



Student Organization Training

We are happy you're here 😊

Responsibilities of the Student Organization

- **Attend...**
 - a training session reviewing policies and procedures
- **Adhere...**
 - to all campus policies and procedures
- **Submit...**
 - the most up to date version of the organization's constitution – in electric form - to the Office of Student Life through the registration form
- **Keep...**
 - the most recent contact information for its officers on file for the Office of Student Life

Responsibilities of the Office of Student Life

- **Allocate...**
 - funding for organizations
 - *after approval of the organization and appropriate officer training*
- **Provide...**
 - updated fundraising and account balance information
- **Maintain...**
 - records of organizations
 - *both active and inactive*
- **Assist In...**
 - reserving campus space for meetings and events
 - distribution of advertising materials

Budget Process

- Two types of Accounts
 - Student Life Funds
 - Student Fundraising Accounts

Student Life Funds

- Provided by Student Life
- Spending Limits – Not used for
 - Salaries
 - Donations
 - Political Affiliations
 - Supplies for fundraising
- Purchasing Ability
 - Office Supplies
 - Lecturers/Guest Speakers
 - Conferences
 - Decorations
 - Event Materials
 - Food for Events

Student Fund Accounts

- Provided through Fundraising
- Spending Limits – Not used for
 - Salaries
- Purchasing Ability
- *In addition to what start-up funds can be used for:*
 - Fundraising Supplies
 - Charitable Donations

Spending Methods

- Credit Card
 - Must receive authorization to pick up the credit card from the Coordinator for Student Involvement
 - One week prior to making the purchase
 - Complete the request for purchase/credit card use
 - Arrangements will be made for you to pick up the card at the Coordinator for Student Involvement's Office
- Detailed receipts must be turned in at the same time the credit card is returned – IMMEDIATELY AFTER USE
- All purchases must be tax-exempt
- Unless other arrangements are made, only the President, Treasurer, and Advisor are authorized for credit card use
- Link to credit card request form:
<https://forms.office.com/r/y2bMbkCswK>

Spending Methods: Purchase Order

- State law prohibits spending without approval by a budget manager
- Must be approved by Coordinator for Student Involvement *(two weeks prior to the purchase)*
- Can only receive a quote for the purchase price before the approval
- At the time you receive a quote, have the vendor complete a W9 for new vendors
- All purchases are tax exempt
- Once you have been notified of the purchase order number, you may contact the vendor and place the order
- Link to request form:
<https://forms.office.com/r/jYKbLS4vE9>

CENTRAL OHIO TECHNICAL COLLEGE
PROCUREMENT CARD RECONCILIATION FORM

Vendor Name: _____ Date: _____

Describe Items & Purpose of Purchase / Event: _____

Attach original ITEMIZED
and signed credit card
receipts for all purchases.

<u>Budget Information</u>	
Fund-Location	-
Cost Shared	
Department	
Object	

TOTAL CHARGES \$ _____

Authorized Purchaser Date Name of Student Organization

Unit Budget Manager Date

Senior Administrator Date

General Instructions and Policy

1. Complete all sections of the form.
2. Attach original itemized and signed receipt to form.
3. The "Unit Budget Manager" and "Authorized Purchaser" (if different than the UBM) must sign the form for all charges. Senior Administrator signature only required if appropriate.

Unauthorized purchases, i.e., alcohol, non-university related purchases are the responsibility of the Unit Budget Manager. The campus reserves the right to withhold the total charged from the Unit Budget Managers next available paycheck if card is misused or form is incomplete.

COTC Credit Card Reconciliation Form

- You will receive this form to fill out when returning the purchasing card and receipt to student life

- Complete information in yellow highlighted boxes.

- Return form, with receipt attached, when returning the credit card.

