

COLLEGE ASSOCIATION

Financial Accountability Handbook

Fall 2025- Spring 2026

Budgeting Procedures

Funding shall take place on an annual basis. The USG or GSA offices will notify each club of their allocation. Budget allocation can only be distributed by student governments.

Clubs have to submit a budget to their student governments **through E-mail**. Once the clubs receive the allocation, they have to revise the budget to reflect the new amount and forward the **Allocation E-mail** with the revised budget to the Budget Submission link located on the College Association website

Clubs not submitting a budget will not be able to request funds.

Required Signatures

All funds for support of student budgets must be based on written documentation.

All requisition for disbursement forms (vouchers) must contain a signature of the president or treasurer.

The President of the club must sign the statement at the bottom of the first page of the budget.

Only President Treasurer and Club Representative can submit paperwork to the C.A. office.

If, for any reason, a club president or treasurer changes, a new signature profile for that club must be submitted to Student Activities Office to be approved.

Only currently registered students may sign budgets, vouchers or any other forms on behalf of a student organization.

The College Association review the voucher to make certain that the proper documentation is provided and that there are sufficient funds allocated to this particular line item to cover the specific request.

Student activity fee funds are to be used exclusively for the direct benefit of students enrolled at Hunter College. Under no circumstances can student activity fee money used for personal use or gain.

All budgets must be submitted on an annual basis. No budget will be reviewed by the College Association unless submitted to the College Association Office at least ten working days prior to the College Association meeting.

Minutes

Signed meeting minutes must be submitted with any new budget request. *With the exception of the July 9th meeting for which the minutes can be submitted by 10am day of the C.A. meeting.* **All budget forms are available on the College Association Website**

www.hunter.cuny.edu/college-association

Please review the College Association website for all College Association related information, including policies, meeting times, minutes, etc.

NEW AND USEFUL BUDGET INFORMATION

1. In order to access funds, all groups must do the following:

- Submit a budget to the student government or Media Board (publications only).
- The president, treasurer, and representative of each student organization must take the MANDATORY workshop Quiz. (The quiz link is available on the C.A. Website under the Memos link.)
- The club must complete all required steps of the chartering process and receive a final allocation amount from their government
- Submit the revised Budget Request Form to the College Association Office to reflect the amount allocated by the student government or Media Board.
 - **Only President, Treasurer, and Club Representative can submit paperwork to the C.A. office.**
- Funds cannot be accessed until the College Association Board has officially approved the budget.
- It is the responsibility of each club or organization to check with the College Association Office to find out if your organization's budget was approved.

2. As indicated in #4 on the Budget Request Form, all clubs are required to have at least four (4) activities per year, including at least one (1) per semester related to the club purpose.

3. A maximum of 25% of the total club budget can be spent on all costs associated with social events unrelated to club purpose.

4. Students who spend their own money for a club-related event prior to budget approval will not be reimbursed

5. Bidding is required for any purchases over \$250. Student organizations must contact the College Association, who will assist you, prior to making such a purchase.

6. Any purchase of property, materials, clothing, etc., remain the property of the student club and may not be retained by any individual.

7. Only organizational dues, and not individual membership dues, can be paid from student activity fees.

If you have any questions about the budget or purchasing process, please view the College Association Office website at <https://www.hunter.cuny.edu/college-association> or contact them at hcca214@hunter.cuny.edu, phone at 212-772-4510 or stop by this office.

Note: the College Association will only accept the budget form after the student organization's president, treasurer and Club Representative have completed the MANDATORY workshop Quiz.

Budget Request Form Guidelines

1. You **MUST** use the Budget Request form as is.
2. Please read the itemized budget carefully and add your projected expenses to the correct line and section.
3. If you are unclear as to where a specific expense should go, please contact the C.A. Office.
4. **DO NOT** rearrange the form.
5. **DO NOT** remove any sections from the form.
6. If a section does not apply to your needs, just leave it blank.
7. If your consolidated funds page is not filled out, your Budget Request will be deemed incomplete.
8. Please open the form using Microsoft Office Word for best results.
9. You must be fully chartered and receive an allocation from your government before you submit a budget to the C.A. Office.
10. The Organization President's signature is required on page 1 of the Budget Request form
11. All Budgets must be **reviewed and approved** by the college Association board before any Spending.
12. Only the President, Treasurer, and Club Representative can submit paperwork to the C.A. office.
13. All Budgets must be submitted online through the C.A. website.

