Additional Comments:** Please share any additional information about the Purchase Request you want to communicate to the Office Coordinator.
b. **Document Upload(s):** Please upload all documents related to your Purchase Request. Inadequate documentation may prevent processing from being completed on time.

12. Click the blue “SUBMIT REQUEST” button to submit your Purchase Request.

13. Purchase Request Status Definitions:

a. **Unapproved:** This request is currently “Pending” and has not been reviewed yet.
b. **Cancelled:** The purchase request has been canceled, the submission process has ended, and the request has not been approved. Please review the Comments section for an explanation of cancellation.
c. **Denied:** The Purchase Request was denied and was not approved. Please review the Comments section for an explanation of the denial.
d. **Approved:** The Purchase Request has been approved and the organization can move forward with the purchase. When a Purchase Request is approved, the associated funds are encumbered and will no longer be included in the calculation of your RSO’s available funds under your Account. Please review the Comments section for additional information or instructions from the Office Coordinator on processing the transaction.

NOTE: It is preferred that the Department of Student Engagement perform all purchases on behalf of the RSO rather than students making direct purchases.

a. **Completed:** The corresponding transactions for the Purchase Request have been completed, and the request process has been closed.

***NOTE*:** Any unused funds encumbered to the approved status will be returned to the RSO’s account.

CHECK YOUR GC CONNECT ACCOUNT FOR STATUS.

Finance Stages

Available Stages

Name	Description
RSO Review & Submission	Treasurer, President or Advisor has reviewed and submitted the purchase request to the Office of Student Engagement..
Office of Student Engagement Review	The Office of Student Engagement is currently reviewing the purchase request.
Office of Student Engagement Approval	The Office of Student Engagement has approved the purchase request.
Accounting Services Review	The purchase request has been submitted to Accounting Services for their review and approval.
Accounting Services Approval	Accounting Services has approved the purchase request.

REIMBURSEMENT PROCEDURE

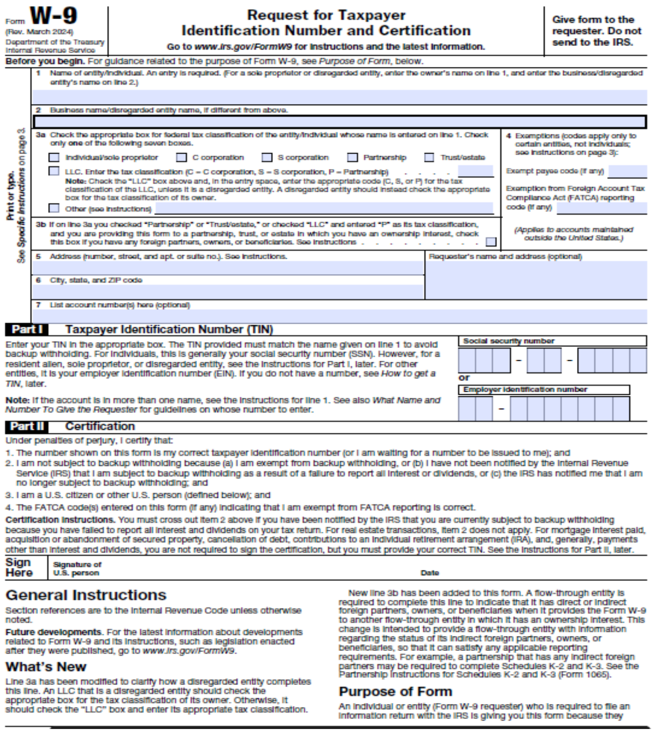
ONLY APPROVED ON A CASE-BY-CASE CIRCUMSTANCES

- 1st Please always check the list of vendors to see if they will provide an invoice for payment.
- Make sure you have a budget allocated.
- By Approval Only: To get reimbursed for your student group purchases, ensure your receipt contains an itemized list of the items purchased and proof of payment.
- The receipt needs to contain **both** pieces of information. Bringing proof of purchase (credit card slip) alone will not work.
- If your receipt still says, "balance due," this **will not** work either. The receipt must show that the items were paid for.
- Date of service along with verification of the event
- List of Attendees (Participants)/ Flyers or verification of meeting
- Reimbursements are not guaranteed and require prior approval by GCSU Accounting Services(Please let us know before you purchase.)

TRAVEL REIMBURSEMENT REQUIREMENTS

PROVIDE PROOF OF PAYMENT: ORIGINAL ITEMIZED RECEIPT, CREDIT CARD STATEMENT, AND COPY OF CANCELED CHECK.

UPDATED OR NEW W-9 FORM WITH A HANDWRITTEN SIGNATURE.



Form **W-9** (Rev. March 2024) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number – –

or

Employer identification number –

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Are you planning to travel and pay for expenses upfront, such as lodging, meals, etc.?

Do you have a meeting that is going to require supplies?

Complete a Travel Expense statement

- Complete both statement pages and sign at the bottom of the first page.

