ASISU FINANCIAL WORKSHOP

2021-2022
INTRODUCTIONS

Val Davids
Student Activities Coordinator
208-282-3451

Tamye Durrant
Administrative Assistant
208-282-3596

Bonnie Walker
ASISU Financial Technician
208-282-3885
CLUB CHECKLIST

Wondering what your organization needs to do throughout the year?

**August:**
- Check your mailbox for the Club Registration Form and Authorized Signature Sheet
- Sign up and host a booth at the Fall Involvement Fair (held during the first week of school year)

**September:**
- Turn in Club Registration Form to the Student Leadership & Engagement Center, due the 5th Friday of the school year
- Turn in Authorized Signature Sheet to the Student Leadership & Engagement Center
- Attend the Club Financial Workshop (check mailbox for information and workshop dates)
- Attend the New Officer Training (check mailbox for information and workshop dates)

**November:**
- Email Incentive Point Checklists to the email address is on the form. Due 2nd Friday of November

**January:**
- Sign up to host a booth at the Student Organizations Fall Involvement Fair

**March:**
- Email the C.E.A.S.A.R. Initial Deposit Request Form, due the 3rd Thursday of March
- Email Incentive Point Checklists the last weekday in March
CLUB CHECKLIST

Throughout the Year:

__Apply for C.E.A.S.A.R. Matched Funding as you make deposits into your club account (ASISU will match your deposits on a pre-determined ratio)

__Complete an Event Registration Form for every event on or off campus, that your club holds (fundraisers, workshops, concerts, dances, serviced projects, performances, etc.)

__Fill out an Incentive Point Request at every event your club holds on or off campus or attends (except club meetings)

__Check your club mailbox regularly to find out about workshops, trainings, or other events happening around campus

__Update Club Registration Form and Authorized Signature form if club officers change

Don’t Forget…

• In order to be eligible for C.E.A.S.A.R. Funding, your organization must complete all 3 requirements:
• Attend the New Officer Training
• Attend the Club Financial Workshop
• Host a booth at one of the two Involvement Fairs
• For more information, refer to our websites:
• Club Funding Website:  http://isu.edu/asisu/club-funding
• Student Organizations Website:  http://isu.edu/clubs
All Clubs are required to have an ISU campus account.

Can be used at the discretion of club members.

Cannot purchase alcoholic beverages or alcohol permits for events. No alcohol is allowed at any club sponsored event.

Firearms and ammunition are not allowed to be purchased with club funds.

Deposit money raised by or donated to student organizations.
C.E.A.S.A.R. FUNDING *

• Initial Deposits
  Requests accepted during March (Due 3/17/2022) are for the next year

  $500 cap subject to funding availability

To be eligible you must attend:

1. Financial Workshop
2. New Officer Training
3. Host a booth at one of the two Student Organization’s Fairs
4. Complete and email Initial Deposit form to asisufin@isu.edu
   before 5pm on March 17, 2022.

* Club Efforts Are Supplemented And Rewarded
C.E.A.S.A.R. FUNDING *

• Matched Funding
  • ASISU will match club fundraising efforts based on a ratio determined by Senate Finance Committee
  • Can not match club dues or income from ASISU
  • (3:1 ratio for this year)
  • Apply for matched funds using the Matched Deposit Request Form (available on the ASISU website under forms)
  • * Club Efforts Are Supplemented And Rewarded
NEW CLUB FUNDING

Clubs may apply for new club funding through the end of the semester following the semester in which they were organized. This also applies for reorganized clubs if they were previously inactive for a year or more.

- Clubs may apply for a maximum of $500
  - The amount will be approved
  - $250 for this year
- Clubs may not receive both new club funding and initial deposit in the same semester.
- To qualify for new club funding a club must register and have at least one officer attend both the Financial Workshop and New Officer Training.
- If a club is formed after the workshops have been held club officers may meet with the Student Activities Coordinator or ASISU Financial Officer to fulfill the requirements.
How do I apply for C.E.A.S.A.R Funding?

- www.isu.edu/asisu/funding
INCENTIVE FUNDING

- Money “earned” by clubs
  - Each point will be assigned a dollar amount by dividing the incentive funding for that semester by the total number of points earned
  - A minimum of 25 points will be required to receive an allocation
  - Bengal ID numbers must be on the forms or they will not count
- Deadline: March 31, 2022 at 5:00pm
# Incentive Points Requirements

No minimum number of members required, but you must earn at least 25 to be eligible for funds.

