Introductions...

Tamye Durrant
Administrative Assistant I
208-282-3451

Alida Van Etten
Administrative Assistant II
208-282-4588

Jessica Watson
ASISU Financial Technician
208-282-3885
Be sure to sign the Training Verification to make sure your club gets credit for coming!
Wondering what your organization needs to do throughout the year? Let this checklist help... (all fillable forms located online)

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 Office of Student Involvement and Orientation (always due the 5th Friday of the school year)
___ Turn in Authorized Signature Sheet to the Office of Student Involvement and Orientation
___ 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 Spring Involvement Fair (held in February for Spring Semester)

March:
___ Email the C.E.A.S.A.R. Initial Deposit Request Form (deadline the 3rd Thursday of March)
___ Email Incentive Point Checklists to the email address on the form. Due the last weekday in March

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, service projects, performances, etc.)
___ Fill out an Incentive Point Checklist at every event your club holds on or off campus / 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 during the school year

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/funding
Student Organizations Website: http://isu.edu/clubs
Two Important Things First Off

- A W9 and ISU’s Non-Cash Prize or Award Documentation Form is required for all gift cards and/or prizes such as TVs, iPads, speakers, mini fridges, iPod, etc.

- A contract is required anytime someone comes to campus to perform or speak.
  - Please contact our office for guidance.
Club Accounts

- Money raised by or donated to student organizations
  - Deposited into their campus account
  - Campus account required
- Can be used at the discretion of club members
  - Cannot purchase alcohol, firearms, or ammunition
C.E.A.S.A.R. FUNDING*

- Initial Deposits
  - Requests accepted during March (Due 3/21/2019) are for the next year
  - $500 cap subject to funding availability
  - To be eligible you must attend:
    - Financial Workshop
    - New Officer Training
    - host a booth at one Student Organization’s Fair

* 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 $ from ASISU
- (3:1 ratio for this year)
- Apply for matched funds using the Matched Deposit Request Form (available online)

* Club Efforts Are Supplemented And Rewarded
HOW DO I APPLY FOR C.E.A.S.A.R. FUNDING?

isu.edu/asisu/funding
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 by the ASISU Finance Committee
  - $250 for this year

- Clubs may not receive both new club funding and initial deposit in the same semester.

- A newly organized club may apply for both new club funding and initial deposit in the spring semester but only if the new club funds are to be received in the spring.
NEW CLUB FUNDING CONTINUED...

- Once Initial Deposit has been received clubs are ineligible for New Club Funding.

- Requests will be heard in the order in which they are received by the Senate Finance Committee and funds will be dispersed on a first come, first serve basis.

- To qualify for new club funding a club must 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.
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.
- Deadline: Friday, November 9, 2018 by 5pm
**INCENTIVE POINTS**

Organization Name: ____________________________________________

Index Code: CLB ____ Total # of Club Members: ________________

Date of Activity: __________ Location of Activity: ______________________________

Activity Category: ____________________________

Description of Activity: ____________________________________________

Name of Person-in-Charge of this specific activity: ____________________________________________

Bengal ID: __________________ Phone: __________________________

**Members In Attendance**

<table>
<thead>
<tr>
<th>Name (Printed Legibly)</th>
<th>Bengal ID</th>
<th>TOTAL HOURS ATTENDED/WORKED</th>
</tr>
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<tbody>
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</table>

** Email this checklist to asisufin@isu.edu as soon as possible.**

TOTAL HOURS WORKED = __________  TOTAL POINTS = ____________________________

**Activity Categories Include:**

- Club Events
- Service
- ASISU Events
- Any ASISU or ISU Event
- ISU Athletics
- Homecoming Events
- Springfest Events

**Must have at least 6 club members in attendance to count. Meridian & Idaho Falls campus clubs need 3 club members.**
GENERAL INFORMATION

- All deposits are processed in the Business Office (2nd floor PSUB across from the Total Copy Center)
- All other financial transactions are initiated in the Office of Student Involvement & Orientation (1st floor PSUB)
- Hours are 8am – 5pm Monday – Friday
- Account balance, authorized signatures and current student status **must** be verified before disbursing funds
- Must present Bengal ID card for any cash transactions. No exceptions.
Paying Expenses

A Request for Payment (RFP) form must be turned in with two authorized signatures in order to process transactions.
All checks may take up to 20 business days to process

Request for Payment Form

THIS FORM TO BE PROCESSED ONLY IN THE OFFICE OF STUDENT INVOLVEMENT & ORIENTATION
All appropriate fields must be complete to ensure 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: ____________________________

Bengal 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.
➢ 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 #: ____________________________

Who is authorized to sign?

