CAPITAL UNIVERSITY LAW SCHOOL

STUDENT ORGANIZATION HANDBOOK

Rev. 7/20

Section 1– ORGANIZATION BASICS

1.1 GUIDELINES FOR ALL ORGANIZATIONS

To be sponsored by Capital University Law School, the organization must be approved by the school administration and must conform to the policies and requirements set forth in this manual.

1. Approved organizations are entitled to:
    a. use university space for meetings and activities;
    b. access the organization's e-mail distribution list.
2. Organization responsibilities:
    a. Conducting one fundraiser per year
    b. Conducting one community service event per year
    c. Submitting the names and contact information of your executive officers by the first day of fall term.
    d. Following the guidelines and processes set forth in this handbook.
3. Standards and benefits of approved status
    a. All organizations seeking "approved" status should serve the objectives of the university and meet specified standards in terms of membership, activities, reports, and procedures.
    b. Approved organizations may use Law School facilities, including the reservation of calendar dates and space, food services, and the use of other facilities within the campus community.
    c. Standards for Student Organizations
        i. The new organization must have as its mission a goal, aim or purpose that is not currently being served by an existing student organization.
        ii. The new organization must have principles in harmony with the high standards of ethical conduct required of members of the legal profession.
        iii. The new organization must have no membership limitations other than academic attainment or professional competency or interest in a particular area.
        iv. The new organization must contribute to the religious, intellectual, or social life of the campus as a whole and its members in particular.
        v. The new organization shall seek to contribute to the cultural diversity of the Law School in an effort to build a sense of community at the Law School.
4. Membership
    a. Recruiting members
        i. All members must be currently enrolled in Capital University Law School.
        ii. Alumni are not eligible for membership.
        iii. According to the Capital University Law School Manual of Policy and Procedures (see Section 4.8.04(C)), students who are on academic probation (who fall below a grade point average of 2.0) ***may not*** participate including student organizations.
        iv. First year students may not be recruited for membership prior to the annual student organization fair.
    b. Prohibition on Membership Limitations
        i. All extracurricular student organizations at Capital University Law School are open-membership groups and any student may join any student organization.
    c. Dues
        i. Student organizations may collect dues from members. However, dues are permitted but are not required for membership.

5. Advisors
    a. Purpose of advisors
        i. All student organizations must have a faculty advisor before recognition will be given to the organization.
        ii. Advisors shall be used as counselors, guides, and resource persons.
        iii. An advisor should be aware of all school policies and procedures.
    b. Responsibilities of advisors
        i. To attend meetings and social functions for the group, or to provide a faculty substitute.
        ii. To provide advice and feedback to the organization and its officers.
        iii. To provide advice on requests for expenditures from the organization's treasury and sign payment requisitions and purchase orders.
        iv. To keep informed about the organization's activities and status.
        v. To be familiar with the provisions, policies, and procedures outlines in this document.
    c. Selecting an Advisor
        i. Develop a list of faculty or staff members who might be interested in advising your organization. These might be faculty members or administrators with whom you are acquainted, or faculty members or administrators whose area of interest is similar to that of the organization or its officers.
        ii. Meet with the faculty or staff members on your list. Be prepared to explain the purpose of your organization, your perceptions of their role as an advisor, the perception of the responsibilities of an advisor, and the reason that you chose that particular faculty or staff member.
        iii. Select an advisor.
        iv. Tell the assistant dean who you have chosen as an advisor.
        v. Once you have selected an advisor, the officers of the organization should meet with the advisor to set goals for the organization and to establish communication patterns. Always inform the advisor of organization meetings and activities.
6. Meetings
    a. When scheduling meetings, the president shall notify the organization's members and the advisor in advance of meetings with a reasonable amount of notice.
    b. All meetings of student organizations should be placed on the activities calendar. Your meetings will be placed on the calendar after you have completed and submitted an events reservation form.
    c. Only active members (which would exclude Capital Law students on academic probation) may plan or lead an event, meeting or activity.
    d. Open meetings (available to all students) should be held on campus at the Law School.
    e. Members-only meetings or events held off campus must adhere to university rules.
7. Maintaining approved status
    a. Conduct at least one community service event, such as sponsoring a panel discussion or participating in a pro bono event.
    b. Conduct at least one fundraising event.
        i. The resulting funds will go to the student organization's own account.
        ii. Gambling and Bingo, as defined in the Ohio Revised Code, may not be used as a fundraiser under any circumstances. While it would be legal to host poker tournaments at the Law School twice a year, it has been determined that it would be unfair to allow any organization(s) to have a monopoly on this event. As such,

student organizations may not utilize a poker tournament as a fundraising activity.

