

OGSM CLUB

FINANCIAL GUIDE

FINANCE & ADMINISTRATION
SUITE 300 K
MANAGEMENT HALL

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WHAT DO I NEED TO KNOW ABOUT CLUB FINANCES?

✓ HOW CAN I FIND OUT OUR CLUB BALANCE?

➔ Club balances and transactional detail are available in Anchor Link. If you do not have access to Anchor Link, please contact the Anchor Link Office (joshua.m.gianitsis@vanderbilt.edu). OwenCentral has Anchor Link Resources under Clubs & Organizations.

✓ WHERE DO I GET FORMS?

➔ OwenCentral

- Links for students

- Clubs & Organizations

- Financial Guide, Forms & FAQ for Clubs

- ONECARD CLUB PURCHASE PRE-APPROVAL

- CLUB PURCHASE PRE-APPROVAL & REIMBURSEMENT FORM

➔ TAX EXEMPT forms are in the Owen Finance Office (Suite 300K)

✓ HOW DO I MAKE DEPOSITS?

➔ Bring all DEPOSITS to Suite 300K (Janet Sisco) immediately. Do not hold other people's money~turn it in as soon as possible.

✓ IS THERE A CREDIT CARD FOR STUDENTS TO USE?

➔ Yes, it is commonly referred to as the ONECARD (it was referred to as the P-Card in previous years but has since been renamed by Vanderbilt with the implementation of a different credit card vendor). Using this card is the preferred method of purchase and eliminates the reimbursement process.

- You can reserve the ONECARD. You can reserve the card by emailing Janet.Sisco@Owen.Vanderbilt.Edu

- You will need a completed ONECARD Club Purchase Pre-Approval Form to “check out” the card from Suite 300k.

- You will need to bring an *itemized* receipt and the proof of payment receipt back with the card.

- The card must be returned the day it is checked out. *You cannot keep it overnight.*

✓ **WHAT DO I NEED IN ORDER TO BE REIMBURSED IF I SPEND MY OWN MONEY?**

- ➔ You will need to fill out (and have the club treasurer or president sign) the Club Purchase Pre-Approval & Reimbursement Form. (Approval signature can also be emailed to the address below referencing your purchase)
- ➔ Email the form to StudentReimbursement@Owen.Vanderbilt.Edu.
- ➔ Owen Finance will email you the form once the Account/Project Information has been added.
- ➔ Next, complete and submit an expense report via Vanderbilt Oracle Cloud expense module. Find the login here: <https://www.vanderbilt.edu/skyvu>.
- ➔ In order to be reimbursed you have to show PROOF of PAYMENT, which is a receipt showing that you paid the bill PLUS an itemized receipt showing all the items you purchased regardless of amount. You will upload this into your Oracle expense module.
- ➔ Quick Reference Guide: Creating and Submitting an Expense Report https://www.vanderbilt.edu/skyvu/QuickGuide-Create_and_Submit_an_Oracle_Expense_Report.pdf

✓ **WHAT ABOUT CONTRACTS?**

- ➔ Students CANNOT sign contracts, even if money is not involved. You will need to contact Owen Finance (Janet Sisco-Suite 300K) for specifics.

✓ **I WANT TO GIVE A PRIZE/GIFT CARD, HOW DO I DO IT?**

- ➔ There are a lot of laws and policies that apply to prizes. It is best to come and discuss with the Finance Department in Suite 300K. Prizes are reported for tax purposes.
- ➔ There are many complications to awarding gift cards as it is considered taxable income. We can discuss options, but it is much easier to find an alternative instead.

✓ **DO WE HAVE A SAM'S OR COSTCO MEMBERSHIP?**

- ➔ Yes, we have a Sam's Club card. When you check out, make sure to tell the cashier that the items are tax exempt. The Sam's Club card

will scan as tax exempt but you need to still tell the cashier and verify the purchase is tax exempt.

➔ No, we do not have a Costco card. This is because Costco requires us to pay taxes and then file paperwork to get it reimbursed *if* approved by Costco.

✓ **CAN I USE A VANDERBILT LOGO?**

➔ Yes, however, quite a few policies apply to using a logo.

➔ You will need to complete a Merchandise Request Form to gain permission to use the Vanderbilt logo. Please visit the Division of Communications website to get started.

(<https://www.vanderbilt.edu/communications/brand-engagement>)

➔ You should use a preferred vendor unless you have special permission otherwise. Once you have your quote and your MOR# (Merchandise Order Request Number) forward to Janet.Sisco@Owen.Vanderbilt.Edu to receive a purchase order.

✓ **FUNDRAISERS?**

➔ Come talk to Owen Finance for instructions

- If you sell a tangible item, it must have sales tax charged with the sell at 9.25%.
- If you are having an event (like Putt-Putt or bowling, etc.) it is not subject to tax.

✓ **CAN I DO A LOTTERY OR RAFFLE EVENT?**

➔ NO, lotteries/raffles (events that provide an equal opportunity for each member to win a prize, like a random drawing for prizes) are illegal without a special permit. Vanderbilt is only allowed a certain number of these fundraisers per year so you will need to work with the Finance Department to see if it will be possible.

✓ **HOW DO I ORDER FOOD?**

➔ Please see the “ordering food” instruction flow chart [below](#).

✓ **DOES OUR CLUB HAVE A MAILBOX?**

➔ Yes, each club has a mailbox and it is located on the bottom of the student mailboxes on the 2nd floor.

- ✓ **WHAT SHOULD I DO IF I HAVE A SPECIAL REQUEST?**
 - ➔ Come and see Finance Department in Suite 300K.

- ✓ **WHAT SHOULD I DO IF I WANT TO DO SOMETHING LARGE SCALE?**
 - ➔ Large projects, especially using people and resources outside of Owen, need special permission from the Dean, Student Services, and Owen Finance.

- ✓ **WHAT TYPES OF SUPPORT WOULD NEED SPECIAL APPROVAL FROM THE DEAN AND DAR (DEPARTMENT OF ALUMNI RESOURCES)?**
 - ➔ Anytime you solicit support, specifically monetary or “in kind” donations, you will need special permission from the Dean and DAR. If you have *any* doubts, ask.

- ✓ **OUR CLUB MEMBERS ARE GOING TO BE TRAVELING, WHAT DO WE NEED TO DO?**
 - ➔ Start with the program coordinator for the trip (faculty or staff member) and inquire about the documents and approvals necessary.
 - ➔ All airfare **MUST** be booked through Concur and it is highly encouraged to utilize Concur for other resources.

ORDERING FOOD FOR MEETINGS OR EVENTS AT OWEN