BUDGET REQUEST FORM

ORGANIZATION NAME:

Budget Period: July 30, 2025 -June 30, 2026

1. Officers' Names

Print Name, President

Print Name, Treasurer

Signature, President

Signature, Treasurer

Hunter E-mail Address

Hunter E-mail Address

Address

Address

Telephone #

Telephone #

2. Size of Membership_____ Years in Existence_____ Frequency of Meetings____

3. Formal Purpose of Organization (Purpose must be listed. "See Constitution" is not acceptable.)

4. **Student Organizations Only:** Indicate what activities will be held related to the organizations purpose (All student organizations are required to have at least four (4) activities per year including one (1) per semester related to the student organization's purpose). *Budgets will not be approved unless these activities are listed. Any requests for exception must be submitted in writing to and approved by the College Association Office and attached to this form. A minimum of 25% of the total budget must be spent on these four (4) student organization events.*

a) Tentative name/type, date of event:_____ Total cost of event: \$_____

b) Tentative name/type, date of event:_____ Total cost of event: \$_____

c) Tentative name/type, date of event:_____ Total cost of event: \$_____

d) Tentative name/type, date of event:_____ Total cost of event: \$_____

5. Other funding sources: (Include anticipated sources such as AEB, fundraisers, etc. and amount anticipated from each.)_____

6. Departmental Connection/Department Advisor_____

7. Location of Organization_____ Phone # of Organization_____

I am familiar with the applicable City University By laws, policies, and regulations, and will be held responsible for all bills submitted for payment. I understand that students are not permitted to order any items or services for personal use of for which their organization has insufficient funds or did not receive prior College Association approval. I further understand that any student or former student who assumes such a financial obligation will be

held PERSONALLY RESPONSIBLE for these expenses. I also understand that all bills must be accrued and submitted by June 1, 2026. The College Association reserves the right to reject any budget that is not submitted to them by April 1, 2026.

SIGN: _____ DATE: _____ TITLE _____

Funds cannot be used unless and until the College Association has approved the budget.

NAME OF ORGANIZATION
Fall 2025 - Spring 2026
BUDGET PERIOD

LIST BELOW, UNDER EACH CATEGORY, AN ITEMIZATION OF EXPENDITURES AS TO EVENT, DATE, CONTRACTOR, ETC. WHEREVER APPLICABLE. All budget modifications and line transfers must be approved by the College Association with two exceptions:

A) A maximum of 25% of total budget can be spent on all costs associated with social events unrelated to club purpose.)

B) Clubs are permitted to do a maximum of a 10% change of an original line item. Clubs which request to go over 10%, either at one time or cumulatively during the semester, must receive prior College Association approval.

C) Budget modifications or line transfers up to 25% for programs, activities, purchases or services already approved can be authorized by a three person College Association subcommittee.

1. CONTRACTUAL SERVICES *: (Please note: At the end of some categories is the suggested maximum percentage of the budget that can be expended on that entry. Web design maximum is \$250 per year and web maintenance is \$100 per year. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.

DESCRIPTION	AMOUNT
List combined contractual cost for all events: (indicate type of event and anticipated month of event) <i>This section only covers Refreshments for Events and Hunter College Service Fees.</i>	
Open House – Sept 2025 End of Semester Party – Dec 2025 Open House – Feb 2026 End of Year Party – May 2026	\$2,000.00
Refreshments for Meetings (list number of meetings and refreshment costs for each Meeting.)	
(20% of total budget)	
Rental of Water Cooler and Service (itemize rental costs and cost of water)	
(10% of total budget)	

Advertising and Promotion (campus media, outside media, giveaways, etc. Promotional giveaways must indicate number and price per unit and must have Hunter or Organizations name or logo.) (15% of total budget) \$50 maximum for gifts and prizes. Verification required for gifts and prizes valued over \$10. NO GIFT CARDS	
Bus or Car Rental (list destination, number of students going and indicate how they were selected. Proof of insurance must be provided to the College Association Office before trip. (See College Association Office for specific policies regarding bus or car rentals.)	
Membership Fees (<i>Organization fees only and list the organization(s). Individual membership fees will not be paid from student activity fees, but could be paid by the individual or through a fundraiser.</i>)	
Athletic Department Program Entry Fees.	
Film/Video Rental (purpose and name of film or topic) Please note: The owners of the distribution rights of a film must give permission for public film screenings, regardless of whether or not admission is charged.	
Licensing Fees and Rights.	
Printing (indicate number of issues and copies per issue)	
Postage (items, quantity and purpose)	
Repairs and Maintenance (type of repair and model # of item to be repaired)	
Duplicating – purpose (<i>e.g. Copies</i>)	
Telephone (only local service permitted and any exceptions would require appeal to the College Association.)	
Stationery/Letterhead / Business Cards	
Website Design Expenses. (list purpose of website. A disclaimer must indicate that the site is for a student organization, if applicable, and does not represent Hunter College.	
Software (quantity and type)	
Other	
TOTAL CONTRACTUAL SERVICES	

2. **EQUIPMENT** * (Note: Laptops and Tablets/iPads cannot be purchased by student clubs. Indicate location equipment will be stored and the name of the individual responsible for it. **No more than 50% of this entire budget can be spent on equipment.**)

DESCRIPTION	AMOUNT
Computer (name and model number). Standard approved PC model is available. See College Association office for details.	
Other electronic devices (make and model #)	
Furniture (type)	
Other	
TOTAL EQUIPMENT	

3. PERSONNEL SERVICES (All groups hiring “employees” must spend at least 75% of their employee payroll, exclusive of stipends, on students. The maximum hourly rate for employees is \$15 and the maximum number of hours per week is 30.)

