

## Staff Senate Committee Charging & Reporting Procedures

1. Persons allowed to charge
  - a. Executive Committee
  - b. Chair & Vice Chair
    - a. Any other member designated by the Chair or Vice Chair
    - b. Reminder to the Chair & Vice Chair ~ any receipts or charges unaccounted for by the designation of you, will be your responsibility to obtain and pass on the Treasurer.
2. Please ask Treasurer what funding to use prior for making payment or when charging anywhere on campus.
3. All receipts need to be sent to the Treasurer.
  - a. Please include on a separate page/note: The Committee name, the individual who charged the expense, and the function. For example, Development committee/Tina Exner/Discover U~ February 15, 2015
4. When charging off campus, please make sure the bill gets to the Treasurer for payment. Physical Address is PO Box 6050, Morrill Hall 221 C, Fargo ND 58108. Email is [Christina.Fischer@ndsu.edu](mailto:Christina.Fischer@ndsu.edu)
5. The Chair and/or Vice Chair will be responsible for the reporting of each events financial reports and obtaining all necessary back up documentation such as receipts.
6. The Committee Chair or Vice Chair will fill out the **Committee Expense Sheet** (see example 1) for all expenses and revenue for all events they received funding for.
  - a. This sheet will come from the Treasurer in an email, It will be based off of the amount received from the VP's contributions and the amount requested the prior year
  - b. This sheet will help you stay on budget for the amount your committee was authorized for.
  - c. This sheet doesn't need to be submitted anywhere, it is for the Chair's use to stay on budget for the year.
  - d. The Chair and Vice Chair are responsible for all activities for the committee
7. Overspending
  - a. If a committee overspends their budget, they will be required to find funds to cover their shortage.
8. The Committee Chair and/or Vice Chair will be responsible to obtain proper authorization before spending is allowable for each event the committee would like to host.
  - a. Staff Senate committees will submit the **SS Expense Approval Form** (see example 2) request to Treasurer.
  - b. The Treasurer will review the form and email you the approval and the dollar amount approved for the event or the denial and rational as to why it was denied.
  - c. Be sure that there are proper line items listed, such as printing, contract, or catering.
    - a. Please stay away from verbiage such as donation, contribution, to help with.
9. After the function has been approved by the Treasurer, and the event has taken place, the committee Chair and/or Vice Chair will be responsible to fill out the **SS Revenue ~ Expense Form** (see example 3) for each event they have received funding for.

- a. This will allow for the Treasure to better monitor the budget and help keep your committee on track with spending and not overspending.
- b. It could lead to potential questions on receipts if something was forgotten to be placed on this form.

## Additional Notes

### Food Service Charges *(see example 4)*

- a. Make sure the Event, location, date of event, billing address is filled in. Billing address is Staff Senate, Morrill Hall 221 C, NDSU.
- b. Make sure email bill comes to the Treasurer [Christina.Fischer@ndsu.edu](mailto:Christina.Fischer@ndsu.edu)

### Market Place ~ Online Registrations

1. Staff Senate will no longer use market place. We will be using the Event Registration App instead. Use the **SS Registration Form** *(see example 5)* and send to Tina for set-up for your event.

### Discover U & Discover U 2.0

1. Treasurer will handle registration
2. Treasurer will handle cancellations
3. Treasurer will handle wait lists
4. Only put my Morrill Hall 221 C address on the brochure and 1-7678 phone

### Campus Kudos *(see example 6)*

1. Make sure the Event, location, date of event, billing address is filled in. Billing address is Staff Senate, Morrill Hall 221 C, NDSU.
2. List the individual's names receiving the awards on the catering order
3. Make sure email bill comes to the Treasurer [Christina.Fischer@ndsu.edu](mailto:Christina.Fischer@ndsu.edu)

### Postage

1. When mailing items through campus mail from your office. Fill out the NDSU Mailer Record with
  - a. Date
  - b. Fund & Dept
  - c. Total number of Pieces (unless there are a lot)
  - d. Dept Name "Staff Senate" along with Committee Name
  - e. Sign legibly
  - f. Phone and send the Treasurer the yellow copy of the NDSU Mailer Record.

### Motor Pool

1. Go through the Treasurer for making the reservations

### Travel

1. All travel receipts and material needs to be turned in to Treasurer for processing immediately after travel to get reimbursed.

### Overspending

1. If a committee overspends their budget, they will be required to find funds to cover their shortage.

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