## Point Breakdown

<table>
<thead>
<tr>
<th>Event Category</th>
<th>Points Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Any ASBU or ISU Event</strong></td>
<td>Any event registration form must be completed and filed in the Pocatello Student Leadership &amp; Engagement Center prior to the event to qualify.</td>
</tr>
<tr>
<td><strong>IBU Athlete (only the following sports)</strong></td>
<td>Men's Sports: Football, Basketball, Cross Country, Tennis, Track &amp; Field, Women's Sports: Basketball, Cross Country, Golf, Soccer, Softball, Tennis, Track &amp; Field, Volleyball.</td>
</tr>
</tbody>
</table>

## Club Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ Members</td>
<td>10 Points</td>
</tr>
<tr>
<td>5 Members</td>
<td>8 Points</td>
</tr>
<tr>
<td>4 Members</td>
<td>6 Points</td>
</tr>
<tr>
<td>3 Members</td>
<td>4 Points</td>
</tr>
<tr>
<td>2 Members</td>
<td>2 Points</td>
</tr>
<tr>
<td>1 Member</td>
<td>1 Point</td>
</tr>
</tbody>
</table>

## Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+ Members</td>
<td>10 Points</td>
</tr>
<tr>
<td>5 Members</td>
<td>8 Points</td>
</tr>
<tr>
<td>4 Members</td>
<td>6 Points</td>
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<tr>
<td>3 Members</td>
<td>4 Points</td>
</tr>
<tr>
<td>2 Members</td>
<td>2 Points</td>
</tr>
<tr>
<td>1 Member</td>
<td>1 Point</td>
</tr>
</tbody>
</table>

## Homecoming

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>6+ Members</td>
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<tr>
<td>5 Members</td>
<td>8 Points</td>
</tr>
<tr>
<td>4 Members</td>
<td>6 Points</td>
</tr>
<tr>
<td>3 Members</td>
<td>4 Points</td>
</tr>
<tr>
<td>2 Members</td>
<td>2 Points</td>
</tr>
<tr>
<td>1 Member</td>
<td>1 Point</td>
</tr>
</tbody>
</table>

## Springfest

<table>
<thead>
<tr>
<th>Name</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>6+ Members</td>
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<td>4 Members</td>
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<tr>
<td>2 Members</td>
<td>2 Points</td>
</tr>
<tr>
<td>1 Member</td>
<td>1 Point</td>
</tr>
</tbody>
</table>

## Overall Total

<table>
<thead>
<tr>
<th>Semester</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>450 points</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>450 points</td>
</tr>
</tbody>
</table>

*See Incentive Points Requirements for Reference*
Activity Categories Include:

- Club Events
- Service with ISU or the community
- Any ASISU or ISU Event
- ISU Athletics
- Homecoming Events
- Spring Fest Events
- Must have at least 1 club member in attendance to count.
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
PAYING EXPENSES

- A Request for Payment (RFP) form must be turned in with two authorized signatures in order to process any transaction.

- Authorized signers are listed on the Authorized Signature form turned into the Student Leadership & Engagement Center.

- Signatures are verified on all Request for Payment forms.

- Advisors can only be one signature on the form.
REQUEST FOR PAYMENT FORM

These forms can be picked up at the Student Leadership & Engagement Center or completed online at www.isu.edu/clubs

• Must be signed by 2 authorized signers

• This form must be presented for any financial transaction for the club

All checks may take up to 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 complete to insure prompt payment.

Date: ____________________________

Club Name: ____________________________ Index Code: ____________________________

Amount to be paid: $________________ Type of Payment: ____________________________

Cash Advance
Cash Box
Donation
Honorary — attach W-9 form and I.C.P.R.
Pay Vendor — attach invoice
Reimbursement — attach receipts
Transfer funds to another campus account
Travel (fill travel section out)

Pay to: ____________________________ Phone #: ____________________________ Email: ____________________________

Bank Card #: for student / Social Security #: for payment to non-students: ____________________________

Address: ____________________________

Explanation of Expenditure or Destination and Purpose of travel (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. Only 1 cash advance out per club at a time.
- 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, please call 282-3596***
AUTHORIZED SIGNATURE FORM

- 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.
- This form can be updated at any time.
- Must have at least two signers.