Note:

1. College Association Director and Business Office employees, as well as positions which require certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned requirements. Other exemptions must be approved by the College Association.
2. All individuals listed in “Personnel Services” must be named and their student/non-student status indicated on this budget form.
3. Undergraduate student “employees” must be registered for and maintain at least six credits (graduate students 3 credits) per semester to remain eligible for the position indicated.
4. Social security numbers must be provided to the Business Office for those listed under “Personnel”. (Do not include social security numbers on this form.)
5. No club or full time faculty member can be paid for a club activity.
6. A detailed job description, rate of pay, number of hours and period of employment must be indicated for each employee and advisor.

DESCRIPTION	AMOUNT
Stipends (list purpose)	
Honoraria (list purpose and /or event)	
Performers, instructors, artists, DJ's etc. for parties & events. (indicate what, where, month of the event and the name and amount for each individual or group.)	
Bands and Performers (indicate what, where and month of the event)	
Training/Trainers (what, where and when is the event)	
Speakers for events	
Advisors@ (20% of total budget)	
Employees	
FICA 7.65%	
MTA Payroll Tax .34%	
Other	
TOTAL PERSONNEL COSTS	

4. SUPPLIES * (Please note: No more than 20% of this entire budget can be spent on supplies.) List Office/Cleaning Supplies or Decorations and indicate total cost.

<i>Ex: pens, pencils, paper clip, staples, stapler, tape, paper, decorations for end-of-semester party.</i>
General Supplies/Decorations
Office Supplies
Computer Supplies
Athletic Training Supplies
Fundraising Supplies (for tabling)

Diplomas Caps & Gowns (for re-use)	
TOTAL SUPPLIES	

5. **TRAVEL EXPENSE** (Please note: At the end of the *registration/conference fees* category is the **maximum percentage** of the entire budget that can be expended on that entry. To exceed that maximum, an appeal must be made to the College Association Office and attached to this form. The College Association will not approve any funds for social overnight events or trips, unless funded by the profit from a fundraiser.)

DESCRIPTION	AMOUNT
Registration/Conference Fees (list conferences and indicate where, when, number of students, and how selected) (50% of total budget)	
Transportation Costs (indicate where, month, how many students, and how were they selected).	
Entry Fees/Tickets (for parks, movies, etc.) (Where, when, number of students and how were they selected.)	
Meal Allowance for Travel (list purpose of trip, number of students, and how were they selected.) How much per trip? (Max. \$15/person/day) NO LUNCH	
Lodging	
Other	
TOTAL TRAVEL EXPENSES:	

GRAND TOTAL OF ALL LINES \$0.00

*Bidding is required for any purchases over \$250.00 Student organizations must contact the College Association Office prior to making such a purchase.

**CONSOLIDATED FUNDS
FALL AND SPRING**

TO: COLLEGE ASSOCIATION

DATE: _____

NAME OF ACCOUNT: _____

ACCOUNT NUMBER: _____

AUTHORIZED SIGNATURES: _____

DESCRIPTION	SUMMER Allocation	FALL/SPRING Allocation	PRIOR YEAR SURPLUS	TRANSFER FROM LINE	TRANSFER TO LINE	TRANSFER FROM ACCOUNT	TRANSFER INTO ACCOUNT	OTHER INCOME	TOTAL FUNDS
1. CONTRACTUAL SERVICE Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationer, Typesetting, Books, Telephone, Refreshments									
2. EQUIPMENT To qualify as Equipment, item must be at least \$100.00									
3. PERSONAL SERVICES (SALARIES) Honorariums, Performer, Bands, Lectures, Stipends, etc.									
4. SUPPLIES									
5. TRAVEL EXPENSES Trips, Hotels, Local Travel, Auto-Millage, etc.									
6. MISCELLANEOUS This category cannot be used by non-allocation bodies									
GRAND TOTAL									

NOTE: BIDDING IS REQUIRED FOR ANY PURCHASES OVER \$250.00. STUDENT ORGANIZATIONS MUST CONTACT THE COLLEGE ASSOCIATION OFFICE PRIOR TO MAKING SUCH A PURCHASE.

Budget Changes

All changes to a budget must be approved before any money can be spent. If a change is more than 10% of the total amount of the line in which it is taking place then it must be approved by the College Association Board at an official meeting. Changes less than 10% will be reviewed and approved by Nicole Hector-Hutchinson (at her discretion).

Line Transfers: A line transfer is used when funds need to be moved from one line in the budget to another.

Example: ABCD Club needs more money to buy food for their party. They have decided to move some funds from the registration for their conference trip in Line 5 and move that to the events in Line 1. They have filled out the line transfer from below and submitted it to the C.A. office.

