

# **Treasurers' Training**

**HOW TO SPEND MONEY ON BEHALF OF YOUR  
ORGANIZATION**

# Overview

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1. Importance of Training/SAIL Overview
2. Engage
3. Methods of Purchasing/How to Request
4. Restrictions/Procedures
5. Collecting Funds
6. Points/Violations
7. Next Steps
8. Questions

# Why do we give this training?

- ❑ The Colorado School of Mines must follow state and school rules
- ❑ SAIL needs to guarantee funds are being used according to those rules and in the best way possible to fulfill mission
- ❑ SAIL and other Mines governing bodies work to maintain responsible and wise spending habits for student fee money

# Why do you need this training?

- ❑ Required to spend your organization's money in any way (e.g. OneCard, reimbursement forms, ISSVs, and contracts)
- ❑ Required to fulfil the 'in-person' training requirements

# Who can spend money?

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At most 3 people per club

- 1 Treasurer
- 2 Approved Spenders
- But anyone can get trained

All reservations **MUST** be made by the treasurer of your organization

Both the online and in-person training must be completed by all 3

- In-person training not required for tier 1 and 2 organizations



# Difference Between BSO & SAIL



## Board of Student Organizations (BSO)

- Helps organizations **GET** money
- Handles the Allocation Process
- Presents to Undergraduate Student Government to get all funding for student organizations
- Manages the tier structure requirements
- BSO specific rules (t-shirts, 50% travel, food, etc.)

## Student Activities, Involvement, and Leadership Office (SAIL)

- Helps organizations **SPEND** money
- Manages requirements given by the state and institution on how money can be spent
- Also enforces point system on clubs and their ability to spend their money
- SAIL specific rules (mileage, rentals, etc.)



# Difference Between BSO & ISC



## Board of Student Organizations (BSO)

- Oversees the allocations and requirements for most non-international clubs

## International Student Council (ISC)

- Oversees the allocations and requirements for international clubs

# Engage

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- Website through which club finances are conducted
  - <https://mines.campuslabs.com/engage/>
  - Or Google “Mines Engage”
- You should join 3 portals:
  - BSO or ISC (if your club is under BSO/ISC)
  - Student Organization Finances (Mandatory if you are a certified spender or treasurer for your organization)
  - Your Club’s



# BSO Portal (Canvas)

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If your organization is under BSO, this portal will house all the necessary forms for a club to succeed

- **BSO requirements (deadlines)**
- **Allocation Forms**

There are many deadlines that must be met in both semesters for a club or organization to receive funding from BSO

- Reach out to your BSO representative to get a list of your tier requirements for the year

# Student Organization Finance portal (Engage)

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Consists of:

- OneCard Requests
- Clubs/Orgs Checkbooks
- Appropriateness of Expenditures form
- This PowerPoint
- Treasurer Training Post Tests and Tier 1 and 2 Tests
- Additional informational documents

# Engage Note

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- Clubs must have an Engage page
- Engage pages must be updated each semester
  - September 30 for Fall
  - February 18 for Spring

# Checkbooks Note

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- ❑ The Checkbooks on Engage are only a guide and are delayed by nearly a month
- ❑ Club treasurers **must** maintain their own budget
- ❑ A budget template can be found in the SOF portal

# Methods of Purchasing

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1. OneCard or P-Card (preferred)
2. Reimbursement Form (only for exceptional circumstances)
3. ISSV (between campus entities)
4. Contract (if required by Mines or vendor)
5. Logo merchandise – please see logo instructions

# Other methods of purchasing – exceptional circumstances

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1. OneCard or P-Card (preferred)
2. SAIL employees purchase for you for online/on campus purchases
  - In the purchase request, specify the item and method of purchase
3. Reimbursement
  - For certain circumstances
  - The purchase request needs to be approved before purchase

# OneCard Procedure

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The club treasurer will fill out the Purchase Request Form on Engage

If approved, come to SAIL at the time you requested to make your purchase to get the card or make the purchase over phone/online with laminated cards.



# OneCard Procedure

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When purchasing, you are expected to know and abide by the rules and expectations (and provide documentation) of appropriate spending:

- **Make sure your purchase is tax exempt**
- **Make sure your receipt is itemized**
- **Make sure your tip does not exceed 20% and that it is reflected on your receipt**
- **The card is returned on time**
- **The receipt is turned into SAIL properly:**
  - The receipt must be labeled with purchaser's name, club name, and index number at the top
  - Receipt must be turned in physically (preferably with the OneCard) and a digital copy emailed to [Stactiv1874@gmail.com](mailto:Stactiv1874@gmail.com) within 2 weeks (10 business days) of purchase



# One Card Request

## 1. Go to Engage



[HOME](#) [EVENTS](#) [ORGANIZATIONS](#) [NEWS](#) [FORMS](#)



- Explore
- Manage
- Admin

### Explore Mines

#### Engage Migration is REAL

Welcome to Mines Engage! We are happy to have you join us in this exciting new environment. Explore some on your own there are some great new features. If you need help SAIL is here as needed.

