

Preliminary Information & Instructions for Clubs' Finance VPs

This is a rundown of what you need to do before any funding will be granted, as well as how to request funding once you have completed the prerequisites. This information is described further in the SUSA Finance Handbook, SGA Financial Officers Training document, and SORC Financial Services Manual. Should you have any additional questions or concerns, please don't hesitate to email me or set up a one-on-one meeting with SUSA's VP of Finance (susa.finances@gmail.com).

To be completed before *any* SUSA funding will be granted:

- Tentative semester budget
 - Budget template is included in preliminary email from SUSA's VP of Finance
 - Instructions are included on the first sheet of the budget
 - Complete, save with the proper name (listed on budget instructions page), and return to susa.finances@gmail.com
 - ***To be eligible for SUSA funding, this must be completed and submitted by end of day on Friday, 9/8.*** After this day, allocations will be made according to the budgets that have been received. If yours has not been submitted by this time, your chances of receiving funding are greatly reduced.
 - Shortly after 9/8, if you have submitted the necessary documents, you will receive an email from SUSA's VP of Finance explicitly outlining what events/expenses SUSA will cover. The step-by-step instructions provided on page 2 explain how to take advantage of said allocations.
- SGA Financial Officer Training
 - This is needed regardless of whether or not you will be requesting funds from SGA. You must be authorized to spend/request on behalf of your club, be it SUSA or SGA funds.
 - ***SUSA funds will not be granted to your club until this (SGA Financial Officers Training verification) and a tentative budget are both submitted***
 - Directions:
 - Log on to OrgSync and search to find the "SGA Financial Officers" portal

- Request to join the portal by clicking the green “Join Now” button in the top right corner of the page
 - You will be prompted to enter a password. That password is SGAFinance2018 (case sensitive). Entering the password will automatically make you a member of the group
 - Once a member, download the file titled ‘SGA Financial Officers Training,’ review the content, and complete the quiz linked on page 33
- Once you’ve completed the training with 100% accuracy, screenshot the webpage that shows said completion, add it to a Word Document, save the document as “[club name] SGA Training,” and email that document to susa.finances@gmail.com

Step-by-Step Process to Request Funding – Internal Service Request:

Internal Service Request (ISR) – used to obtain goods or services from on-campus vendors, e.g. if you are requesting food from one of the vendors at STAMP

- ❖ Follow the link **below** to complete your request--this form can also be accessed via the Google Drive folder that should’ve been shared with you by SUSA’s Admin Chair
 - <https://goo.gl/forms/Vnr8DzaF7xm3S4sG2>
- ❖ Use the catering menu **below** to determine names/quantities/prices
 - http://dining.umd.edu/dining_umd_edu/wp-content/uploads/2017/05/Food-Court-Catering-brochure_sum2017_editable.pdf
 - Names/quantities/prices should correspond with what you specified on your tentative budget and was consequently allocated to you by SUSA’s VP of Finance
- ❖ This must be done at least **5 days** before the goods/services are needed (**e.g. if your event is on 2/22, you must submit your request by end of day 2/17**) *****NO EXCEPTIONS*****
- ❖ Upon completion, SUSA’s VP of Finance will process the request and you will be notified via email of its approval/denial by SUSA
 - If you have not received an approval/denial email from SUSA’s VP of Finance two days after you completed your request, please do not hesitate to check in by emailing susa.finances@gmail.com

- ❖ Following approval/denial by SUSA, your request will be sent to SORC for approval/denial
- ❖ Once approved by SORC, SUSA's VP of Finance will email you the invoice/confirmation

IN SUMMATION: for an event/order that SUSA has agreed to fund, complete the Google Form linked above at least 5 days before your event –await approval by SUSA and SORC → retain invoice for your records –be present at event to receive order

Step-by-Step Process to Request Funding – Purchase Order:

Purchase Order (PO) – used to obtain goods/services from an off-campus vendor, i.e. ordering Papa John's pizza for a meeting, order a club banner, etc.

- ❖ Follow the link **below** to complete your request
 - <https://goo.gl/forms/dhjaqCRrIoMlp4iw2>
- ❖ Please see the pdf titled “Smith School Approved Catering List” for a list of approved caterers
- ❖ This must be done at least **2 weeks** before the goods/services are needed (**e.g. if your event is on 2/22, you must submit your request by end of day 2/8**)
- ❖ Upon completion, SUSA's VP of Finance will process the request and you will be notified via email of its approval/denial
- ❖ SUSA will handle the purchasing process and you will be responsible for picking up the goods from VMH 2520Q if they are not being delivered directly to your event.