    iii. A raffle or a "50/50" event is permitted as long as the organization takes in no more than 50% of the profits. Organizations must announce the raffle split before taking money.
    iv. In the case of Bake Sales (or any other food sale), none of the food must be touched directly by hand. The food must either be individually wrapped or the salesperson must be wearing gloves. Salespersons must also be aware of all the food ingredients in order to alert customers in the case of any food allergies. Salespersons may not have any known communicable diseases. The student organization is responsible to keep the area clean or else the organization may face forfeiture of future bake (or food) sale privileges. The selling of food, services, or goods must be approved by the Assistant Dean.
    v. All student organization fundraising events must be approved by the Assistant Dean.
    vi. Student organizations may not directly solicit funds from alumni or law firms without the approval and collaborative assistance of the Office of Development and Alumni Relations.

  c. Submit a budget packet which includes (among other things): a report of organizational events from the previous academic year, a copy of the organization's current constitution (and by-laws, if applicable), a list of officers for the following academic year, an Application for Active Status, and an Itemized Budget Request Form. The Assistant Dean will contact organization leaders (presidents and treasurers) during the spring semester to provide paperwork deadlines.
  d. Failure to complete the community service, fundraising or budget paperwork requirements may harm an organization's ability to obtain university funds in the subsequent academic year.

1.2 GUIDELINES FOR NEW ORGANIZATIONS

1. Process for obtaining approved status
   a. Meet with the Assistant Dean to confirm that the proposed organization would truly be a "new" organization as opposed to a "reactivated" organization.
   b. Obtain and complete an Application for Active Status.
   c. Obtain and complete an Application for New Campus Organization.
   d. Prepare a Constitution and meet with the Director of Diversity & Inclusions.
   e. Obtain an advisor.
   f. Turn in all necessary paperwork to the Assistant Dean. The Assistant Dean will then examine the application and constitution and determine whether the organization meets the necessary requirements.
   g. The Assistant Dean will then forward new organization requests to the Law School faculty for approval.
   h. Once the necessary paperwork has been submitted and approval has been granted by the Law School faculty, the organization becomes an approved organization.New organizations will not receive funding in their first year of approval and must meet the same fundraising and community service requirements of approved organizations.

1.3 GUIDELINES FOR ORGANIZATIONS SEEKING REACTIVATION

1. In order to reactivate a dormant organization, the prospective organization leader(s) must fill out an Application to Reactivate and Application for Active Status. The prospective organization

leader(s) will then meet with the Assistant Dean to assure that all reactivation requirements have been met.

Section 2– EVENT PLANNING

Event planning is a time consuming process. There are many details that can make or break an event. In this section, we hope to give you practical tools so your event will run smoothly.