LINE TRANSFER

TO: COLLEGE ASSOCIATION		DATE:							
NAME OF ACCOUNT: ABCD Club		ACCOUNT NUMBER: UG0123							
AUTHORIZED SIGNATURES:									
Description	Summer Allocation	Fall / Spring Allocation	Prior Year Surplus	Transfer From line	Transfer To line	Transfer From Account	Transfer Into Account	Other Income	Total Funds
1. CONTRACTUAL SERVICES Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationary, Typesetting, Books, Telephone, Refreshments		\$2,000.00	\$0.00		\$350.00				\$2,350.00
2. EQUIPMENT To qualify as Equipment, item must be at least \$100		\$100.00	\$0.00		50.00				150.00
3. PERSONNEL SERVICES (SALARIES) Honorariums, Performers, Bands, Lectures, Stipends, etc.		\$1,000.00	\$0.00						1,000.00
4. SUPPLIES		\$500.00	\$0.00	100.00					400.00
5. TRAVEL EXPENSES (Trips, Hotels, Local Travel, Auto Millage, etc)		\$400.00	\$0.00	300.00					100.00
6. MISCELLANEOUS (This Category cannot be used by non-allocating bodies)		\$0.00	\$0.00						-
GRAND TOTAL		\$4,000.00	\$0.00						\$4,000.00
REASON FOR MODIFICATION:		Line 5: move \$300.00 from Registration to L1 Events Line 4: move \$50.00 from Office Supplies to L2 Other Electronics; Camera Line 5: moving \$50.00 from Office Supplies to L1 Events							

As you can see in the figure above. The club has decided to move \$300.00 from Line 5 Travel expenses to line 1 Events and have shown that both in the grid and in the reason section. Note that the Fall/Spring allocation must reflect the totals of all the lines in your current budget.

Budget Modifications: A Budget Modification form is used when funds need to be moved within a line the budget and to add new expenditures.

Example: ABCD Club wants to have a Poetry night. Because this event was not budgeted for they need to do a Budgeted Modification to include it, they would also like to move \$50.00 from their advertising to cover some of the costs for this event. They have filled out the Budget Modification from below and submitted it to the C.A. office.

BUDGET MODIFICATION									
TO: COLLEGE ASSOCIATION		DATE:							
NAME OF ACCOUNT: ABCD Club		ACCOUNT NUMBER: UG0123							
AUTHORIZED SIGNATURES:									
Description	Summer Allocation	Fall / Spring Allocation	Prior Year Surplus	Transfer From line	Transfer To line	Transfer From Account	Transfer Into Account	Other Income	Total Funds
1. CONTRACTUAL SERVICES Advertising & Promotion, Film Rental, Insurance, Repairs & Maintenance, Rent, Printing, Postage, Stationary, Typesetting, Books, Telephone, Refreshments		\$2,000.00	\$0.00						\$2,000.00
2. EQUIPMENT To qualify as Equipment, item must be at least \$100		\$100.00	\$0.00						100.00
3. PERSONNEL SERVICES (SALARIES) Honorariums, Performers, Bands, Lectures, Stipends, etc.		\$1,000.00	\$0.00						1,000.00
4. SUPPLIES		\$500.00	\$0.00						500.00
5. TRAVEL EXPENSES (Trips, Hotels, Local Travel, Auto Mileage, etc)		\$400.00	\$0.00						400.00
6. MISCELLANEOUS (This Category cannot be used by non-allocating bodies)		\$0.00	\$0.00						-
GRAND TOTAL		\$4,000.00	\$0.00						\$4,000.00
REASON FOR MODIFICATION: <div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;"> Line 1: Moving \$50.00 from Advertising and Promotions to Events Line 1: Add Event - Poetry Night (October 2019) </div>									

Unlike a line transfer Budget modifications are only stated in the “Reason for modification: section. Note that the Fall/Spring allocation must reflect the totals of all the lines in your current budget.

Check Requests

The College Association will not process any Check requests unless the organization has a signature profile and a budget on file. All Check requests must be submitted to the College Association office. Submission dates and times are subject to unannounced changes so please contact the College Association Office to find out when we are accepting Check Requests.

All purchases must be budgeted and approved by the College Association Board prior to submitting a Check Request to the College Association office.

Please review your budget on the College Association Office Website. If a change is not reflected on your online budget please contact Nicole Hector-Hutchinson (n_hector@hunter.cuny.edu) before submitting any check request forms or Web invoices.

During the semester, some student organizations change one or more of their officers. If this should occur, the club must file a new Signature Profile/ Club Officers Registration Form with the Student Activities Commissioner.

No student club or organization is permitted to have an outside checking account. All financial transactions must be done through the Business Office. Additionally, all student organizations will be expected to pay any legitimate outstanding bills and clear up any advances before new vouchers will be honored.

Check Requests

All check request forms must be typed and be fully prepared and receipts taped prior to submission to the C.A. office. (Please make sure that all funds are budgeted for.) It must include:

1. Date
 2. Full Name and address (TYPED)
 3. Phone# /Email Address
 4. EMPLID#/Vendor#
 5. line # and Description (ex. Line 1: Refreshments for Open House on 11/1/15)
 6. Club name and Account number
 7. Amount (Tax & Tip Not Included)
 8. Signature on vouchers matches the signature on the Signature Profile Form on file at the time
- Note: (payee can't be the authorized signatory)

The College Association office reserves the right to process only the first 100 vouchers and advances received. This may only be necessary during extremely busy time periods.