#### Orgs Tell us about your new officers

Tis the time of year when officer transitions have happened. Ask yourself does SAIL know? If not update your details today.

#### ReRegistration Begins HERE

Its that time of year again where your club needs to reregister

# One Card Request

## 2. Enter SOF Portal

You will have already joined AND been approved as a treasurer to access this page

### My Memberships

REGISTER AN ORGANIZATION



Board of Student Organizations



Colorado School of Mines Aikido Club



Get Started



Karate Club, CSM



Mines Activities Council



Mines Investment Club



Society of Women Engineers



Student Activities, Involvement, and Leadership Office



Student Organization Finances



Undergraduate Student Government

(Showing 1-10 of 10)

# One Card Request

## 3. Go to "Finance"

The screenshot shows the SAIL Action Center interface for the Student Organization Finances page. The left sidebar contains the following navigation options:

- Home
- Organization Tools
  - Roster
  - About
  - Events
  - News
  - Gallery
  - Documents
  - Forms
  - Finance

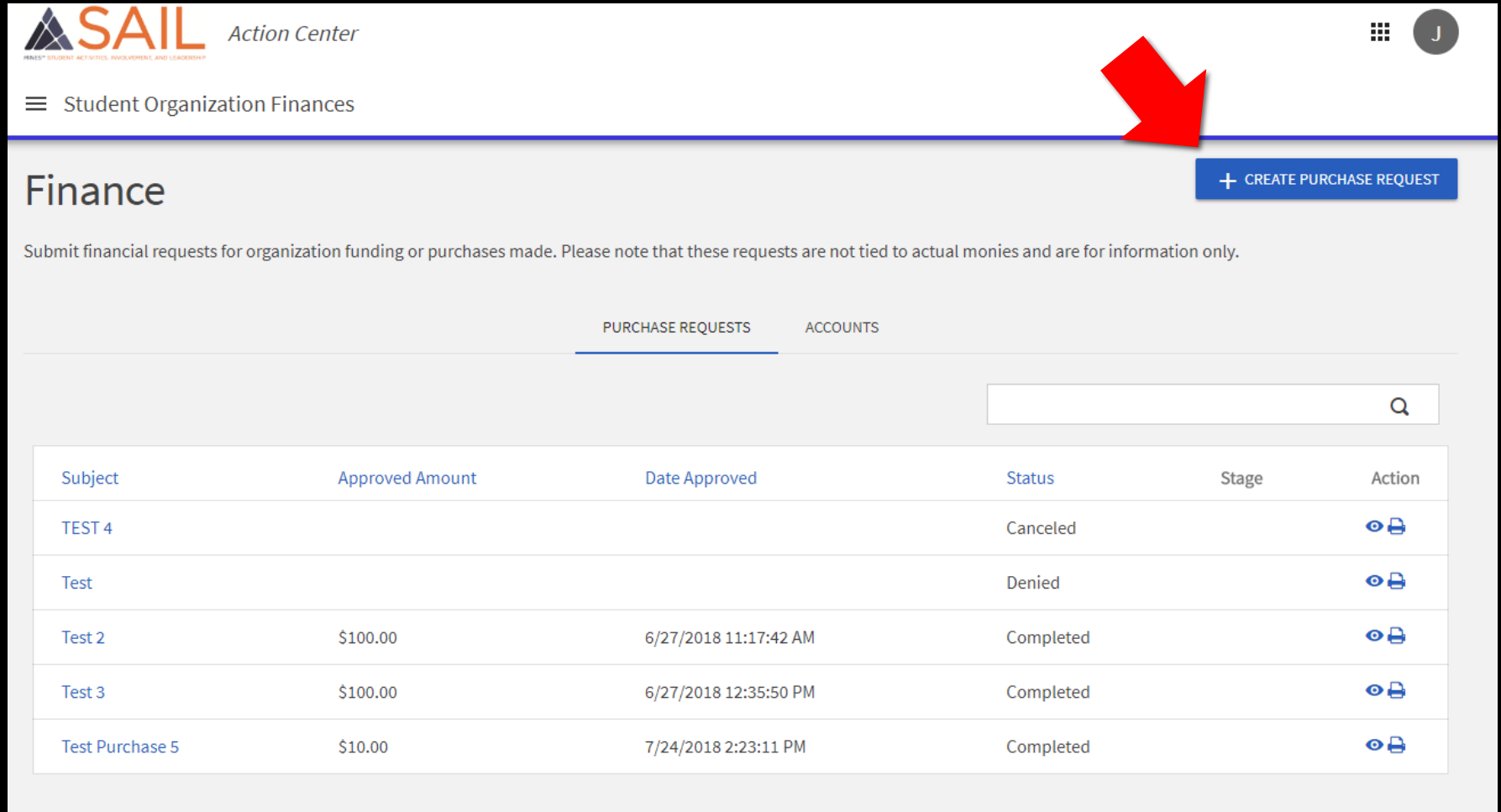
The main content area displays the following information:

- Student Organization Finances (548 Members)
- Primary Contact: Jenny Nichols
- This organization is eligible for re-registration.
- RE-REGISTER THIS ORGANIZATION











A red circle highlights the hamburger menu icon in the top navigation bar, and a red arrow points to the 'Finance' option in the sidebar.