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>INDEX CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#1</strong></td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>TITLE</td>
</tr>
<tr>
<td>TELEPHONE #</td>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td><strong>#2</strong></td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>TITLE</td>
</tr>
<tr>
<td>TELEPHONE #</td>
<td>EMAIL ADDRESS</td>
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<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td><strong>#3</strong></td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>TITLE</td>
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<tr>
<td>TELEPHONE #</td>
<td>EMAIL ADDRESS</td>
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<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
<tr>
<td><strong>#4</strong></td>
<td></td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>TITLE</td>
</tr>
<tr>
<td>TELEPHONE #</td>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

Date Stamp
CASH REIMBURSEMENTS

Examples of Reimbursements:

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

- $200.00 limit on 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.

- How to get a cash reimbursement:
  1. Complete a Request for Payment Form
  2. Present original itemized receipts
  3. Must have current Bengal ID card with you – only current students can receive a cash reimbursement.

Payments made with food stamps 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
- ONLY one advance at any one time per club
- How to get a cash Advance:
  - Before your purchase
    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. 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.
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.
• No handwritten receipts will be accepted.
• Any receipt turned in past six months out will not be eligible to be reimbursed.
• 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 along with your Request for Payment form.
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 not 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.
ON-CAMPUS VENDOR PAYMENTS

1. Complete a Request for Payment form
   • **MUST** complete prior to making reservations, purchases or commitments with on campus vendors. Tamye 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

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

- Cash reimbursements and advances may not be used for:
  - Any Travel Expenses (including gasoline)
  - Honorariums – anything that requires a contract (bands, speakers, etc.)
  - Campus Department Purchases – this includes the Bookstore, Games Center & Total Copy Center in the PSU
UNIVERSITY CHECK

- Any Reimbursements over $200.00 –
  - Request for Payment Form complete with Name, Bengal Card Number & address
  - 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)
  - Approval Process: Account Director signs, then University Business Officer and finally Accounts Payable to be reviewed and processed

- Checks take up to 20 days to process
- Plan ahead if you need a check by a certain date.
Reimbursement Request Form

- Form is available to download on 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 or is for a student on a satellite campus.
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.**

- Prize Reimbursements - ie. tablets, gift cards, iPods, Nooks, other prizes
  - W-9 MUST be filled out by the WINNERS. A W8-BEN form must be filled out by International Students. This form is available in the Student Leadership & Engagement Center.
  - 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.

- If the prize has been donated to the club the Prize & Award Form is not needed.
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.
PURCHASING CARD

University P-Card Credit Card for on-line purchases

- Must have:
  - 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 made on P-Card are tax exempt in the state of Idaho
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 after 10 calendar days, the proper authorization paperwork has not been provided, the charges will be reversed.
  • Per transaction limit is $2,500
  • May not be used for travel except to pay for registration only.
STUDENT TRAVEL

Travel Reimbursement

A meeting must be scheduled with Val Davids to discuss any travel.

- Reimbursement after you Travel – you pay for everything up front.
  - Fill out Request for Payment Form and COMPLETE the travel portion
  - Attach final receipts for your travel – Helpful if you can attach a spreadsheet with the following categories: (make sure the receipts show payment)
    - Airfare
    - Gas
    - Ground Travel
    - Meals – remember alcohol is not eligible for reimbursement
  - Sent out for Adobe E-sign

- Once all signatures have been obtained, accounting will process a check and mail it to you. VERY IMPORTANT TO TYPE IN YOUR CORRECT ADDRESS ON THE TRAVEL REIMBURSEMENT FORM

***Do NOT confuse this with a cash reimbursement!!***
STUDENT TRAVEL

Travel Advance

Complete the Request for Payment Form and COMPLETE Travel portion.

- Twenty days notice needed for advance (prefer 30) / Checks will not be issued more than 60 days prior to trip
- Attach estimates for your travel for the following:
  - Airfare  Registration  Meals  Lodging  Gas  Mileage  Ground Transportation  Parking
- Sent out for Adobe E-sign
- Pick up check from Accounting in the Admin Bldg. 2nd Floor
- 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 show payment method or zero balance
TRAVEL RECEIPTS

Receipts needed upon return:

- Airline Travel
- Personal car mileage
  License plate number
  A receipt showing you went somewhere & names of fellow travelers (if any)
- Rental car fees and gas
- Lodging – indicate if lodging expense is split with other travelers and amount each is paying
  - 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 show how they were paid
TRAVEL MINUTES