2.1 EVENT LOGISTICS

1. When to Have Your Event (TIMING)
    a. Before planning a major event, refer to the web calendar located at https://teamup.com/ks82f96ba152a94378 Avoid scheduling conflicts with other law school or campus events. Large events should be planned at least two months in advance to ensure appropriate notice for location, food and guests. Only one "all students" event may occur at a time. "Members only" events will not create a conflict.
    b. Subsection 2.1(1)(a) discusses two possible types of events: (1) a members only ***event*** or ***program*** and (2) an "all students" event or program. A third type of event that may arise is an "all students" ***meeting*** that does not qualify as a "program or event" (wherein a "program" or "event" includes a guest speaker, workshop, panelists, debate, networking, etc.). We will not prohibit the overlap of general meetings that are open to all students. However, you may still utilize student organization allocated university funds for such meetings. Here is an example of how this guideline would be applied:
        i. If an "all-students" **program** or **event** (with speakers, programming, networking, etc.) is already scheduled, what else can be scheduled?
            1. A "members-only" meeting or program using "60" funds.
        ii. If an "all-students" **meeting** (also called a general body meeting) is already scheduled, what else can be scheduled?
            1. "All-students" meetings (or general body meetings) using "21" or "60" funds (but not programs or events)
            2. A "members-only" meeting or program using funds from their organization's account.
    c. To ensure further avoidance of scheduling conflicts, a designated member of each organization should consider attending one SBA meeting per month. Each organization should be prepared to report on when it plans to hold its regular meetings, what events or activities are scheduled or in the planning stages for the coming 30 days, and whether there may be opportunities for partnerships among various organizations with respect to hosting speakers, organizing events, etc. Each organizational representative should be prepared to bring information from these meetings back to the organization and its membership.
    d. Try to plan events to maximize attendance. Planning programs between day and evening hours (5:00 p.m.) allows access for the widest range of students. Most events should be planned for weekdays. However, if you are planning a weekend event, it requires additional notice for logistical purposes. If needed, please discuss your event in advance with the Assistant Dean for specific details.
2. Where to Have Your Event (LOCATION)
    a. Depending on the size of the group, you may only need a classroom. For larger or more formal events, you may want to consider the Huntington Student Commons. Be sure any location you select is accessible to all students.
    b. Reserving Rooms and Tables:

i. Use the Event Reservation Form. See Appendix 2. The date, time, and requested room must be specified. You may also want to request and plan for extra time before the event begins for set-up, rehearsal, etc., as well as extra post-event time for cleanup. A request for any additional equipment (whiteboard, PA system, projector, room arrangement, tables, etc.) should be noted on the Event Reservation Form so that appropriate arrangements can be made. Requests must be made at least one week prior to the event. In addition, this form will help for planning as it relates to maintenance, security, parking, video recording and more.
ii. After completing the form, e-mail it to the student affairs program assistant.
iii. All reservations for space in the Law School, including meeting rooms, the Huntington Commons, and tables outside of the Huntington Commons, will be made via this way.
iv. The Student Affairs Program Assistant will confirm or deny the reservation.
v. Some events may require the presence or assistance of security personnel. These events may include, among others, events that are open to the public. A list of external attendees may be needed by the security office.
vi. Sponsoring organizations are responsible for equipment and facilities, proper clean-up and return of all equipment and supplies. Organizations will be charged for the repair and replacement of facilities and equipment.
vii. Capital University Law School assumes no liability for the loss of, or damage to, personal or organizational property that occurs during the use of the facilities.
viii. The sponsoring group is responsible for cleaning up the area after the event.
ix. Sponsoring organizations and officers will be held responsible for damages to physical facilities incurred as a result of the event.

3. How to Fund Your Event (MONEY)
   a. Through the budget process, a small source of funds is made available for specific events ("Allocated university funds for Law School organizations").
   b. Student organizations may raise their own funds via school sanctioned events and fundraisers. Student organizations should rely on their funds for funding the day to day business and events of the organization.
   c. Student organizations frequently co-sponsor large events so they can pool funds. Outside organizations may be willing to assist for some free "advertising." Bar/Bri, Themis, LexisNexis and Westlaw have been known to assist with student organization events.

4. How to Utilize Your Human Resources (PEOPLE)
   a. Please consult with the Law School staff and faculty whose areas of expertise are relevant to your program planning.
      i. The Office of Student Affairs
         1. The Assistant Dean and the Student Affairs Program Assistant can assist with contacts, suggestions for guest speakers, and event logistics.
         2. The Assistant Dean and the Student Affairs Program Assistant can assist with access to the shared student organization office space.
      ii. The Office of Professional Development
         1. This office can assist with CLE issues, professional development ideas, and ideas for guest speakers.

