

Semi-Annual GPSG Treasurers' Meeting



Fall 2007

Agenda

1. Introductions/Attendance
2. Treasurer's Responsibilities
3. Types of Funding
4. Miscellanea
5. Final Thoughts



1 - Introductions/Attendance

- Attendance
- Distribute budgets
- Introductions



REMINDER!

- Register with Student Organizations
 - As of 9/6, the following groups **MUST** register with Student Orgs by Friday (9/14) or lose their funding.
 - * American Society of Engineering Management
 - * Association of Graduate Information Technology Students
 - * Graduate Association of Student Philosophers
 - * Graduate Public Policy Association
 - * Graduate Social Work Association
 - * Graduate Sociological Association
 - * Industrial/Organizational Psychology Graduate Association
 - * Masters of Architecture Student Society
 - * Multicultural Graduate Student Association



2 - Treasurer's Responsibilities

Treasurers are expected to:

1. Complete the online SAFC Financial Workshop
2. Attend the Fall and Spring Treasurers' Meetings
3. Authorize all expenses in your organization
4. Review and submit all travel paperwork
5. Submit Line-Item Transfers/Reserve Requests
6. Submit budget proposal (Spring, for the coming year)
7. Participate in budget discussions
8. Balance your account



3 – Basic Types of Funding

- a. Honorariums
- b. Contracted Services
- c. Printing
- d. Purchasing
- e. Travel



3a. – Honorariums

- Must complete *Contract Information Form*
- Creates a legal contract with speaker
- Payment mailed 3-4 weeks after event

<http://safc.uncc.edu/system/files/Contract+Information+Sheet.pdf>



3b. – Contracted Services

- All on-campus catering must be furnished by Chartwells
- Order at least 3 days before the event (or \$50 fine)
- *Catering Authorization Form*
- (704) 687-3193 (Emily Williams)

<http://www.dineoncampus.com/unccharlotte/?cmd=Catering>



3c. – Printing Services

> Choose from the following three on-campus vendors

* **Copy Center (Xerox)**

- most basic forms of copying or printing.

- 2nd Floor of Atkins
- Hours -- M-F: 8-8 pm, Sat: 11-6, or Sun: 12-7
- Forms available from SAFC Business Manager

<http://www.auxiliary.uncc.edu/Reprographics/Copy%20center.htm>



3c. – Printing Services

** Wallace Printing

- - all forms of printing such as stationery, brochures, folders, cards and other printed materials.
- Tend to be higher quality and better materials
- Takes 3-6 weeks
- Forms available from SAFC Business Manager

Various times @ 7-3344
8-5 PM @ (877) 902-3300



3c. – Printing Services

*** Creation Station

- balloons, banners, computerized graphics, large poster printing, resumes, computerized lettering and signs, buttons, and more

- Lower level of the Cone Center
- Hours -- 10-4:30 PM
- (704) 687-2923

<http://safc.uncc.edu/system/files/Creation+Station+Work+Order+Form.pdf>



3d. – Purchasing

> Office Supplies

- should be used for the necessary supplies to conduct daily business and meetings
- University vendors such as Staples or the University Bookstore must be used to purchase office supplies with Operational Open Fund resources.
- Items include pens, binders, paper, file folders, etc.
- (Staples only accepts orders of \$30 or more).
- *Staples Order Form*

<http://safc.uncc.edu/system/files/Staples+Order+Form.pdf>



3d. – Purchasing

> Off-Campus Purchases

- Munchies (prepackaged food or drink) or other supplies up to \$50 are available for events.
- The Event must be
 - open to all students,
 - advertised through Campus Events.
- Furnish *Request for Reimbursement*, receipts, and a flyer from the event.

<http://safc.uncc.edu/system/files/Request+for+Reimbursement+Form.pdf>



3e. – Travel

> Travel - Organizational vs. General Travel

- General Travel Caps --
 - \$400/presenting
 - \$250/attending
 - \$1000/department or 3 travelers/year (lesser)
- Organizational Travel Caps (Proposed) --
 - \$500/presenting international
 - \$400/presenting domestic
 - \$250/attending



3e. – Travel (Expense Caps)

> Allowable Expenses

- **Meals** --- Per diem rates are as follows:

	In-State	Out-of-State
Breakfast	\$7.00	\$7.00
Lunch	\$9.25	\$9.25
Dinner	\$16.25	\$17.00

- **Hotels:**

- Up to \$63.75/night (in-state) and \$75.50/night (out-of-state)
- Must submit a check-out receipt on hotel stationary



3e. – Travel (Expense Caps)

- **Transportation:**
 - Airfare
 - Up to **\$300** (GPSG limit)
 - Must furnish boarding pass/e-ticket
 - Mileage:
 - Up to .485 cents/mile
 - Uses mapquest.com to establish mileage
- **Registration:**
 - No limit on conference registration
 - Must furnish a conference agenda, schedule, or program
 - Furnish information about the professional nature of the conference.



3e. – Travel (Prepay)

> Prepay vs. Reimbursement (Casey):

- Prepay is actually just reimbursement before leaving.
- Payment to Vendor before departure
- May prepay hotel, registration, and airfare (only to University vendor).
 - No longer prepaying individuals for expenses before travel occurs.
 - Must have confirmation/registration numbers.
 - Must be submitted four weeks before departure.



3e. – Travel (Miscellanea)

***** Each person must receive funding only for him/herself! *****

- Keep your RECEIPTS!!!!!!!!!!!!!!!!!!!!!!
You must bring back original, itemized, paid receipts.
- Payment will be posted automatically to the same account you receive your paycheck.
- All reimbursements will be paid to you as a scholarship.
- **4-Signature Stamp:** All forms must have the Advisor (only for travel), Organizational Representative, Divisional Representative, and SAFC Business Manager signatures before being processed.



4 – Miscellaneous

> Line-Item Transfers:

- \$500+: Must be approved by SAFC
- Less than \$500: Approved by GPSG Senate, Officers, and/or Finance Committee.

> Reserve Requests

- There is a limited reserve budget.
- Any request for money must be reviewed and passed by the SAFC



Additional Resources

- More (and all the previous) information can be found at the following web sites:
- <http://safc.uncc.edu/policies-and-procedures>
- <http://safc.uncc.edu/forms>
- <http://www.uncc.edu/gpsg>



Final Business

- Travel in the near future?
- Funding caps
- Timetable for funding release
(Friday, Sept. 28)



In- or Out-of-State?

- Apply for in-state tuition and save your dep't lots of money!

http://www.uncc.edu/gradmiss/gs_residency.html

- Residency Workshop (from Grad School)

http://www.uncc.edu/gradmiss/p_residencyworkshops.html

- Future meetings of workshop!

September 2007

- Saturday, September 15, 2007 at 9:30 a.m.
- Monday, September 24, 2007 at 6:00 p.m.



Closing

Any questions?

THANKS!