TRAVEL EXPENSE STATEMENT

ACCT NO________________

NAME________________ SOC. SEC. NO. Complete W-9 TITLE ________________
Last First Middle Initial
HEADQUARTERS ________________ INSTITUTION Georgia College & State University
RESIDENCE ________________ DATE FROM ________________ TO ________________

Day	TIME Departed Arrived	Location / Points Visited	DETAILS OF SUBSISTENCE (Attach Lodging Receipt) B=fast	Lunch	Dinner	Lodging	TOTAL	Do Not Write in This Space for ACCT. DEPT.
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
		TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	
EXPLAIN ANY UNUSUAL AMOUNTS FOR SUBSISTENCE:							XXXXXXX	

Per diem rates for GA:
$13- breakfast
$15- lunch
$23- dinner

Submit to GC Connect

Submit the completed W-9, Travel Expense Statement, and receipts in the Purchase Request module in GC Connect under your student organization.

RSO OFF-CAMPUS

ACCOUNTS EIN FOR YOUR ORGANIZATION

ON-CAMPUS ADVISORS ARE NOT PERMITTED TO DO THE FOLLOWING:

OPEN AN OFF-CAMPUS BANK ACCOUNT IN THE NAME OF OR FOR THE BENEFIT OF ANY RSO.

BE INCLUDED AS A SIGNATORY ON ANY RSO’S OFF-CAMPUS BANK ACCOUNT.

HAVE ACCESS TO FUNDS ASSOCIATED WITH ANY RSO’S OFF-CAMPUS BANK ACCOUNT (E.G. DEPOSITING FUNDS, WITHDRAWING FUNDS, OR SPENDING FUNDS)

All RSOs reserve the right to maintain an off-campus bank account; however, no Institute Funds are permitted in these accounts.

Each RSO must set up the account using a unique Federal Tax ID/EIN. However, any RSO may never use the GCSU Federal Tax ID/EIN.

RSO Bank/Credit Union Accounts

Registered student organizations are required to hold accounts at a bank or credit union for all self-generated funds, such as membership dues and money raised through fundraising initiatives.

Outside accounts are the sole responsibility of each organization. The organization is not allowed to use the University taxpayer identification number or the University's name to establish or imply affiliation with the University when opening an outside account. The responsibilities include but are not limited to, tax filing and reporting obligations to the IRS or similar agencies. Any account identified using the University's name or taxpayer identification number will be terminated immediately by the University. Ensure the organization name you file does not include GCSU or Georgia College & State University.

Be aware that your RSO's name may already be in use by another U.S. organization, and you will have to edit it for your EIN application to go through.

How to open a student organization outside bank account

1. Apply for an EIN (Employer Identification Number) number for your organization through the IRS at http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online

a. Read the instructions and click “Apply Online Now”

b. Read the instructions and click “Begin Application”

c. Select “View Additional Types including Nonprofit/Tax-Exempt Organizations” and click “Continue”

d. Select either Community or Volunteer Group” or “Social or Savings Club” depending on which best describes your organization and click “Continue”. Definitions are as follows:

Community or volunteer groups: groups that share a common interest and come together to provide volunteer services, such as neighborhood watch groups, preservation societies, etc.

Social Club: a group organized for leisure, recreation, or other similar non-profitable purposes. Some types of social clubs include sailing clubs, hiking clubs, art groups, etc.

e. For the address, use:

Campus Box 100 Office of Student Engagement

Milledgeville, GA 31061

f. For phone, use the Student Activities number:

g. You will be prompted to include your social security number; please note that you will not be taxed as an individual on the RSO account funds.

h. Share the assigned EIN with your advisor and save a copy in your secure student organization files for future use.

2. Research the best options for your organization. Questions to ask include:
a. What fees are associated with the account?
b. What is the minimum balance required for the account?
c. What are the charges for being overdrawn?
d. How many individuals may be authorized to sign on checks?
e. When leadership changes, how do we change the authorized signature on the account?
f. What steps can be taken if the previous signer is unavailable?
g. Is it easy for students to get to if they do not own a car?
3. The individuals with signature authority on the account must go to the bank/credit union together to open the account – bring your driver’s license and EIN number. Make sure to sign up for electronic bank statements rather than paper copies.

RECOMMENDATIONS

1. Have 3 signature authorities on your account.
2. Advisors should NOT be a signature authority to reduce personal liability. Students in leadership positions should be able to handle the account. Find a banking location that allows for this.
3. It is strongly recommended that you use a bank/credit union at which the signature authorities do NOT have a personal account.
4. Have a thorough conversation about the pros and cons of using debit cards, as the misuse of funds can be much greater. Checks will require a signature and can be more easily traced than electronic transactions.
5. Develop organizational accounting procedures for record keeping. Require receipts for reimbursements and keep them in an organized filing system.
6. Add a statement in your constitution providing instruction on where funds should go if the account needs to be closed.

Tax-exempt Status – just because you have a tax ID doesn’t make you tax-exempt.

