



## Student Organization Treasurer Training

### Welcome & Overview

#### Your Role in Shaping Campus Life

As student leaders, you are essential partners in creating vibrant campus experiences. This training provides the framework and tools you need to lead successful organizations while navigating university systems effectively.

#### Today's Focus:

- Understanding the organizational ecosystem
- Mastering financial management
- Building sustainable programs
- Leveraging campus resources

#### Treasurer Quick Reference Guide

##### **Golden Rule: GET CCE APPROVAL BEFORE ANY PURCHASE**

*Written approval only (email from CCE or VikesConnect approval) - verbal doesn't count*

##### **The 45/30-45/10 Timeline Rule**

- **45 days:** Travel requests and major events
- **30-45 days:** General purchases
- **10 days:** Receipt submission (strict deadline)
- **Late = Denied** (even with advisor approval)

#### Approval Process Flow

1. **Advisor Reviews** → 2. **CCE Gives Final Approval** → 3. **You Can Spend**

#### Agency Account Rules

##### **ALL Money Goes Through Agency Account:**

- Membership dues
- Fundraising proceeds
- Donations (including cash - deposit immediately)
- Personal Venmo/CashApp = **NEVER ALLOWED**



**Key Differences:**

- **Agency Account funds:** Roll over year to year
- **SGA allocation funds:** Do NOT roll over

**Documentation Requirements**

**Receipts Must Be:**

- **Itemized** (totals alone rejected)
- **Submitted within 10 business days**
- **Kept until April 30th** (best practice: 1 year)
- **Uploaded to VikesConnect + keep personal copy**

**Vendor Information Must:**

- Match CSU records exactly (name, address, totals)
- Come from CCE-approved vendor list only
- **No receipt = No reimbursement**

**Contract & Vendor Rules**

- **Only CCE signs contracts** (never students)
- Check approved vendor list with CCE before committing
- Unapproved vendor purchases = payment denied (even if already made)

**Critical Risk Zones - NEVER DO:**

- **✗** Use personal money without pre-approval
- **✗** Use Venmo, PayPal, CashApp for org funds
- **✗** Sign contracts yourself
- **✗** Spend before CCE approval
- **✗** Submit late receipts
- **✗** Use non-approved vendors



## Funding Guidelines Refresher

### ✓ Permitted Expenses

- **Branded items:** Up to 10% of budget or \$600
- **Speakers:** Contracted up to \$1,500, non-contracted up to \$250
- **Meals:** \$10 breakfast, \$15 lunch, \$20 dinner per person
- **Travel:** Max \$1,500 per organization
- **Hotels:** Up to \$150/night

### ✗ Prohibited Expenses

- Alcohol purchases (law/MBA orgs have special exceptions)
- Off-campus retreats
- Year-end parties (unless educational)
- Donations to other organizations

## Accountability & Reporting

### You Report To:

- **Your CCE Organization Advisor** (Semester meetings required)

### Required Records:

- All financial transactions
- Meeting minutes documenting financial votes
- Ticket sales tracked separately
- Budget reconciliation reports

## Emergency Situations

### If Your Advisor:

- **Doesn't respond:** Copy CCE staff on communications
- **Resigns:** CCE must assign new advisor before any spending

### If You:

- **Quit mid-year:** Must train replacement and transfer all records
- **Lose receipts:** No reimbursement possible
- **Make budget errors:** Could trigger compliance review



### **Graduate vs Undergraduate Organizations**

- **All orgs use VikesConnect**
- **Mixed grad/undergrad:** Stricter undergrad rules apply
- **Graduate conference funding:** Available if approved through CCE

### **Special Situations**

- **Missing from official org list:** Stay for training, email Help Desk
- **Vendor info doesn't match:** Payment denied
- **CCE approval comes late:** Event may need rescheduling
- **Budget not uploaded:** No funds released

### **Daily Best Practices**

- Plan early to avoid deadline pressure
- Keep digital and physical copies of everything
- Meet with advisor regularly (weekly recommended)
- Track all expenses immediately
- Ask CCE before making commitments

### **Resources & Contact**

#### **CCE Help Desk**

- **Location:** Student Center Lounge, 3rd Floor
- **Email:** [cce@csuohio.edu](mailto:cce@csuohio.edu)
- **Phone:** 216-687-2048
- **Hours:** Monday-Friday, 8:00 AM - 5:00 PM

#### **Digital Tools:**

- **VikesConnect:** Upload receipts, track budgets
- **ShopNet:** Payment requests
- **CCE Approved Vendor List:** Check before purchasing

#### **Remember**

- Personal purchases = personal liability
- Documentation is your protection
- When in doubt, ask ICE first
- Late submissions are denied without exception
- Compliance protects your organization's funding



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