These forms can be picked up at the Office of Student Involvement and Orientation or completed online at our website www.isu.edu/clubs

If you have any questions, please call 282-3551.
## 2018-2019
### AUTHORIZED SIGNATURES

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>INDEX CODE</th>
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<tbody>
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<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>TITLE</th>
<th>TELEPHONE #</th>
<th>EMAIL ADDRESS</th>
<th>SIGNATURE</th>
</tr>
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<tbody>
<tr>
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</table>

**ADDITIONAL LINES ON BACK IF NEEDED**
CASH REIMBURSEMENTS:

- Must have original itemized receipts.
- Bring in receipts and Request for Payment Form
- $200.00 limit on cash reimbursements
- Within 5 business days of transaction

Uses
  - Refreshments
  - Supplies
CASH ADVANCES

- Must present a completed Request for Payment form
- $200.00 limit
- Receipts and leftover money must be returned within 2 business days
- Only one outstanding advance at any one time per club
CHANGE FUNDS

- Verification of available funds through the Office of Student Involvement and Orientation.
- Available to pick up in ASISU Director’s Office from Jason Sperry. PSUB 2nd Floor Room 215
- 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 Union Business Office or after hours at the drop box located down the hall from Room 211.
Paying with Cash: Restrictions

- Cash reimbursements and advances may not be used for:
  - Travel Expenses (including gasoline)
  - Honorariums
  - Payment to departments on campus
  - Paying performer (concerts, speakers, etc.)
  - Payment’s used with food stamps – you will not be reimbursed.
UNIVERSITY CHECK

- Issued for reimbursements over $200.00
  - Reimbursement checks, travel checks, honorarium checks.
  - **All checks take up to 20 days to process so plan ahead if you need a check by a certain date.**
    - Approval Process: The Account Director signs, then University Business Officer then to Accounts Payable to be reviewed and processed.

- Request for Payment Form and Request for Reimbursement must be completed
  - Name, SS number/Bengal Card Number & address.
  - W-9 needed for vendors or individuals not in ISU system (ex. students, non-students and non-faculty or staff)
**Prizes & Awards**

- If getting reimbursed for prizes (tablets, gift cards, iPods, kindles, Nooks, other prizes) a W-9 **NEEDS** to be filled out by the winners.
- The Non-Cash Prize or Award Documentation Form must be completed by the club and the W-9 or W-8BEN form must be completed by the prize winner.
- Students will not be reimbursed for the purchase of the prizes until the completed documentation is turned in. This is ISU policy. No exceptions!
- The Non-Cash Prize or Award Documentation Form is available on the [www.isu.edu/clubs](http://www.isu.edu/clubs) website or in the Office of Student Involvement & Orientation.
- Have the forms ready to fill out at your event by the winners before they receive the prize.
- **If documentation is not turned in club funds will be frozen until documentation is received.**
### Non-Cash Prize or Award Documentation Form

<table>
<thead>
<tr>
<th>Legal Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U.S. Citizen: Yes [ ] or No [ ] (If no, contact Accounting Payable before giving prize or award)</th>
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<table>
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<tr>
<th>Are you or have you been an ISU employee during the past 12 months? Yes [ ] or No [ ]</th>
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<tr>
<th>Event:</th>
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<table>
<thead>
<tr>
<th>Event Date:</th>
<th>Award Amount: $</th>
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<table>
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<tr>
<th>Check one: Prize [ ] Award [ ]</th>
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<table>
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<tr>
<th>Description:</th>
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<tr>
<th>Prepared By:</th>
<th>Department:</th>
<th>Phone #:</th>
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</table>

Federal law requires that we have on file a W-9 form with the Social Security number and signature for each individual or business to which the University makes a non-payroll payment. The IRS may impose a penalty of up to $500.00 for non-compliance or supplying false information.

**SIGNATURE:** ____________________________ **Date:** _____________

**Individual Receiving Prize or Award**

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This form must be completed each time an individual receives a prize or award.

Forward completed form, W-9 and any supporting documentation to Accounts Payable MS 8219 to complete accurate reporting.