        2. Please reach out to the if you are planning an event that touches on professionalism, jobs, or legal careers to ensure efficient planning and avoid duplication.
    iii. The Office of Alumni Relations
        1. Please contact the Office of Alumni Relations if one of your visitors, guest speakers or panelists is an alumnus.
        2. If your organization is utilizing an external website, a Facebook group, a Twitter account, or any other online presence separate from the Law School website, please accompany it with a disclaimer such as the following: "The views and opinions expressed on any external link do not represent the opinions, official positions or policies of Capital University or Capital University Law School."
    iv. The Dean
        1. If a guest speaker of significant import will be visiting the law school, please contact Debbie Scott (dscott2@law.capital.edu or (614) 236-6383) so that she can inform the Dean. Please provide at least two to three months' notice prior to the event date.
  b. Guest of the Law School
    i. It is very important to give invited guests your contact information in case something unexpected occurs. Additionally, on the day of the event please inform the security desk staff where and when the event will occur. The security desk should also be given the name of the guest, and informed that parking for the guest will be needed. If someone calls or comes to the school looking for the event, security personnel will then be in a position to direct the guest to the appropriate location.
    ii. You should designate someone to meet guests at the building entrance and to escort them to the event location.
    iii. Please thank your guest speakers appropriately with thank-you letters or cards after the event.
5. Advertising Your Event
  a. Flyers
    i. All flyers posted in public areas of the Law School (including mailboxes) must be approved by the Assistant Dean. Flyers must be stamped by the Assistant Dean or the Student Affairs Program Assistant. Any posted flyers not bearing the necessary stamp will be removed.
    ii. You may post flyers within the law school in student mailboxes, and on the bulletin boards on the first floor and the library lobby.
    iii. Content
        1. All publicity should state the purpose of the event
        2. All events should have an end in mind – such as a fundraiser – and make that the main emphasis of the e-mail, poster, or other medium.
        3. If your event is a charitable fundraiser or a fundraiser for your organization's funds, you should clearly note and explain that the money raised goes to fund your student organization, Barrister's Ball, or some other philanthropic endeavor.
  b. E-mail
    i. Student organizations should inform the Student Affairs program assistant who will be responsible for the organization's e-mail access.

ii. Please limit your usage when sending e-mails to students. If you are sending more than two per week, you are likely sending too many.
iii. All e-mails to the law school community at large must include an unsubscribe option. The I.T. department can assist organizations with these arrangements.
iv. Any misuse or abuse of e-mail privileges may result in revocation of such privileges.

c. Kiosk / TV Monitors
    i. If an organization would like an event to be mentioned on the event kiosk, please contact the Student Affairs Program Assistant.

d. Student organization advertising on classroom whiteboards is prohibited.

2.2 ALCOHOL

1. Alcoholic beverages may be served at officially scheduled events under special conditions and subject to the approval of the University administration. Alcohol cannot be paid for with allocated Law School student organization funds.
2. Submit a Request to Serve Alcoholic Beverage form must be completed. Please see the Assistant Dean or the Student Affairs Program Assistant to obtain this form.
3. The locations and events at which an alcoholic beverage may be served are restricted and require the approval of the Assistant Dean.
4. Outdoor alcohol consumption on Capital University Law School grounds will not be permitted.
5. Programs where alcohol is served are not permitted at the Law School on school nights. Some exceptions are permitted for special functions.
6. At all events where alcohol is served:
    a. Non-alcoholic beverages must be available at the same location as the alcoholic beverages and sold at the same price or for less or no charge.
    b. Substantial food items must be available. When the food runs out, the serving of alcohol must cease.
    c. Alcoholic beverages served must be restricted to beer and wine.
    d. Organizations must limit the amount of alcoholic beverages served to individuals. Organizations may serve only two alcoholic beverages to each individual. Each glass of beer served must be 12 oz. or less; each glass of wine served must be 5 oz. or less. Appropriately sized cups must be used.
    e. Organizations must provide a system for distribution of alcoholic beverages, such as tickets or stamping of hands.
    f. The Assistant Dean must approve the amount of alcohol purchased for each event.
    g. Two non-drinking representatives of the organization must be present where the alcohol is being served at all times. A list of the names of officers of the sponsoring group must be provided to the Assistant Dean the day before the scheduled event. These individuals will be responsible for upholding State and campus laws. The sponsoring organization's advisor must be present at functions where alcohol is served.
    h. Attendance at such events is limited to Capital Law School students, faculty, staff and their escorted guests who must have proper identification.
    i. If alcoholic beverages are sold, the sponsoring group must apply for an Ohio Liquor Control Board Beer Permit well in advance of the date of the event.
    j. Advertising for events where beer or wine is available may not include any reference to alcoholic beverages, price or price advantage.
    k. Beer and wine only may be sold or given to individuals who are 21 years and over.
    l. The sponsoring group or organization has the responsibility to prevent participants from bringing alcoholic beverages to or taking alcoholic beverages from the event.

