

Student Organizations College of Engineering

Please make certain the Dean's Office has your new officers and advisors as well as meeting dates, times and locations. You may contact Elizabeth Gibisch at egibisch@ksu.edu or 532-5590. Also, you need to make certain CSI has that information and that you are registered in OrgSync.

A funding request email went out on Monday, October 2nd to the Presidents and Advisors. Funding requests are for the full academic year and are due by October 15. Funding requests must contain:

- A proposed budget
 - ACTUAL BUDGET REQUEST MUST BE ON THE ONLINE FORM. The form may be accessed at: <https://www.engg.ksu.edu/current-students/student-orgs/orgbudget/>.
 - Must include funds carried over from the previous year. This includes the balance in your checking account, your Foundation account and any other account you might have. You may work with your departmental accountants to get the balance in your Foundation account or may contact me if you are a college-wide organization.
 - Support from the department must be agreed to by the department head sponsoring the organization BEFORE submitting the funding request to the Dean's Office.
 - Best practice to seek CSI funding before the funding request to the Dean's Office as this will also help to meet their funding request deadlines.
 - Travel information must be provided for each planned travel event. You will also need to include the purpose of the travel, i.e., competition, conference, industry tour, etc.
 - A description of benefits (100 words or less) that describes what this funding will allow your organization to accomplish.
 - Membership of your organization: Include total number of student members as well as the number of Freshmen, Sophomores, Juniors, Seniors and Grad Students.
- A bulleted list (one page max) of the following:
 - A brief listing of the previous year's activities and/or events such as competitions, regional/national meetings, major recruitment activities, major service activities, other significant activities or events.
 - Results of competitions or other significant outcomes (if applicable).
 - Dates and locations of known key activities and/or events for the coming year.

Senior Associate Dean Clark will be reviewing the budget requests. Upon his approval, the President, Advisor and departments will receive an email outlining the approved funding. Funding is approved based on the following conditions:

- A representative of your org must attend ESC All Council meetings.
- The org must help with events such as scholarship day, engineering day, state fair, etc., when called upon.

Expenditures:

Charge cards available for checkout in the Dean's Office **(if not available in your departmental office):**

Dillon's
HyVee
Menard's
Walmart

Receipt and documentation will need to be turned in with the card.

Documentation for expenditures and/or reimbursements:

- Original itemized receipt (credit card receipts that list only the total are not acceptable).
- Name, address and email of the person or entity to be paid.
- Description of what was purchased and why.
- If it is for an event, identify where the event was held, the date of the event, and identify the attendees (i.e., members of the student org, students from the college of engineering, staff, donors, etc.). If less than 20 are in attendance, you will need a list of the names and their affiliation with K-State.
- Date of the expenditure.

Travel guidelines:

- Complete travel request form.
- If you are using a private vehicle, you will need to include mileage to/from the event. If you are using a state vehicle, you will need to contact the motor pool and reserve a vehicle and complete the request for transportation form. Always include the insurance. If you have someone that is not an employee of the state of Kansas, you will need to complete the non-state driver form and submit it to the state 2-3 weeks prior to your travel.
- You will need to keep receipts for all expenses (i.e. receipt from shuttle service to hotel showing amount paid, itemized hotel bill, itemized receipt for registration, etc.). You will need to include a reason for all miscellaneous expenses.
- Meal allowance: Meal allowances are based upon departure and return times as well as the area in which you are traveling. There will be a deduction for meals that are provided by the conference or others. This will need to be included on the travel request form. You will need to keep your itemized receipts (i.e. itemized receipt from Applebee's showing what you ate, the individual charges and the total including tip (tips cannot exceed 20%)). You will be responsible for anything over the daily limit. If you do not use the daily limit, you will not be paid the remainder. If you have questions about the meal allowance for a specific area, please ask your departmental accountant or Nancy Logan or Chassy Nichols in the Dean's Office, 1046 Rathbone, phone 532-5590.
- You are not allowed to pay the expenses of other travelers such as airfare, registration, lodging or meals.

Prohibited expenditures:

- Alcohol
- Tobacco
- Ammunition or firearm usage
- Business class or first class airfare
- Insurance or ticket protectors on airfare
- Charges for movies, spas, exercise facilities or items of a similar nature
- Snacks and beverages except when they are with a meal or substitute for a meal
- Tips must not exceed 20%
- You are not allowed to pay the expenses of other travelers

Receipts/invoices need to go to the organization's treasurer. If you are a departmental organization, the treasurer will work with the departmental accountants. If you are a college-wide organization, the treasurer will bring the receipts to the Dean's Office.

Income:

If you receive a donation, it needs to be deposited in your organization's Foundation account so the donor may receive tax credit and acknowledgement from the Foundation and Dean's Office. It is also recommended that the student org sends a thank you note. Please work with our Development Team on donations.

Membership dues, monetary awards, reimbursements and proceeds from fund raising such as sales of t-shirts, etc. need to be deposited into your DSO's restricted fee account (state account). Checking accounts are to be closed by April, 2018. If you are a departmental org, please work with your departmental accountant to deposit any funds remaining in your checking account by April 1 to your DSO restricted fee account.

Forms:

- Motor pool vehicle request (Request for Transportation Form). ALWAYS include the Collision Insurance option. You may use non-state employees if you complete the Non-State Driver Agreement and submit it to the Department of Administration **2 – 3 weeks prior** to needing the vehicle.
- Building request form (Request for Use of University Buildings and Grounds) needs to be completed for events. If it is a fundraising event, you will also need to complete the CSI Fund Raising Permit Form (available through OrgSync) and attach it to the building request form. If you are serving food, you will need to attach a copy of the menu, the organization preparing the food and a summary of how you will ensure safe food handling. Please remember to include additional trash barrels on the building request form. The Dean's Office has some tables and chairs you may check out for use in the engineering complex. Call the Dean's Office at 532-5590 or come by 1046 Rathbone to reserve those in advance of the event.

Other Policies:

- Policy regarding events serving food on campus from the Campus Sanitarian, Ron Bridges.
- College of Engineering Alcohol Policy.