ALL CHECK REQUEST FORMS MUST BE TYPED

Hunter College Of The City University Of New York
Request For Check Form
Please Type Information Requested Below

Please Draw Check To:

Date: 08/08/2008

Name/Description: Jane Doe

Street Address: 123 Student Ave Apt 1

City/State/Zip: New York NY 10000

Social Security No./Vendor No: xxx-xx-xxxx (EMPLID, not Social)

Please Note: Check will be mailed to payee by the Business Office unless otherwise instructed

Line 1: Refreshments for open house 9/16/2024 1-3pm

917-000-0002

jd@gmail.com

Jane Doe

The goods, services or expenses specified on this form have been satisfactorily received, rendered or properly incurred, and have not in whole or in parts been included in any previous certification for payment, and are now approved for payment.

Authorized Signature

Authorized Signature

Department

Trini Club
Account Name

UG0123
Account Number

\$ 25.00
Amount of Check

Account Number	Amount Dollars	Check Number

PAYMENTS:

The group requesting payment is responsible for the submission of the accurate name, address, phone number and email address of the vendor.

No payment will be processed to the vendor unless the original invoice is attached to the Check Request. The invoice must be itemized – in specific details; (Giving: - quantity, description, unit price of goods purchased and total amount charged).

It must be a formal, printed, numbered business invoice. If the invoice is not pre-numbered, the name and telephone number of the salesperson completing the invoice must be on the invoice.

It must be indicated on the Check Request from what line the payment is to be made. All payments will be mailed to the vendor by the Business Office.

If an invoice is in a foreign language, it is the responsibility of the club to have the receipt translated into English.

Store Name and Address

CVS/pharmacy
400 PARK AVE, WORCESTER, MA
PHARMACY: 792-3866 STORE: 792-3870
REG#02 TRN#6324 CSHR#0820497 STR#657
ExtraCare Card #: *****8836

Itemization

1 THERAFLU F&S	6CT	6.49T
1 CVS NT DECON	10Z	4.99T
2 ITEMS		
SUBTOTAL		11.48
MA 6.25% TAX		.72
TOTAL		12.20
CASH		20.00
CHANGE		7.80

Method of Payment

2500 6571 0476 3240 24
RETURNS WITH RECEIPT THRU 04/17/2011

Date

FEBRUARY 16, 2011 4:39 PM
EARN 2% BACK ON ALMOST EVERYTHING
IN THE STORE AND ON CVS.COM WHEN
YOU USE YOUR EXTRACARE CARD.
THANK YOU. SHOP 24 HOURS AT CVS.COM

All Receipts must be original

State of New York - Department of Taxation and Finance - Sales Tax Bureau
New York State and local Sales and Use Tax

EXEMPT ORGANIZATION CERTIFICATION

VENDOR		EXEMPT ORGANIZATION
	NAME	Hunter College
	AND	
	ADDRESS	695 Park Avenue
		New York, NY 10065

THIS CERTIFICATION IS ACCEPTABLE IF
THE PURCHASER HAS ENTERED ALL IN-
FORMATION REQUIRED.

CERTIFICATE NUMBER
EX - 13-6001027

THE UNDERSIGNED HEREBY CERTIFIES THAT THE ORGANIZATION NAMED ABOVE HAS RECEIVED AN EXEMPT ORGANIZATION CERTIFICATE AND IS EXEMPT FROM STATE AND LOCAL TAXES ON ALL ITS PURCHASE.

SIGNATURE OF OFFICER	TITLE	DATE
----------------------	-------	------

INSTRUCTIONS FOR USE OF CERTIFICATION

An Exempt Organization Certification (ST-119.1) must be presented to your vendor at the time the original purchase is made. For subsequent purchases from the same vendor, the exempt organization's name, address and certificate number on the sales slip or billing invoice are sufficient.

Exempt Organization Certifications should be retained by vendors for at least three years after the last date property or services were sold to the organization tax-free. The certification shall be considered part of any order given to the vendor and shall remain in force until revoked.

A supply of ST-119.1 may be obtained at any state District Office or from the main office of the Sales Tax Bureau, State Campus, Albany, New York 12226. Private reproduction of ST-119.1 may be made without prior permission from the Sales Tax Bureau.

REINBURSEMENTS:

All purchases must be budgeted and approved by the College Association Board before you expend any money and submitting a check request.

Please review your budget in the ACCOUNT LIST section. If a change is not reflected on your online budget, please contact Nicole Hector-Hutchinson (n_hector@hunter.cuny.edu) before submitting any check request forms.

Student activity fee funds are to be used exclusively for the direct benefit of students enrolled at Hunter College. Under no circumstances can student activity fee money or money generated from it or College facilities be used for non-Hunter students, personal use or gain.

Purchase of \$249.99 or less **(Not for service rendered)**

If you spend less than \$250 (\$249.99 or less) per vendor, you can pay cash/debit/credit card and ask for reimbursement. Make sure your receipt is a proper receipt and must have the Store name, address, date, Itemized, and the method of payment. If you pay with Debit/Credit Card, you will need the original debit/credit card statement showing your name, address, last 4 digits of your account, transaction description, transaction date, and transaction amount.