m. Violation of any of the above rules may result in the loss of privileges to the sponsoring group or organization.
n. If Ohio State Law Should be revised or amended, this policy will be subject to change to ensure compliance with any new statutes, administrative rules or other controlling authority.

2.3 OFF-SITE EVENTS

1. All offsite events must be in compliance with the rules of the Student Organization Handbook, the Manual of Policies and Procedures, and any other policies pertinent to student activity and conduct.
2. If an organization will be advertising for an off-site event where alcohol will be served (such as an event at a bar), publicity must clearly state that the event is presented by the student organization. Student organizations may publicize the event at the Law School, but if alcohol will be available at the event, any publicity must conspicuously state that Capital University Law School is not sponsoring the event. (Example: "This event is sponsored by [INSERT NAME OF ORGANIZATION]. This event is not sponsored by Capital University Law School, which disclaims all responsibility for matters associated with this event.")

2.4 MOVIE POLICY

The Copyright Act contains a statutory exemption from the performance right for instructional activities in the classroom. The classroom exemption is only available to "non-profit educational institutions" and is subject to the following requirements: (a) performances must be shown "in the course of . . . teaching activities" which involve "systematic instruction [and] whatever their cultural value or intellectual appeal", do not involve performances "given for the recreation or entertainment of any part of the audience", (b) performances must involve "face-to-face teaching activities" meaning that either an instructor must be present in the room or "in the same building or general area" and (c) performances must take place "in a classroom or similar place devoted to instruction" such as "a studio, a workshop, a gymnasium, a training field, a library, the stage of an auditorium itself, if it is actually used as a classroom for systematic instructional activities." The exemption does not apply to "performances in an auditorium or stadium during a school assembly, graduation ceremony, class play or sporting event where the audience is not confined to members of a particular class." If a performance of a copyrighted movie falls outside these parameters, it will not qualify for the classroom exemption.

If you would like to screen a film on campus as part of a public campus program (including an academic film series), you must obtain a Public Performance License (typical range: $300.00 - $500.00) for the individual film(s) from a licensing agent, which allows you the right to screen your film publicly at Capital University Law School. This license is required even if your film is offered to the public for free and is educational in nature. If using University facilities for the screening, you will be required to provide the appropriate University entity with a copy of the license that specifies the title and screening date of the approved film. Federal Copyright Laws protect all movies viewed in public areas regardless of format (16 mm, 35 mm, video tape or DVD). Video Tapes and DVDs that are available for purchase, rental, or library check-out are for private home viewing purposes only.

There are, however, a few exceptions. You may screen the film publicly if:

1. The film is in the Public Domain.
2. You have written permission from the film's producer or other holder of the right to grant such permission.

3. The film is obtained from a company that provides a Public Performance License with the film's purchase.

2.5 CONTRACTS

No student is authorized to enter into any contract which purports to bind the University or the Law School in any way, shape or form. For example, only an authorized member of the staff or administration may contract for the use of a facility for a function held outside of the University.

2.6 POLITICAL CAMPAIGN RELATED ACTIVITIES AT THE SCHOOL

Capital University Law School must strictly follow judicial and IRS rulings that define what is and is not permitted regarding political activities at the Law School. Penalties for improper political activity can include the loss of Capital's tax exempt status imposition of taxes on the university, and other risks, such as government lawsuits, audits, and investigations. To ensure that Capital is complying with all rules and regulations, the school follows the guidelines developed by the American Council on Education. These guidelines can be found at Appendix 1.

