**Staff Senate Committee Charging & Reporting Procedures**

1. Staff Senate committees will also be responsible to obtain proper authorization before spending is allowable for each event the committee would like to host. (See Staff Senate Expense Approval Form)
2. Once the function has been approved by the Executive committee, each committee Chair and/or Co-Chair will be instructed to fill out an expense sheet for each event they have received funding for. (See Staff Senate Revenue/Expense Report) The Treasurer will email you the event name and the dollar amount approved.
3. Persons allowed to charge
   1. Executive Committee
   2. Chair & Co-chair
   3. Any other member designated by the chair or co-chair
4. Please ask Treasurer what funding to use prior for making payment when charging anywhere on campus.
   1. When making food charges, please be sure to let Dining Services know the function/event. This charge will automatically get sent to the Treasurer.
5. When charging off campus, please make sure the bill gets to the Treasurer for payment.
6. All receipts need to be sent to the Treasurer.
   1. 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
7. The Chair and/or Co-chair will be responsible for the reporting of each events financial reports and obtaining all necessary back up documentation such as receipts.
8. At the end of the even the chair/co-chair will need to turn in the Staff Senate Revenue/Expense Report to the Treasurer. This report will allow the Treasurer to better monitor the budget and may lead to potential questions on receipts.
9. The Chair/Co-Chair are responsible for all activities for the committee.

Created June 2014