# One Card Request

## 4. Click “CREATE PURCHASE REQUEST”



The screenshot shows the SAIL Action Center interface. At the top left is the SAIL logo with the tagline 'Action Center' and 'HONORING STUDENT ACTIVITIES, INVOLVEMENT, AND LEADERSHIP'. Below the logo is a navigation menu with 'Student Organization Finances'. On the right side, there is a user profile icon with the letter 'J'. A red arrow points to a blue button labeled '+ CREATE PURCHASE REQUEST' in the top right corner. Below the navigation bar, the page title is 'Finance'. A sub-header reads: 'Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.' There are two tabs: 'PURCHASE REQUESTS' (selected) and 'ACCOUNTS'. A search bar is located above the table. The table has columns for Subject, Approved Amount, Date Approved, Status, Stage, and Action. The data rows are as follows:

Subject	Approved Amount	Date Approved	Status	Stage	Action
TEST 4			Canceled		 
Test			Denied		 
Test 2	\$100.00	6/27/2018 11:17:42 AM	Completed		 
Test 3	\$100.00	6/27/2018 12:35:50 PM	Completed		 
Test Purchase 5	\$10.00	7/24/2018 2:23:11 PM	Completed		 

Your checkbooks can be found here as well

# One Card Request

## 5. Fill out the form

For description, add vendor, items, and the event that the items purchased will be for.

**SAIL** Action Center

Student Organization Finances

### Create Purchase Request

Fields with an asterisk \* are required.

**Request Details**

\*Subject

\*Requested Amount  
0

\*Description

\*Account  
SELECT...

\*Categories  
---- Select Category ----

**INSTRUCTIONS ARE BELOW THE FIRST TWO BOXES**

# One Card Request

## 5. Fill out the form

### Version OneCard Borrower's Agreement (New as of 6.28.18)

If you are on this page, you are looking to spend money on behalf of your organization at the Colorado School of Mines.

**REMINDER:** you MUST verify with the treasurer of your organization before you complete a purchase on behalf of your organization to make sure that your group does not accumulate points. If your purchase is incorrectly completed, your group will accumulate points that will directly affect your ability to spend later in the semester/next semester.

**PLEASE NOTE:** ALL SUBMISSIONS/REQUESTS ARE LIMITED TO THE TREASURER OF THE ORGANIZATION. This means that the treasurer of your organization is the only one with access to submit a request. That DOES NOT mean that they are the only ones who can spend funding for your organization. All other verified spenders of your organization, must still complete BOTH the online and in person training. Then the treasurer can put their name in the OneCard request to be able to pick up and make purchases. This has been changed from previous years based off treasurer feedback.

### Instructions

Under each of the fields above, please give us the following information:

# One Card Request

## 5. Fill out the form

### Payee Information

First Name

Last Name

Street

Street Continued (Optional)

City

State/Province

ZIP Postal Code



# One Card Request

## 5. Fill out the form

\* Will you make this purchase over the phone or online?

- Yes, I will make this purchase in the SAIL office over phone/online
- No, I need a physical credit card to take to a local business

\* Checkout Date (Monday-Friday; Example: Monday, August, 6, 2018)

*When you will come to the SAIL office to make the purchase/pick up the credit card*

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\* Checkout Time (Between 9:00AM and 3:30PM, Monday-Friday)

*When you will come to the SAIL office to make the purchase/pick up the credit card*

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\* Check In Time (Between 9:00AM and 3:30PM, Monday- Friday)

*If this is an online purchase, please make same time as Checkout time. If this is a physical card check out, please let us know when you will bring the card back to our office (please estimate your time appropriately based off of the vendors location- card check out cannot be longer than 3 hours)*

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Checkin Date (Monday-Friday; Example: Monday, August, 6, 2018)

**ONLY FILL THIS BOX OUT IF YOU HAVE GOTTEN APPROVAL FOR AN OVERNIGHT CHECK OUT. THIS MUST BE DONE IN ADVANCE BY THE SAIL FRONT DESK.**



# One Card Request

## 5. Fill out the form

\* Name of person making the purchase on behalf of the Student Organization

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\* Email of person making the purchase

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\* Phone number of person making the purchase

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\* Required

I verify that this person has completed their financial training through the SAIL office.

Provide the information of the person picking up the OneCard.