For reimbursement you will need to submit: Check request, original receipts/invoice/email confirmation (if you buy online), credit card statement if you paid with CC, Flyer, and approved event form (for event/meeting), purchase Justification letter, packing slip for online purchases, Proof of delivery memo from department or club (for hot or perishable food) and list of attendees (for catering/food for events/meeting)

If you paid a vendor and were given you an invoice, please make sure the invoice has all the information as the receipt and shows ZERO Balance.

Online purchase of \$249.99 or less

1. Need order confirmation email or statement from online company providing: Confirmation number/order number/item number, item description, email address, customer service information, and name of purchaser and method of payment.
2. If paid by debit/credit card, please provide an original debit/credit card statement showing name, address, transaction, and payment amount for online purchase.
3. If paid by check, please provide an original cancelled check from the bank.
4. Original packing slip or invoice received from online company indicating that merchandise has been delivered to Hunter College.
5. No second-hand or used items are to be purchased.
6. No online bidding.
7. We reserve the right to request confirmation of item delivery from club's president or treasurer.

The check request must be signed where the authorized signature is. If it is payable to president, the treasure has to sign the check request or if it is payable to treasure the president has to sign. If it is payable to other club member any one the president or treasure has to sing the check request.

What paperwork do I need to get reimbursed for purchases of \$249.99 or less?

Check Request Form

Original Receipt(s)/ Invoice/ Email confirmation

Flyer (event/meeting)

Approved Event Form/SEIF (event/meeting)

Purchase Justification Letter

Proof of Delivery (ex., packing slip(s), tracking delivery for merchandise, a confirmation memo of food delivery/pick up from Department/Club)

List of Attendees (for catering/food for event/meetings)

Original CC/DC statement (if you paid with credit card or debit card, it must show the payee's name, the last digits of your CC/DC, transaction description, date and amount)

Where I can submit my reimbursement?

Submit all the forms together online in Google form. Please scan all the paperwork and save it as one pdf file (for each person who is getting reimbursed)

CLICK HERE to submit your check requests for USG, USG CLUBS, GSA, and GSA CLUBS

CLICK HERE to submit your check requests for WRI, PA, TGIF, and Media Clubs

When I can submit my reimbursement?

You can submit your reimbursement if you paid cash and is for an event after the event took place for anything else after your purchase and received your what you order. If you paid with CC/DC need to wait until you get original statement.

What is the max I can get for reimbursement?

\$249.99 (per vendor)

Note:

Clubs are not allowed to buy any supplies and gift cards.

Any apparel must be \$15 or under.

We suggest buying any giveaway or promotional item under \$10. Any item of \$10 or over needs the list of students with a copy of their Hunter ID and the list must be verified by the Student Activities Office. This item must be listed under advertising and promotion line 1 in the budget. School DO NOT reimburse taxes or tips. Use the tax except form below:

“<http://www.hunter.cuny.edu/college-association/repository/files/downloads/TaxExemptForm.pdf>”

If you have any question, please contact the College Association @

College Association Office - Room 203, Thomas Hunter (by appointment only)

Office Contact - Phone: 212-772-4510

E-Mail Address - hcca214@hunter.cuny.edu

PURCHASE ORDERS:

(ex. Merchandise, printing)

All purchases must be budgeted and approved by the College Association Board before you expend any money.

Purchase order is required for an amount equal to or over \$250. (All quotes cannot be older than 30 days)

Purchase \$250 - \$499.99 or state contractor/ sole manufacturer: Need one quote

One (1) written price quote from the selected vendor. Price quotes must be on the Company letterhead and include Federal Tax ID number, address, contact name and telephone and fax number.

Purchase \$500 - \$2,499.99: Need three quotes

You have to contact three companies you wish and get the quotes from them. Make sure the quotes have the same information and the delivery charges if any. You have to choose the quote with the lower price to fill out your paperwork. The selected vendor price quote must be on the Company letterhead and include Federal Tax ID number, address, contact name and telephone and fax number.

Purchase \$2,500.00 - \$4,999.99 Three (3) written price quotes must be submitted with the Purchase Requisition*. These quotes must be on the Company letterhead and include Federal Tax I.D. number, address, contact name and telephone and fax number.

Purchase \$5,000.00 and Over (Purchasing must Conduct an Invitation to Bid Process) List of five (5) suggested vendors for the services or goods

Purchase over \$20,000.00 (Purchasing must conduct a Formal Bid Process)

The forms you need to submit for POs:

Check Request

PO form

Vendor form

The quote(s)

Purchase justification letter

Flyer and Approved Event Form/SEIF (only if it is for an event)

See attached the PO form (contact the CA Office for help to fill out this form), and Vendor form.

NOTE: You must inform the vendor that an invite from CUNYbuy/jaggear will be sent by email, it is a self- service portal the vendor should follow the instructions and complete registration. Once that is approved, the vendor will be available in CF. The CA Office will then enter a requisition, Purchasing Department will process the PO, payment will follow with the Account Payable department and the Cash Management Department distributes the checks.