Section 3– BUDGETING

3.1 GUIDELINES FOR TREASURERS OF STUDENT ORGANIZATIONS

1. Student organizations must separately track money set aside for them by the allocated university's Law School student organization funds and their organizational (private) monies obtained via fundraisers or dues.
2. The general restrictions and guidelines regarding the allocated university's Law school student organization funds are as follows:
    a. You may spend these funds on events benefiting the entire student body. Please remember that this is NOT your organization's own self-funded money. This money comes from the university. As such, it is also the money of your fellow students.
    b. Do not spend this money on:
        i. feeding executive officers.
        ii. gifts or awards for members or officers.
        iii. donations to other groups or charities.
        iv. fundraising seed money (without the express permission and authorization from the Assistant Dean, and a plan to reimburse the funds from the fundraiser profits).
        v. honorariums for speakers or travel fees for speakers (without the express permission and authorization from the Assistant Dean). De minimus gifts for speakers (e.g. a mug) are permitted.
        vi. fees or lunches for meetings, speakers or events put on by outside groups.
        vii. travel costs for organization members to attend external events (without the express permission and authorization from the Assistant Dean).
        viii. Events held off the law school premises (without the express permission and authorization from the Assistant Dean), e.g., a paint-ball event or a picnic at a park. Such expenditures are problematic because even if the event is technically open to all students, they typically result in attendance by members and members' friends. In addition, these events often have no connection to the mission of the law school.
3. The general restrictions and guidelines regarding the private organizational funds are as follows:

    a. You may spend this money on events that benefit your entire membership (even if not open to the entire school).
        i. e.g., spend this money for food and soda at a member-only meeting, party, picnic, or camping trip
        ii. e.g., spend this money on cords for all graduating members to wear at graduation NOTE: Any cords, stoles or other regalia to be worn at graduation must be approved by the Student Affairs Assistant Dean.
    b. Do not spend this money on gifts benefiting only the officers.
4. The organization is responsible for explaining how all monies were spent. It may request a budget printout from the Student Affairs Program Assistant regarding the charges made to its accounts and the remaining balance. The Student Affairs Program Assistant is fully entitled to limit the number of times he or she will provide this information to a student organization over the course of an academic year. When the organization seeks to obtain such information, the request should come from the organization's treasurer.
5. The Law School will reimburse no more than $25.00 from the allocated university Law School student organization funds or costs incurred in connection with the annual student organization street fair.

3.9 GUIDELINES FOR REQUISITIONS AND DEPOSITS

1. Requisitions (General Information) (http://www.capital.edu/finance/#GAForms) See Appendix 3.
    a. A requisition should be prepared for reimbursements or invoices that you wish to be paid.
    b. All requests must be made within thirty (30) days of the date of the invoice or receipt. Separate requisitions must be completed for each person or company that needs to be paid or reimbursed.
    c. Requisitions usually take two weeks to be processed on the Bexley Campus. This means requisitions should be made promptly when receiving invoices to insure prompt payment.
2. Procedures For Filling Out Requisitions
    a. All student organization payments or reimbursements, except for travel reimbursement, must be initiated with a Payment Requisition form. This form may be typed or hand written (legibly) as follows:
        i. Fill in the student organization's name at the top of the form by "DEPARTMENT."
        ii. Fill in PAYEE NAME & ADDRESS – Many companies have a remittance address that differs from the corporate address. The address shown in this block should be the remittance address. Please make sure the address is correct. If the payee has previously received payment (to your knowledge), and the payee has a new address, please check the box . If the check is to be made out to an acronym, please write out what words the letters stand for under the section marked "special instructions."
        iii. Fill in SOCIAL SECURITY NUMBER or FEDERAL ID NUMBER – This will not be required on most requisitions. It is required only when an individual or corporation has provided services for which we must issue an IRS for 1099. Examples include honorariums, awards, services provided by persons not employed by Capital (including students), and businesses providing services (as opposed to materials). Capital Law student seeking reimbursement may identify their student ID number.