# One Card Request

## 5. Fill out the form (attach AOE)

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### Appropriateness of Expenditures Form

If your purchase is greater than or equal to \$50.00, please fill out the Appropriateness of Expenditures Form and upload it below. The form is hyperlinked [here](#) or can be found in the documents section of the Student Organization Finances portal.

UPLOAD FILE

### Contracts

Does your purchase require a signature or has a contract? Please upload the documentation here at least 2 weeks before the event/ contract execution date. As a reminder NO ONE, not even the SAIL staff, can sign a contract on behalf of the Colorado School of Mines. We must provide the contract to the appropriate offices at Mines in order to complete this type of transaction.

UPLOAD FILE

# Appropriateness of Expenditures Statement (AOE)

## Colorado School of Mines Appropriateness of Expenditures Statement

VR  
FPO  
Purchase Requisition  
MasterCard Trans.  
(circle one) No. \_\_\_\_\_

School of Mines expenditures are subject to State Fiscal Rules, which require that they meet the following standards of propriety:

- Expenditures are for official state business purpose only; and
- Expenditures are reasonable and necessary under the circumstances

To assist the school in documenting the appropriateness of expenditures, fund managers may complete this statement or include the information on the procurement document used (VR, FPO, purchase requisition).

Type of Expenditures:  Official Function  Student Activity  Training Function  Other

### Official School/State Business Purpose:

*Provide sufficient detail to explain the business purpose of the expenditure, such as topics discussed or business objects met. For Meetings, conferences or other functions, show date and location.*

### Reasonable and Necessary under the Circumstances:

*Provide sufficient detail to show the expenditure meets this standard, such as a description of the item(s) or service(s) purchased and/or the circumstances surrounding the purchase. For meetings, conferences or other functions, list the names of participants or number and categories of participants (e.g., faculty members, graduate students, visitors, etc.).*

Signature: \_\_\_\_\_

\_\_\_\_\_  
Fund Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

**Attach and submit this statement with voucher request (VR), field purchase order (FPO) and purchase requisition, or attach to original procurement card (MasterCard) receipt.**

If your purchase is expected to be **over or close to \$50**, fill out the AOE Form and upload it to your reservation. The form is needed for every method of purchase!

If it is not completed, your reservation will be **rejected** and sent back for correction.

# OneCard Notes

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- ❑ The OneCard can be requested for a maximum of 3 hours
  - ❑ Contact SAIL pro-staff for exceptions (e.g. overnight/over-weekend checkout)
- ❑ The OneCard can be used for a maximum of \$4,999. For purchases greater than \$4,999, contact the SAIL pro-staff
- ❑ SAIL student cards only allow for up to \$2,000 charges
- ❑ Online/over-the-phone purchases work better due to card shortages
- ❑ Reserve the card early, especially during busy times of the year such as Celebration of Mines or E-Days (limited cards)

# OneCard Notes (cont.)

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- ❑ The person picking up and spending also must complete the proper trainings
  - ❑ SAIL employees will check ID prior to handing out the OneCard
- ❑ You can make purchases with advisor/department OneCards if the request has been approved by SAIL and it is noted in the comments

# Reimbursement Forms

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- ❑ Used to spend your own money on behalf of your organization for a legitimate reason
  - ❑ Expense must be pre-approved by the treasurer
  - ❑ Form usage is limited and reserved for only appropriate cases
- ❑ The treasurer will need to fill out and sign the form for a student to be reimbursed
  - ❑ Available at [orgs.mines.edu](http://orgs.mines.edu) in the *document library* and the SOF portal
  - ❑ You may email the form, AOE, and receipt to [bruiz@mines.edu](mailto:bruiz@mines.edu) or drop it off at SAIL
  - ❑ Must attach the original itemized and labeled receipt from purchase and AOE to reimbursement form
- ❑ If approved, you will be contacted with instructions on how and where to pick up your reimbursement or if you are getting a direct deposit instead

Reimbursement Form - STUDENTS ONLY

Account to Charge:


Index:  Acct:

Club Treasurer:  Signature:

Name and CWID of student being reimbursed:

Email address of student being reimbursed:

Amount:

Reason or Description:  

Department:

Contact for Inquiries:  Ext:

\_\_\_\_\_  
Approving Signature\* Date

*\*(Must be different than individual receiving reimbursement and picking up cash)*

\*\*\*Please note:

- Original receipts required
- All receipts must be itemized

**NO MIXED RECEIPTS - RECEIPT MUST BE FOR REFUNDABLE ITEMS ONLY OR NO TAX WILL BE REFUNDED**

**RECEIPTS WITH RETURNS MUST HAVE RETURN RECEIPT ATTACHED OR NO TAX WILL BE REFUNDED**

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After filling out this form and returning it to the SAIL office with the appropriate receipts (or via email to Begona- bruiz@mines.edu), you will be contacted by our office or the controllers office about when/ where you should pick up your reimbursement.

If you are a school student employee, please initial here BJP and any reimbursement over \$50 will be direct deposited.

Thank you.

