

# General Polity Treasury Procedures

1. **Spend Money** – A club must encumber by sending treasury request form (W:Drive\polity treasury\
  - a. **VENDOR** (the vendor/business or a **student's name** in case of reimbursement) in case of reimbursement please include where you are making purchase in parenthesis
  - a. **WHAT you will purchase**
  - a. **NAME of event**
  - a. **DATE**
  - a. **ESTIMATED TOTAL** (since you have yet to make the purchase)
- Send to [ubtreasurer@gmail.com](mailto:ubtreasurer@gmail.com) **NOT my personal email**
- If you are being reimbursed and used a credit card to make your purchase, you will need to attach to the PO the original **itemized receipt** and a copy of the card used with your name and the last 4 digits visible
2. **Tax Exemption** – Contact [UBtreasurer@gmail.com](mailto:UBtreasurer@gmail.com) to get tax exemption form. Please include vendor you need tax exemption for.

\*you will NOT be reimbursed for TAX or can/bottle deposits!\*
3. **Contract** - original signed contract is needed if you are paying for a service not a product.
4. **Donation in** – fill out appropriate form on S: drive and give it with check to the Treasurer. Only donations over \$250 require documentation. If you have any questions on whether a donation requires a donation form contact the Treasurer.
5. **Donation out** – fill out appropriate form on S: drive, make sure donor signs the form and give it to the Treasurer. **You cannot make a donation as a club unless you have raised the funds that you plan to donate**
6. **Ticket Office** – any time you plan to sell things or charge fee for an event you need to set up ticket sale with ticket office. Complete a form with **Treasurer's signature** and contact ticket office: 716)645-2353

**\*Exceptions:** bake sales, donations w/o goods or services received, or anything that is <\$2.00\*

7. **Help** – contact the treasurer at [ubtreasurer@gmail.com](mailto:ubtreasurer@gmail.com)

7. **Time** – ***EVERYTHING must be done at least 2 weeks in advance!*** Failure to submit requests for any of the above actions more than a week in advance will result in restrictions or even loss of budget.

### **Checklist for events**

Treasury request form (tax exemption form, reimbursement/payment)

Reserve room

Ticketing office (if money is involved)

Contract (if service is purchased)

**You will receive a PO after submitting your request and within 5 days of having your event, please fill in and provide all information and documentation needed and hand it back to Sanjay Jain.**