The CA office has not control over how long the other departments take to process and approve the paperwork.

No promise of payment will be done until a purchase order is processed and sent to the vendor for proposed goods or services, vendor ships goods/ provides services, the end-user at hunter then enters a receipt for that PO and payment is processed.

CHECK REQUEST FORM

TAX EXEMPT FORM (use tax exempt form, the college did not pay taxes or tips)

Where did I submit my PO?

CLICK HERE to submit your check requests/POs for USG, USG CLUBS, GSA, and GSA CLUBS

CLICK HERE to submit your check requests/POs for WRI, PA, TGIF, and Media Clubs

What do need to submit after I received the merchandise for payment?

You need to submit online along with the original package:

An updated invoice dated when/after the merchandise has been shipped.

Note: Make sure the invoice has the billing address, the vendor's name and address, delivery information, description of the product or service provided, date, and invoice number.

Original packing slip or tracking information from the vendor/carrier indicating that merchandise has been delivered to Hunter College. (make sure the packing slip matches the total quantity order)

A copy of the book/magazine/newspaper must be submitted to CA Office and library and a copy of the front page must be attached to your payment (required for Printing only)

List of Attendees (this is only required for event purchases ex. Tickets for an event) The List must be letter head with the name of the event and date of the event and approved by OSA.

What must I check before submitting my check request?

- Dated
- Fill out name and address (TYPED)
- Remarks and approval part is filled out correctly including line # (ex. Line 1: Refreshments for Open House on 11/1/22)
- Organization Account name and number
- Matching documents are attached
- Signature on vouchers matches the signature on the Signature Profile Form on file at the time (Note: payee can't be the authorized signatory)
- **Make sure the items are budgeted (P/S check your budget on the C.A. website)**
- **Order of paperwork:** Check Request, Receipts/Invoice/Contract/P.O., Flyer and Event Form (SEIF)
- Combine and upload all forms and backup documents into one single PDF
- Submit check request on the C.A. website

What must I check before submitting my receipts and invoices?

Receipts

- Must be original
- Name of store and address
- Method of payment on receipts and date
- Must be itemized
- Taxes and tips are not included (use Tax-Exempt form on C.A. website)
- All receipts combined into one PDF
- If you paid with credit/debit card, you must attach the original card statement

Invoices

- Must be original
- Name of store and address
- Invoice number and date
- Itemized
- Taxes and tips are not included
- Packing slip

What must I check before submitting my flyer?

- Name of event
- Starting date
- Time
- Place of Event

Revenues/Income

Revenues/ Income are subject to the same budget procedures as the student activity fees themselves.

Financial Reconciliation

For income producing events, all student organizations are required to obtain pre-numbered tickets, at least fourteen days in advance. It should be noted that tickets, which may be obtained from the College Association Office, are required for all events held in the Lecture Halls, Lounges and the Cafeteria. All tickets for events held in the Assembly Hall are obtained through Central Reservations (Room 711 West).

If student clubs do not deposit their revenue or give a proper accounting within seven school days of the event, a “freeze” will be placed on their account and on the individual student’s record until the aforementioned is submitted. Keep in mind that this is revenue that legally belongs to the student organization sponsoring the event.

Under no circumstances may money be paid to a student or group of students (or to any other person or group) directly from revenues generated by student activities or events funded through the student activity fee. It should be noted that all revenues must be deposited in the sponsoring group’s college account.

Purchase/Bidding

All purchases on behalf of student organizations must comply with New York State regulations. It should be noted that bids are required for all purchases over \$250. All questions regarding compliance with New York State bidding and purchasing regulations should be referred to the Hunter College Association Office. All student organizations are required to meet with Nicole Hector-Hutchinson of the College Association Office before ordering equipment or contracting a printing service, etc.

Revenues

All revenues generated by the student activities funded through student activity fees shall be placed in a college central depository subject to the control of the allocating body. The application of such revenues to the account of the income generating organization shall require the specific authorization of the allocating body.

Media Board

Funding shall take place on an annual basis. The College Association shall notify the Board of monies available from student activity fees for media. This is to be done as soon as the amount is determined.

Each request for funding must indicate the following:

- a. Detailed budget for the year, including **estimated advertising revenue in letter form** or other sources of funds anticipated, and a statement of the extent of anticipated work produced (for instance, number of issues to be print.)
- b. Previous year's approved budget allocation and any emergency funds allocated.
- c. Report of previous year's spending and summary of year's activities, including number of issues published, with a detailed and documented breakdown of all expenditures.

All requests for payment forms (vouchers) must be signed by the Chair of the Media Board. In the absence of the Chair, the vice-chair or the Director of Student Life may sign.