Not an acceptable reason

# Internal Sales and Services Voucher (ISSV)

You will use this form if you are buying goods/services from a Mines department/organization:

- Club to Club Service
- Helium Balloons (SAIL)
- Photography club taking pictures for an event
- ITS
- Not the Bookstore - must use OneCard at the bookstore

Give the department your index number. They will fill this out.

**STUDENTS CANNOT SIGN THESE: Bring the form to the SAIL office**

All transaction on an ISSV should be **tax exempt**

ISSV must be turned in to SAIL with **treasurer's information and all receipts and justification of purchase (AOE)** and description filled in.



INTERDEPARTMENTAL SALES/SERVICE VOUCHER

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
MO. DAY YR.

**Buying Department**

| (You may use Index-Acct -or- Fund-Org-Acct-Prog) |        |      |          |       | AMOUNT |
|--------------------------------------------------|--------|------|----------|-------|--------|
| 1                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| 2                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| 3                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| 4                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| Total                                            |        |      |          |       |        |
| Approval                                         | Date   | Ext. | Approval | Date  | Ext.   |

**Selling Department**

| (You may use Index-Acct -or- Fund-Org-Acct-Prog) |        |      |          |       | AMOUNT |
|--------------------------------------------------|--------|------|----------|-------|--------|
| 1                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| 2                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| 3                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| 4                                                | Index: |      | Acct:    |       |        |
|                                                  | Fund:  | Org: | Acct:    | Prog: |        |
| Total                                            |        |      |          |       |        |
| Approval                                         | Date   | Ext. | Approval | Date  | Ext.   |

Description of Sales/Service \_\_\_\_\_

**Instructions**

1. Approvals of buyer and seller must be obtained before sending to the Controller's Office.
2. Seller may only use interdepartmental sales Banner Acct code (4xxx) or the Banner Acct code where the expense was originally posted.
3. **ISSV may NOT to be used to move budget, actual expenses, revenues, payroll, or IDC return.**
4. Please attach support to the copy sent to the Controller's office.

1. White - Accounting
2. Canary - Buying Department
3. Pink - Selling Department

The only part students should fill in 

# Contracts

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Outside vendors-CONTRACTS **MUST BE TURNED INTO THE SAIL OFFICE 3 WEEKS BEFORE THE EVENT OR FIRST PROMISED PAYMENT** (deposit)

- All vendors must also provide a **signed W-9** that **MUST** be turned in with the contract 3 weeks
- **Contact information** for the vendor (name, phone number, and email) must also be provided at this time
- All vendors must submit proof of insurance according to Mines specifications

## Contracts

- **DO NOT SIGN THEM**
- **DO NOT AGREE TO ANY TERMS AND CONDITIONS**
- **BRING CONTRACT TO SAIL OFFICE** or email it to [bruiz@mines.edu](mailto:bruiz@mines.edu)

# Purchasing Restrictions

## Trademark/Logos

- DO NOT MAKE/BUY/INTEND TO PURCHASE ANYTHING WITH MINES TRADEMARK MATERIAL WITHOUT PRIOR APPROVAL THROUGH THE SAIL OFFICE - instructions can be found at [orgs.mines.edu](https://orgs.mines.edu)
- **Any item (sticker, pen, t-shirt, etc.) your club makes MUST have the Mines logo on it.** Failure to do so will result in personal liability for the cost of the items and items will not be allowed to be used for your club.

## Additional Restrictions

- No gifts or meals over \$30 per person for Mines' affiliated individuals (students, staff, faculty, etc.)
- No gifts over \$50 for guest speakers
- No Gift Cards (without SAIL approval regardless of source of funding)
- No illegal items/animals of any kind
- No purchasing from blacklisted vendors



# Purchasing Restrictions

**If your club or organization is looking to purchase/request gift cards please go to:**

**<https://orgs.mines.edu/helpful-documents/>**

**And download the gift card request form.**

Fill out the REQUESTOR'S INFORMATION – do not sign unless you are a professional Mines employee who is also the financial manager of the index provided

Send forms to [hhannaman@mines.edu](mailto:hhannaman@mines.edu) with a clear explanation of why are you requesting these gift cards

Send one form per student/gift card



# Purchasing Restrictions

## **BSO Restrictions**

- No T-Shirts or apparel
- No alcohol/tobacco/firearms ammunition/political or religious purchases-literature-artifacts (school restrictions as well)
- Only 50% of each travel purchase
- No more than 25% of total spending on food



# Purchasing Restrictions

## ISC Restrictions

- No alcohol/tobacco
- No T-shirts
- No food should be provided in club meetings using money received from ISC



# Mines Trademark/Logos

PROCEDURES (Found on the SOF portal)

1. The purchaser must use a licensed vendor to produce the merchandise. Go to the SOF portal for the list, or to [orgs.mines.edu](https://orgs.mines.edu)
2. Logos and/or trademarks cannot be modified or altered and must meet the institution's branding standards, which can be found at the following link: <https://www.mines.edu/communications/branding-and-graphic-standards/>
3. Prior to production, the licensed vendor must submit artwork to the Brand Manager 360 website for approval.
4. Purchaser must send quote and artwork to SAIL in order to obtain fund approval and a purchase order for the vendor.
5. Purchaser should not attempt to pay vendor directly. The university will issue a check payment for all logo/trademark purchases.