- ISU may require meeting minutes for travel expenses as documentation
- If your club is not recording minutes, get someone to record
- 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
MOTOR POOL

- You may use Motor Pool vehicles when traveling as a club, but are not required to do so. Email Val Davids for guidance
  - Forms to Complete:
    - Drivers License Record Check Authorization Form
    - Vehicle Use Agreement Form
    - Motorpool Request Form
  - Gas for Motor Pool vehicles is put on to the *Motor Pool Gas Card*
  - Club is responsible for the $500 deductible if in an accident
  - Individuals are responsible for any medical expenses
HONORARIUMS

A contract is required for anyone coming to campus to perform any of these services

- Speakers
- Artists
- Guest instructors
- Sports officials
- Dance D.J.s
- Bands
- Anyone else performing some type of service

- **DO NOT** pay cash for anything that should be paid by an Honorarium (contracts)

- CONTACT **VAL DAVIDS** TO ASSIST WITH ANY CONTRACT PROCESSES

- Students and Advisors cannot create or sign any contract
HONORARIUMS

Complete a Request for Payment Form

Include all expenses such as: Travel / Meals / Lodging / Fees

Payment

• If the speaker is part of the University (faculty, staff, or students) payment MUST go through the payroll system

• NOT part of the University - 20 business days to process
CONFLICT OF INTEREST

The Idaho State Board of Education gives the following in its policies and procedures: conflict of interest occurs when a person's private interests compete with his or her professional obligations to the Board-governed entity to a degree that an independent observer might reasonably question whether the person's professional actions or decisions are materially affected by personal considerations, including but not limited to personal gain, financial or otherwise.

- ISU is considered a Board-governed entity
- To avoid a conflict of interest, please do not purchase items for your club from immediate family or close friends

- The State of Idaho has ruled that all monies which flow through the University are subject to Idaho State spending guidelines. All funds deposited with the University, regardless of source, are University funds and must be handled in accordance with University policy

- **see packet of forms for copy for your club**
If your club is doing a fundraiser and you need change ($1’s, 5’s, etc.) 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 2nd floor of PSU.

- **Do not** deposit the change fund into your club account
CHANGE FUNDS (Cash Box)

At least 1 business day before your event:

- Complete a Request For Payment form
- Present RFP form Tamye Durrant to verify information and club funds
- Fill out change box check out form and turn into Bonnie Walker prior to event to ensure change is available.

There is a $100 limit for change funds
DEPOSITS

• All deposits are made in the Student Leadership & Engagement Center

• Credit cards are not accepted

• **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**
**Deposit Form – Use for every Deposit**

**Deposits**

This form is located in the Student Leadership & Engagement Center and online at [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 2nd Floor

Have two members count the deposit and sign the form.

Follow instructions on the deposit bag

Make sure to put club name and number

Receipts will be put in club mailbox the following day.

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### ASISU Student Organizations

**Cash Deposit Summary Sheet**

<table>
<thead>
<tr>
<th>CASH COUNT</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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</tr>
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</table>

<table>
<thead>
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<tr>
<td>X100</td>
<td></td>
</tr>
</tbody>
</table>

Total Deposit $ ___________

Source of Revenue ____________________________

**COUNTED BY**

Club Signature ____________________________

Club Signature ____________________________

Verification Signature ____________________________

---

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

---

**DATE:** ____________

**Club Name:** ____________________________

**Index Code:** ____________
DEPOSITS & SALES TAX

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

- 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
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 and PayPal are prohibited.

- uStore/TouchNet is used for:
  - Event Ticket Sales
  - Donations
  - Raffles/Auctions
  - On and Offsite Fundraising
  - Online club dues payments

- Contact Bonnie Walker 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.
Reports are available upon request from the ASISU Financial Technician located in the Student Leadership & Engagement Center

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<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>11/14/2008</td>
<td>Sales Tax Payable</td>
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<td>12/18/2008</td>
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<td>Team Joes</td>
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<td>11/14/2008</td>
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<td>Ratifiers</td>
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<td>TOTAL</td>
<td>$144.61</td>
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</table>
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 for all transactions

• Contracts required for ALL speakers/performers including BANDS

• Incentive Points Due Friday, March 31, 2022 by 5pm

• Initial Deposit Request Due Thursday March 17, 2022 by 5pm
Questions?

Thank you for coming!