COTC Substitute W-9

- To be used anytime you are using a vendor who has not previously worked with the university.
- This form can be found at: cotc.edu/faculty-and-staff/purchasing/Forms

LJ ENTERED

Central Ohio Technical College
Vendor Information Form (Substitute W-9)
Fax completed form to: 740-364-9595

*Buyer Name		*	
*Business Name (if different from above)		*	
*EIN/SSN		*	
*Legal Status (Check One) <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Non-Profit <input type="checkbox"/> Non-Employee Reimbursement			
Order from Address:		Remit to Address:	
ss Line 1		*Address Line 1	
ss Line 2		Address Line 2	
State, Zip		*City, State, Zip	
		*Phone	
		Fax	
		Email	
		web page address	
page address		Contact	
ct			
Other Address (Type?)		Payment types accepted:	
ss Line 1		check	<input checked="" type="checkbox"/>
ss Line 2		credit card	<input type="checkbox"/>
State, Zip		Electronic transfer of funds	<input type="checkbox"/>
		Other info:	
page address			
ct			
Contracts available:		Misc. Vendor Information	
Contract #)		MBE	Yes <input type="checkbox"/> No <input type="checkbox"/>
of Ohio (Type)		EDGE	Yes <input type="checkbox"/> No <input type="checkbox"/>
Communities (Name)		MCC Code (4 digit #)	
Cooperative (Name)		NIGP code (3 to 5 digit #)	
(Provide name)			

I certify that the information shown on this form is correct to my knowledge.

Signature _____

Print Name & Title _____

RED FIELDS

"Internal use only" Commodity Code _____

**Sales and Use Tax
Blanket Exemption Certificate**

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

State Supported Educational Institution

Purchaser must state a valid reason for claiming exception or exemption.

Central Ohio Technical College

Purchaser's name

1179 University Dr

Street address

Newark, OH 43055

City, state, ZIP code

Signature

Title

Date signed

31-0802020

Tender's license number, (if any)

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-25 of the Administrative Code.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.

COTC Tax-exempt form

- Some stores such as Wal-Mart – have their own tax-exempt cards.
- We will provide those cards when needed.

Raising Funds for your Student Fund Account

File a Request for Fundraising form with the Office of Student Life a minimum of one week prior to the event

Any purchases for fundraising purposes must be made from the Student Fund account

Fundraisers may not include:

aspects of gambling

selling of items already being sold by the TOC

selling of individuals as dates, buddies, etc.

Marketing Approval

- Any use of the COTC or Ohio State Newark logos and/or names must be pre-approved by Marketing Department
- Forward proposed design to Coordinator of Student Involvement
- The Coordinator for Student Involvement will forward the design to the M/PR department and track the approval process

Financial Accounts

If a student organization sets up a private account, that group will not be acknowledged by the Office of Student Life.

A student organization with a private account will lose all funding from the university.

- For the university's protection
- For the protection of the officers, members, and advisors of the organization



Student Fund Accounts

If a student organization does not register and is non-active for one academic year, the remaining money in their student fund account will be transferred to the Student Development student fund account.

Copyright Laws and Showing of Videos, Films, and Movies

- Federal Copyright Act requires that a movie license be purchased before any public showing of videos, films, or movies
- The Office of Student Life will subsidize the movie rental
- The student organization will be charged \$50.00
 - Provide the name of the movie*
 - Provide the day you would like to show it*
 - Allow 2-3 weeks turnaround*

Awards and Recognition

**The Office of Student Life presents awards in April/May—
for individual and group accomplishment:**

- To support students working in student organizations
- To support student organizations
- To encourage excellence in student programming
- To acknowledge exceptional demonstrations of leadership

Awards and Recognition:

Student Leadership Awards

- William A. Kilpatrick Leadership Award
- Kelly Saffle Leadership Award
- Up and Coming Leadership Award
- Community Service Leader of the Year
- Outstanding Collaborative Program Award
- Outstanding Student Organization Award
- Above and Beyond Faculty-Staff Award

Student Organizations: Where to find us on the web!

- Current Students
 - Student Life
 - Student Organizations
- <https://newark.osu.edu/students/student-life/student-organizations/>

There are an array of resources for you on the right side of the menu under student organizations. If you do not see what you need here, contact the Coordinator for Student Involvement.

Knowledge Check

- Visit this link to take a short quiz about what you learned through this training:

https://osu.az1.qualtrics.com/jfe/form/SV_1MNL7527jzRxMX4

- You must get at least 10 questions correct on this to pass
- Annie Maxwell (maxwell.515@osu.edu) will email you within a week of completing the quiz for confirmation of your passing.
- Please email Annie Maxwell with any questions