- Have a copy of the prize form and W-9 and 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.
Purchasing Card

Online Order:

- Request for Payment must be presented
- Name of website and web address
- Information on items to be ordered
- There are certain international websites that we are not allowed to purchase from.
- All card purchases are made at the discretion of the card holder.
- Card holder must comply with ISU Purchasing Requirements.
Paying Expenses: Purchasing Card

- Works just like a VISA
- Must present a completed Request for Payment form and other necessary documentation (Invoices)
- $2,500 per transaction limit
- May not be used for travel, honorariums, or reimbursements
- Student Involvement & Orientation Office to complete purchase only. Departments and advisors are not authorized to make purchases for the clubs.
Requisitions/Purchase Orders

- Requisitions are used when a Purchase Order is to be sent to a vendor for ordering goods or services.
- Requisitions are needed for anything costing over $2,500.00.
- If an invoice is over $500 and cannot be paid with the P-Card, a requisition will need to be done.
- A Request for Payment Form must be turned in before the requisition will be done.
- Chartwells orders are paid via Purchase Orders. Present the order confirmation and a Request for Payment form to have the requisition done to create the Purchase Order.
ON-CAMPUS VENDOR PAYMENTS

- Total Copy Center
- Bookstore
- Mail Center
- Outdoor Adventure Center
- Motor Pool
- Craft Shop
- Games Center
- Campus Recreation
- The Bengal

This form must be presented to the listed vendors to be able to charge to your Club Index.

You must present a Request for Payment form to verify funds in your account and the authorized person using club funds.

Do not pay cash at any of these vendors. Return receipts to the Office of Student Involvement & Orientation.
TRAVEL

Two ways to request for travel

- Travel Reimbursement
- Travel Advance

1. Travel Advance

- Fill out Request for Payment Form and COMPLETE ALL including Travel portion.
- Twenty days notice needed for advance (prefer 30) / No more than 60 days prior to trip
- Attach estimates for your travel
  - Airfare
  - Gas
  - Ground Travel
  - Lodging
  - Meals
  - Mileage
  - Parking
  - Registration
- Sent out for Adobe E-sign
- Pick check up on the “Need by date” from Accounting in the Admin Bldg. 2nd Floor.
- After Travel, MUST bring all final receipts with in 5 days and close out the advance. If receipts are not returned, a hold will be placed on your club account
2. Travel Reimbursement

- Reimbursement after you Travel – you pay for everything up front.
- Fill out Request for Payment Form and COMPLETE ALL including Travel portion.
- Attach final receipts for your travel – Helpful if you can attach a spreadsheet with the following categories:
  - Airfare
  - Meals
  - Parking
  - Gas
  - Mileage
  - Registration
  - Ground Travel
  - Lodging
- Sent out for Adobe E-sign
- Once all signatures have been obtained, accounting will process a check and will 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!!
TRAVEL

Receipts needed upon return:

- Airline Travel
- Personal car mileage
  - License plate number
  - A receipt showing you went somewhere.
- Rental car fees and gas
- Lodging

- Per Diem (Meals, Tips)
  - No receipts needed
  - If giving money to club members a written statement MUST be submitted with authorized signatures
- Registration
- Ground Transportation (taxi, buses, shuttle)
Travel - Minutes

- ISU requires meeting minutes for travel expenses as documentation.
- If your club is not recording minutes, get someone to.
- 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 expect you 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.
- Come to Office of Student Involvement and Orientation for the proper paperwork:
  - Drivers license record check authorization form
  - Vehicle use agreement form
  - Motorpool Request Form
- Sedans, minivans, Gas credit card
- **Club is responsible for $500 deductible**
- Any medical expenses that incur the individual is responsible for.
HONORARIUMS

- Honorariums are payments to:
  - Speakers
  - Artists
  - Guest instructors
  - Sports officials
  - Dance D.J.s
  - Anyone else performing some type of service
- Remember, a contract is required for anyone coming to campus to perform, even if they are not charging your club.
Honorariums

- If speaker is part of the University, we must pay them through the payroll system
  - Faculty
  - Staff
  - Students

- Please do not pay cash for anything that should be paid by an Honorarium.
Honorariums

- University Check (20 business days to process)
  - Those not employees or students at ISU
    - Guest speakers, instructors, etc.

- Include all expenses in the honorarium check
  - Travel
  - Meals
  - Lodging
  - Fee

- With ADVANCE notice and all proper paperwork filled out, a check can be prepared for you to present at the time of your event. Otherwise, the check will be mailed afterwards (20 business days prior to event)
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.
DEPOSITS
Deposit all funds at the Student Union Business Office on the 2nd floor room 211 of the Student Union Building
DEPOSITS

- Bring all cash and checks to the Business Office
- Credit cards are not accepted

Make timely deposits
  - Checks are only good for 90 days
- Do not pay expenses from cash deposits
- On-campus departments can transfer money directly to your club account

Please roll coins
**DEPOSIT FORM**

Use for every deposit.