# Trademark/Logos (cont.)

## DEFINITIONS

Licensed Vendor – a merchandise vendor who has been approved by Learfield/IMG College to produce Colorado School of Mines' logos and trademarks.

Merchandise – any item purchased that is not a paper good (i.e. brochures, letterhead, paper conference materials and business cards).

Brand Manager 360 – a website managed by Learfield/IMG College which licensed vendors must use to submit the logo and trademark artwork for approval.



# Purchased Goods Policy

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- ❑ Because all items purchased by clubs are state-owned property, they must be maintained within the club and passed down through club leadership each year.
- ❑ When clubs are done with item (e.g. the item is broken or club is inactive), it must be turned into SAIL
- ❑ Clubs must maintain and constantly update an inventory list of major items (over \$500)

# Event Planning

All events must be open to all of campus (no exclusion)

- Event must be submitted for approval two weeks in advance through Engage
- Must advertise at least one week in advance through Engage and one other on-campus method (Daily Blast, flyers in at least 5 buildings – student center, mines park common areas, MEP and 2 other buildings, etc.)
- Talk to SAIL if you want to ask for an exception

Any events requiring the use of chemicals, specialized equipment, power tools, heavy equipment, or with associated risks other than those of normal daily activities, must be submitted to SAIL for approval as soon as possible, since they need 2 extra approvals before they can happen.

Most space on campus is free for students organizations as long as attendance is at least 50% Mines affiliated

- Reservations can be made at <http://reservations.mines.edu/>



# Event Planning

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All events must follow the guidelines on [Orgs.Mines.Edu](https://orgs.mines.edu)

Events must be scheduled 2 weeks in advance through the club's Engage portal, where they will be reviewed and approved by SAIL

SAIL can help with planning (e.g. can loan signs to help with social distancing).

Please review free speech notes – no campaigning, no interfering with other events

[Mental health resources and ppe](#)

# Event Planning with Security

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If you are planning an event with alcohol, you need security

- Must use Allied Universal

## Scheduling Information:

- Allied Universal: Tracy Neff, Colorado Branch Manager, Tracy.Neff@aus.com , 303-477-0910
- Contact them with a description of needs
- If your cost is over \$4,999, contact bruiz@mines.edu
- It is your responsibility to notify the Pro staff at the SAIL office if you schedule security
- If you receive an invoice, it is your responsibility to forward the invoice to bruiz@mines.edu for payment



| Type of Event Staff:    | Invoice Rate:    |
|-------------------------|------------------|
| Parking and Event Staff | \$23.03 per hour |
| Alcohol Enforcement     | \$24.80 per hour |
| Supervision             | \$26.57 per hour |

## Event Planning with Security



# Travel

Travel must be approved by SAIL even if it is funded through departments. Any overnight or weekend trips are considered travel even if nearby.

Schedule a meeting with pro-staff at SAIL 4 weeks prior to your trip (or at least 8 weeks prior to your trip if you are requesting a cash advance or traveling internationally).

Do not purchase travel arrangements without approval from SAIL

If a student needs to be excused from class, they need to fill out the form from <https://www.mines.edu/student-life/forms/> 4 weeks in advance, attach names and CWIDs, have their faculty advisor sign, and submit to Student Life.

# COVID-19 Travel - Domestic

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For domestic travel you must follow CDC Guidelines posted on the CDC or here.

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

# Event Planning with Buses

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## 5 Approved Vendors:

### Ace Express

- Contact Information: [sales@aceexpresscoaches.com](mailto:sales@aceexpresscoaches.com), 303-421-2780 or [wopperman@aceexpresscoaches.com](mailto:wopperman@aceexpresscoaches.com)

### Arrow Stage Lines

- Contract Information: Sheri Kite, [sherri@arrowstagelines.com](mailto:sherri@arrowstagelines.com), 303-373-9119, ext. 114

### Colorado Gray Lines

- Contact Information: Max Stallings, [max@coloradograyline.com](mailto:max@coloradograyline.com), 303-289-2841

### Hermes Worldwide

- Contact Information: [groupevents@hermesworldwide.com](mailto:groupevents@hermesworldwide.com), 303-577-7600, ext. 3

### Ramblin Express

- Contact Information: [sales@ramblin.com](mailto:sales@ramblin.com), 303-572-8687, ext. 3



# Event Planning with Buses

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## How to obtain bus services:

- Contact one or more of the 5 vendors to discuss your event needs (with as much advance notice as possible). You will need to get a quote from the vendor. Purchasing recommends obtaining pricing from multiple vendors, as there are price differences among them.
- If the cost is less than \$4,999 for the event, submit a purchase request with sufficient explanation of the event.
- If the cost is over \$4,999 for the event, contact [bruiz@mines.edu](mailto:bruiz@mines.edu) and include the quote with your email.
- If the provider sends you a contract or document with terms and conditions, send it to [bruiz@mines.edu](mailto:bruiz@mines.edu), regardless of cost.