- Fill in DATE CHECK TO BE WRITTEN – This is the date that the main campus requisition system will generate the check. If the date falls on a weekend or holiday, the check will be written on the next business day. Make sure the date inserted will allow you to take advantage of any discounts, and avoid late payment fees and interest. To compensate for slow mail delivery or the possibility of a weekend delay, we suggest that you enter a date that falls 5 days before the payment due date. Please avoid using "ASAP." If you enter ASAP or no date, the Finance Office may use its discretion in selecting a date. Payment requisitions should be received several days before the check is to be written so that there is sufficient time to enter it into the system.

Y SPECIAL INSTRUCTIONS – Enter here any special instruction that the Finance Office should know in order to properly process the payment. If you need further help with this, please see the Assistant Dean or the Student Affairs Program Assistant.

YL ENCLOSE WITH CHECK – If you want anything to be enclosed with the check when it is mailed from the Finance Office, you must identify it here and attach it to the payment requisition.

YLL Fill in INVOICE # & INVOICE DATE – IF the payment requisition relates to a vendor's license, the invoice # and date must be shown. The invoice # will then be printed on the check stub. If you have multiple invoices to the same payee, and if a purchase order was not involved, you may list all invoices on the requisition form. If there is no invoice #, use the account #. If your documentation includes a receipt instead of an invoice, identify the date of the receipt.

viii. DESCRIPTION – Enter here the brief description you want to appear on the check stub. It should be a description that will be meaningful to the payee. This description should be 25 characters or less, including spaces.

ix. Fill in AMOUNT – The total of all amounts listed in the column must agree with the Total Voucher amount. Make sure the amounts reflect any discounts to which the organization is entitled.

[Fill in FUND Number – This is where you will identify whether you are using "21" funds or "60" funds.

xi. Fill in DEPARTMENT Number. – When using organization funds ("60" funds), this will be your student organization number. Please see the Student Affairs Program Assistant for help with identifying your "60" account number. If you are using allocated funds ("21" funds), then it is the student comptroller number which is 17139 (except for SBA, which will utilize 17437).

[LL Fill in OBJECT Number – This will identify the type or category of expenditure made. Please see the Student Affairs Program Assistant for help with identifying the proper Object Number.

[LLL "Requested By" must be signed by the organization treasurer and dated in order for the requisition to be processed. If this requirement is not followed, the form will be returned to the organization prior to submission to main campus. Note: If the payee is the treasurer, or if the payee and treasurer are in a relationship that may indicate a conflict of interest, another officer will need to the paperwork along with the treasurer.

xv. Once the requisition paperwork is filled out, the organization will need to turn the following items in to the Student Affairs Program Assistant:
1. The original requisition form,
2. One copy of the requisition form,
3. The original receipt(s) or invoice(s), and
4. One copy of the receipt(s) or invoice(s)

xvi. For each invoice, there can only be one dollar amount per account number, but unlimited account numbers.

3. Additional information regarding spending
    a. Any expenditure that will exceed $1,000.00 must be approved **in advance** by central University administration. This process takes longer than the payment requisition process set forth above. Please allow at least six to eight weeks for this process to move forward. Failure to properly seek approval **in advance** for expenditures greater than $1,000.00 may result in the request (and subsequent reimbursement or payment) being denied.
    b. Any questions regarding costs for postage, copying or printing should be directed to the Assistant Dean **before** such costs are incurred.
4. Deposits
    a. Deposits should be recorded on a deposit sheet which can be picked up with the Student Affairs Program Assistant on the third floor. Fill out all the information requested including the complete account number (with line number). Attach checks or include cash and have the Assistant Dean or the Student Affairs Program Assistant sign the deposit so that he or she is aware of the transaction.
    b. Give the completed deposit to the Student Affairs Program Assistant. Do *not* put deposits into anyone's mailbox. Deposits usually go to Main Campus on a weekly basis.