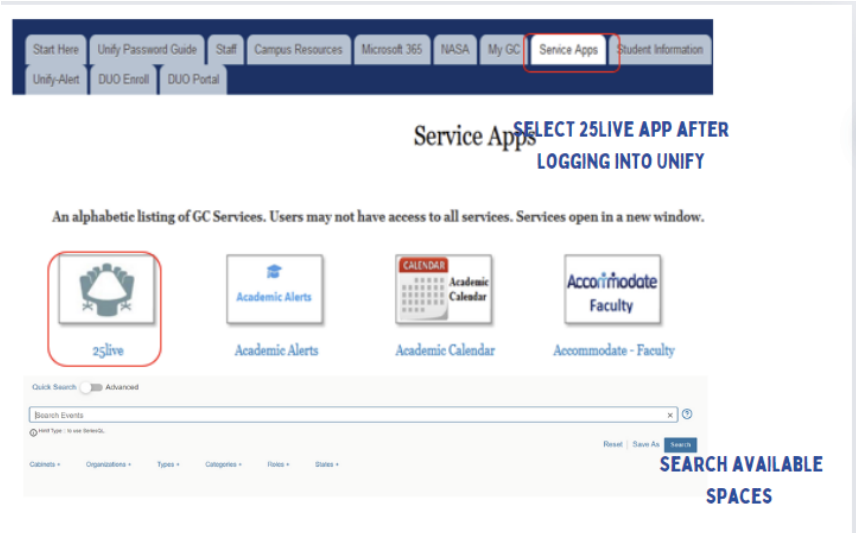
Registered student organizations CANNOT use the Georgia College & State University tax-exempt number to make purchases when using this type of account. Each organization must apply for its own tax-exempt number. If nationally affiliated, some groups may be able to use the tax-exempt number of their national organization, which will have established guidelines on how it can be utilized.

To qualify as tax-exempt from federal taxes, a group must meet the requirements outlined in the Internal Revenue Code. For more information, visit http://www.irs.gov/Charities-&-Non-Profits/Types- of-Tax-Exempt-Organizations-.

To qualify for Georgia tax-exempt status, a group must meet the requirements set forth by the state. More information is available at https://dor.georgia.gov/taxes/sales-use-tax/tax-exempt-nonprofit-organizations.

Obtaining tax exemption for an organization is a long and detailed process. You will also need to strictly follow reporting rules set forth by the IRS. If your organization should qualify for and receive a tax-exemption number, provide your advisor and the Office of Student Engagement with a copy of the tax-exempt letter to keep on file.

HAVE A MEETING OR EVENT AND NEED SPACE ON CAMPUS RESERVED?



YOU WILL NEED TO SUBMIT A CONFIRMATION OF YOUR CONNECT APPROVAL WITH THE SPACE RESERVATION REQUEST

HOTEL PREPAYMENT REQUEST FORM

- Hotel Prepayment Request Form
- This form should be completed by the traveler, approved by the budget manager, and forwarded to
- Accounting Services (CBX 033) no less than two weeks prior to date check is needed. In receiving a hotel prepayment check, you agree to complete your travel expense statement within 10 days of trip
- completion, including lodging cost with a payment method of PREPAID HOTEL to clear it from our system.
- Failure to complete your travel expense statement within 10 days will result in a suspension of
- the privilege to receive a prepaid hotel check for one year. Downloads/Hotel Prepayment Request Form.pdf

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Hotel Prepayment Request Form

This form should be completed by the traveler, approved by the budget manager, and forwarded to Accounting Services (CBX 033) no less than two weeks prior to date check is needed. In receiving a hotel prepayment check, you agree to complete your travel expense statement within 10 days of trip completion, including lodging cost with a payment method of PREPAID HOTEL to clear it from our system. Failure to complete your travel expense statement within 10 days will result in a suspension of the privilege to receive a prepaid hotel check for one year.

Date: _Click or tap to enter a date.

Name of Traveler: Click or tap here to enter text.

Dates of Travel: Click or tap here to enter text.

Department number(s) to be charged: Click or tap here to enter text.

By requesting this check, I agree that I have:

☐Contacted the hotel to make sure they will accept a Georgia College check. Please request the hotel's W-9 form when you call if you haven't stayed there before.

When I contacted the hotel, they indicated they will:

☐Accept a check upon arrival

☐ Check must be received Enter Number week(s) in advance. Accounting Services will contact You when the check is ready so you can pick it up and mail it.

Hotel Name: Click or tap here to enter text.

Hotel Address: Click or tap here to enter text.

Hotel Phone: Click or tap here to enter text.

Amount of request: Click or tap here to enter text.

Please attach your hotel reservation to this form.

Event & Promotional Purchase Requests

Event and promotional Purchase Requests must be submitted 30 days before the event and 60 days before the annual event.

Travel Purchase Requests

Annual Travel budget requests must be submitted two months before the travel date.

Supplemental Travel Budget requests must be submitted at least 30 days before the departure date. All students must be enrolled and complete the Travel Form 30 days before the departure date.

QUESTIONS ??????