# Event Planning with Buses

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## *Additional Information:*

- When asking for the quotes, make sure you identify that you are with Colorado School of Mines as there is an existing contract between Mines and the vendor.
- Each group is responsible for booking their own buses as well as paying for their own invoices under \$4,999. Above \$4,999 payment will have to be issued through SAIL, not credit card. (you will need to meet Begoña prior to formalizing the booking and you do not need to make a purchase request when above \$4,999)
- Each vendor has a variety of buses in their fleet so verify they have the one that fits your needs.
- Some of the vendors have a minimum number of hours.
- Some of the vendors also require a deposit.
- Hermes Worldwide has stricter terms on their contract; if passengers damage the bus, Mines will be responsible for paying the damage and then it is up to Mines to get the money from the student.

# Movies at Events

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- ❑ Any movie, show or documentary showing by a student organization is considered public.
- ❑ Movie rights for that movie need to be purchased.
- ❑ Please, contact SAIL if you wish to have a movie showing.
- ❑ Clubs are permitted to freely play the Treasurers' Training video at events



# Collecting Funds

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If you collect funding on behalf of your organization, the funding (even in cash form) still belongs to your organization and must follow the appropriate procedures

**ALL FUNDS MUST BE DEPOSITED WITHIN 2 BUSINESS DAY INTO YOUR ACCOUNT BEFORE YOU CAN USE THEM**

All deposits are completed through the SAIL office (M-F 9:00-3:30)

**Failure to follow this guidelines is considered misconduct and will be subjected to disciplinary action.**

# Collecting Funds (Cont.)

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## Checks

- Must be **signed** and made out to **Colorado School of Mines: (your organization)**
- Do not endorse the back of the check

## Credit Card

- CashNet is the **ONLY** method to collect online credit card payments at Colorado School of Mines
- A Cashnet Page must be created two weeks before acquiring funds through credit cards
- For physical payments, borrow a credit card terminal from the cashier's office – then deposit the credit card slips at SAIL with the closeout batch

# Fundraising

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## Fundraising

- If you are selling a tangible good to raise funds, you will have to pay tax and the price must meet or exceed the cost you incurred to procure those tangible items
- If you provide false advertising on where your funding is going, you will accumulate points and might incur in misconduct

## Sales Tax

You MUST add that you are collecting Sales Tax of 7.5% on any advertisements (and specify whether it is included in the price or needs to be added)

- Example to add to advertisement: **7.5% Sales tax is included**
- This includes your Daily Blast Entry

**NO RAFFLES WITHOUT A GAMBLING LICENSE**

# Donations

Any donation under \$1,000 can be deposited into your school-side account

Any donation \$1,000 and over **MUST** go through the Foundation (Located in the Starzer Welcome Center)

- Talk to SAIL for help with this



**COLORADO** SCHOOL OF **MINES**  
**FOUNDATION**

# Deposits

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Instructions on how to fill out a deposit form

1. Come to SAIL office within 2 business days of collecting money
2. Fill out the deposit form
  - You will recount the funds you have collected while filling out this form
3. Hand your materials to the SAIL front desk worker and they will count the funds separately
  - You will both then agree on an amount and denominations collected and sign
4. You will receive a copy of the deposit slip for your reference

**NEVER LEAVE MONEY AT THE FRONT DESK WITHOUT FILLING OUT A DEPOSIT FORM AND RECEIVING A SIGNED RECEIPT**



By signing below, I agree that all the information provided on this form is true and accurate to the best of my knowledge

SAIL Worker Bradley Peacock

Person making deposit member of club

Club Name & Index 385846

What was the money collected for?

Dues, fundraising, ect

Signature (SAIL) Bradley Peacock

Date 9/14/18

Signature (Club/person making deposit)

Sign here

Date 9/14/18

### CURRENCY BREAKDOWN

\$100

\$ 50

\$ 20

\$ 10

\$ 5

\$ 2

\$ 1

Other

### COINS

\$1.00

\$ .50

\$ .25

\$ .10

\$ .05

\$ .01

# SAIL Point System

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- SAIL must report all spending to the state
  - Our office has guidelines in order to keep OneCard privileges
  - Ensures our organizations follow the appropriate procedures when making a purchase
- SAIL keeps track of your points

# SAIL Point System

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If you receive points:

- You will receive an email if your club or organization receives points, along with your total points.
- If you believe your organization has received points in error, contact us with a clear explanation of why. Be factual and concise.