---

**STUDENT ORGANIZATIONS**

**DATE:**

**CLUB NAME:**

**INDEX CODE:**

<table>
<thead>
<tr>
<th>CASH DEPOSIT SUMMARY SHEET</th>
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**** This form must be filled out completely for any deposit. ****

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<th>CASH COUNTER</th>
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<tr>
<td><strong>Quantity</strong></td>
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<tr>
<td>penny</td>
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<tr>
<td>nickel</td>
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<tr>
<td>dime</td>
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<tr>
<td>hundred</td>
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<tr>
<td>checks</td>
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**Total Deposit** $__________-

**SOURCE OF REVENUE**

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**COUNTED BY**

Club Signature

Club Signature

Verification Signature

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Revised 12/2017
AFTER HOUR DEPOSITS

- Drop deposit off in night drop safe located next to room 211 in the PSUB located across from drop safe next to time clock
- Have two members count the deposit
- Follow instructions on the deposit bag
- Make sure to put club name and number
- Receipts will be put in club mailbox the following day.
Deposits & Sales Tax

You must remit sales tax from certain fundraisers:

- Garage sales
- Admissions
- T-shirt sales
- Welcome/Finals basket sales
- Space Rentals
- Class notes sales
- Food sales
- Book sales
- Other merchandise sales

Idaho Sales Tax is 6%
Sales Tax

- 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.
**Online Fundraising**

- Set up ISU Marketplace online uStore
- Must have paperwork filled out 30 days prior to event start date
- Credit cards are accepted
- Receipts are e-mailed to donor/customer
- Useful for
  - Conference Registration
  - Event Ticket Sales
  - Donations
  - Raffles/Auctions
  - On and Offsite Fundraising
# Club Name

## Club Transaction Report

### July 2009 through June 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/14/2009</td>
<td>Sales Tax Payable 7891.29</td>
<td>tax</td>
<td>9.48</td>
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<tr>
<td>11/20/2009</td>
<td>Idaho State Sales Tax Com.</td>
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<td>-0.49</td>
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<tr>
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<td>Total Sales Tax Payable</td>
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### Donations

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<th>Date</th>
<th>Item</th>
<th>Memo</th>
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<td>09/07/2009</td>
<td>12345</td>
<td>donation</td>
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<tr>
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<td>Total Donations</td>
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<td>20.00</td>
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</tbody>
</table>

### Dues

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<tr>
<td>09/21/2009</td>
<td>45623</td>
<td>club dues</td>
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### Merchandise Sales

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<th>Date</th>
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<th>Amount</th>
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<tr>
<td>11/14/2009</td>
<td>7891.29</td>
<td>t-shirt sales</td>
<td>141.51</td>
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<tr>
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<td>Total Merchandise Sales</td>
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### Raffle

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<tr>
<td>09/25/2009</td>
<td>34523</td>
<td>raffle tickets sold</td>
<td>400.00</td>
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### Copy

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/25/2009</td>
<td>34523</td>
<td>copies</td>
<td>-5.46</td>
</tr>
<tr>
<td></td>
<td>Total Copy</td>
<td></td>
<td>-5.46</td>
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</table>

### Merchandise for Resale

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/2009</td>
<td>7891.29</td>
<td>Purchasing Card, new day products, t-shirts for resale</td>
<td>-300.00</td>
</tr>
<tr>
<td></td>
<td>Total Merchandise for Resale</td>
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<td>-300.00</td>
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### Postage

<table>
<thead>
<tr>
<th>Date</th>
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</tr>
</thead>
<tbody>
<tr>
<td>09/25/2009</td>
<td>34523</td>
<td>postage</td>
<td>-12.46</td>
</tr>
<tr>
<td></td>
<td>Total Postage</td>
<td></td>
<td>-12.46</td>
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</tbody>
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### Refreshments

<table>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/20/2009</td>
<td>34523</td>
<td>refreshes, food for club social</td>
<td>-29.63</td>
</tr>
<tr>
<td></td>
<td>Total Refreshments</td>
<td></td>
<td>-29.63</td>
</tr>
</tbody>
</table>

### Travel

<table>
<thead>
<tr>
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<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/2009</td>
<td>Travel</td>
<td>Travel to salt lake city, UT for regional conference</td>
<td>-275.00</td>
</tr>
<tr>
<td></td>
<td>Total Travel</td>
<td></td>
<td>-275.00</td>
</tr>
</tbody>
</table>

TOTAL: 164.84
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 or performers

- Incentive Points Due Friday November 9, 2018 by 5pm

- Initial Deposit Request Due Thursday March 21, 2019 by 5pm
QUESTIONS?