# Point System

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Two Periods:

- **July 1<sup>st</sup> through December 31<sup>st</sup>**
- **January 1<sup>st</sup> through June 30<sup>th</sup>**

Points reset, but violation in one period may give you points the following period if the violation is not resolved, and consecutive violations will carry further probationary actions

# Point System (cont.)

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If during a period, you collect:

**10 points → Loss of all OneCard privileges**

- All Purchases must be out of pocket with Reimbursement forms, but still need to be pre-approved through purchase requests
- Meet with a SAIL pro staff member to go over your spending
- Get a new Treasurer

**20 points → Account frozen. No more spending of any kind for this and the next period**

# Violations: 1 Point

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- Not getting a club's treasurer approval before information is turned into SAIL (ie. Reimbursement form without treasurer's signature, contract brought without permission from your treasurer, etc.)
- Not following fundraising regulations (sales tax information on advertisement, meal is at fair market value for tax purposes, depositing any raised funds within two business days of collection, etc.)
- Not including tip you paid for, on the receipt turned into SAIL

# Violations: 2 Points

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- Giving a tip of over 20% (you will also need to use your own money to reimburse your organization for the excess over 20%)
- Purchase not tax exempt, not itemized, or missing receipt
  - If the receipt is not turned in within **2 weeks of purchase**, an additional two points will be added to your total for each week after (5 weeks to lose OneCard privileges)
- OneCard not being returned by the Check-In time
  - 2 additional points added per 30 minutes

# Violations: 3 Points

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- Incorrect reporting of fundraising/deposits or not enough explanation for non-tangible goods on the deposit form
- An untrained club member makes a purchase with the OneCard
- Incorrectly estimating purchase amount
  - 30% for purchase \$0-500
  - 20% for \$500-1000
  - 10% for amounts greater than \$1000
  - Overestimate



# Violations: 4 Points

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- Missing Documentation: Using the OneCard without making a request or not doing the Appropriateness of Expenditures form.
- Not meeting with the SAIL office full time staff at least **4 weeks** prior to your trip (at least 8 weeks prior to your trip if you are requesting a cash advance or traveling internationally)
- Not meeting with SAIL to turn in your travel documentation and receipts **within 4 weeks** of your return date

# Violations: 5 Points

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- Not using SAIL's amazon account when purchasing on Amazon
- Purchase from wholesale store: Costco, Sam's Club, Restaurant Depot, etc.
- False advertising (on any published materials)

# Violations: 8 Points

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- Contract not turned in **at least THREE weeks** in advance of the event or first payment due date
- Purchasing travel arrangements (registration, hotel, mileage, etc.) before you have gotten your travel approved by the SAIL Office

# Violations: 10 Points

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- Using one-card to make personal purchases (accidental)
- You have made arrangements to pay an invoice that needed a Purchase Order (specifically with trademarked goods)
- Not filling out the CLERY ACT form before your trip

# Violations: 20 Points

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- Signed a contract for a vendor
- Purposely providing false information to the SAIL office (example: having a vendor ring up beverages and getting alcoholic drinks)
- Collecting credit card payments online using anything but CashNet or the School's credit card terminals
- Purchasing Gift Cards
- Using Venmo to collect money for fundraising or dues
- Purchase of illegal or non allowable items/services: Alcohol, drugs, fireworks, etc.

# Violations: 20 Points

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- Donating money to third parties with club money
- Fundraising for third party organizations
- Not following the Covid-19 guidelines for clubs
- Stealing, embezzling, etc.

*For conduct associated sanctions, please refer to the student organizations' handbook*

# SAIL Contacts

**Begoña – [bruiz@mines.edu](mailto:bruiz@mines.edu)**

- Finances, policy, and travel, logos, POs, contracts, ISSVs

**Haley – [hhannaman@mines.edu](mailto:hhannaman@mines.edu)**

- Club operations, elections, event approvals, overnight credit card checkouts, gift card approvals

**Kam – [kbell1@mymail.mines.edu](mailto:kbell1@mymail.mines.edu)**

- Finances, BSO requirements, club inventories



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# Next Steps

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1. Join the Student Organization Finance Portal in Engage
2. Take the online training/post test in this portal
3. You'll be added as a treasurer for this whole school year if you pass (if you do poorly, you may be asked to retake the in-person training)



# Questions?

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Helpful documents can also be found at [orgs.mines.edu](https://orgs.mines.edu)

## Begoña Ruiz Piñeiro

- [bruiz@mines.edu](mailto:bruiz@mines.edu)
- Office hours
  - Monday through Friday 8-5 by appointment

## Haley Hannaman

- [hhannaman@mines.edu](mailto:hhannaman@mines.edu)
- Office hours
  - Monday through Friday 8-5 by appointment

## Kameron Bell

- [kbell1@mymail.mines.edu](mailto:kbell1@mymail.mines.edu)
- Reach by email and office hours near SAIL
  - Monday / Wednesday 11-12
  - Thursday 10-11