Off-Campus Events

The College has a responsibility to protect the Safety of our students when the student organization or College name and student funds are being used for off-campus events. Therefore, any student organization wishing to hold an off-campus event must provide the Office of Student Services with the following before you enter into any agreement:

- 1) A copy of the facilities Certificate of Occupancy.
- 2) A letter from those in charge of the facility of the NYC Fire Department indicating that the facility is in full compliance with all fire codes.
- 3) If alcoholic beverages are to be served, a copy of the facility's liquor license must be submitted. If the facility does not have a license, a New York State temporary wine and beer permit needs to be obtained and a copy provided.
- 4) A letter from those in charge of the facility, which describes, in detail, the security they will provide for your function.
- 5) A Hunter College Student Event Information Form signed by the respective student government. A draft of a flyer publicizing this event must be attached.
- 6) All contacts, including the names of both parties, must be submitted.
- 7) A draft of a flyer publicizing this event must be attached.
- 8) All contacts, including the names of both parties, must be submitted. The Hunter contract must be used and can be obtained in the College Association Office, Room TH203

Once all the above items are submitted, the Office of Student Activities will provide the student organization president with a financial reconciliation form. It should be noted that all money collected must be deposited in the organization's account and the reconciliation handled in the same way that it is done for all on-campus events.

What I should check before submitting my Contract

All contracts must be submitted to the College Association prior to the event (**8 weeks prior** for contracts **\$250 and over** and **4 weeks prior** for contracts **under \$250**).

Contract with Company/Org (Line 1)

- Contracts filled out and signed by the company manager/representative and authorized signatory of the account
- Completed Sub W-9 form
- Invoice (must be itemized)
- Flyer/SEIF form

Contract with Individual (Line 3)

- Contracts filled out and signed by the contractor and authorized signatory of the account
- Completed Sub W-9 form
- Flyer/SEIF form

What do I need and should do after submitting contract?

Contractor CUNY Registration

Contractor will receive an email from CUNY inviting them to complete the supplier registration for payment.

Contracts/Purchase Orders Guidelines

No club or full-time faculty member can be paid for a club activity.

NO PERSON PROVIDING SERVICES MAY BE PAID IN CASH: A check payable to that person must be issued.

STUDENT ACTIVITY FEES CANNOT BE USED TO PAY FOREIGN SPEAKERS

Contract Form can be downloaded [HERE](#).

What did I need for purchase of \$250 or more?

CUNY's instructions are pertaining to CA payment. Purchase order is required for amount equal or over \$250. (Contact the CA Office for more information) All Honoraria, regardless of dollar amount, require a Purchase Order/Contract.

What paperwork did I need to submit for contracts of \$250 or over for catering/Food/refreshments for an event/meeting?

Check Request Form

Pro forma invoice/quote

Contract Form

Flyer

Approved Event Form/SEIF

Purchase Justification Letter

Proof of Delivery Memo (submit online to CA after the event take place along with original package)

List of Attendees (submit online to CA after the event take place along with original package) The List must be letter head with the name of the event and date of the event

What paperwork did I need to submit for contracts of \$250 or over for service rendered?

Check Request Form

Pro forma invoice/quote

Contract Form

Flyer

Approved Event Form/SEIF

What paperwork did I need to submit for contracts of \$249.99 or less?

CHECK REQUEST FORM

Pro forma invoice/quote

Contract Form: Contract Form can be downloaded [HERE](#).

Flyer

Approved Event Form/SEIF

Proof of delivery Memo (submit online to CA after the event take place along with original package) this is only required for Food purchases.

List of Attendees (submit online to CA after the event take place along with original package) this is only required for Food purchases. The List must be letter head with the name of the event and date of the event

Where do I submit my complete contract?

All contracts must be submitted online in google form. Please scan all the paper work together and save it as one pdf file (for each contractor)

[CLICK HERE TO SUBMIT YOUR CONTRACT FORM](#)

How much time in advance do I have to submit my contract to the CA Office?

All contracts must be signed by the College Association prior to the event, please submit the contract (**6-8 weeks prior** for contracts of \$250 and over and **4 weeks prior** for contracts under \$249.99).

What do I need to do after I submit the contract and the service is being rendered?

You need to submit online along with the original package:

An updated invoice dated after the service is done to the CA Office

Note: Make sure the invoice has the billing address, the vendor's name and address, delivery information, description of the product or service provided, date, and invoice number.

Proof of delivery Memo (this is only required for Food purchases)

List of Attendees (this is only required for Food purchases) The List must be letter head with the name of the event and date of the event

Where did I submit my contract after the service is rendered or event took place?

[CLICK HERE](#) to submit your check requests for USG, USG CLUBS, GSA, and GSA CLUBS

[CLICK HERE](#) to submit your check requests for WRI, PA, TGIF, and Media Clubs

Payroll

All appointment packages must be budgeted and approved, before and employee is able to start working. An employee will only be paid form the date after their appointment is approved.

The maximum number of hours per week is 30

1. College Association Director and Business Office employees, as well as positions which require certification, licensing, coaching experience or advanced degrees are exempt from the above-mentioned requirements. Other exemptions must be approved by the College Association.
2. All individuals listed in “Personnel Services” must be named and their student/non-student status indicated on this budget form.
3. Undergraduate student “employees” must be registered for and maintain at least six credits (graduate students 3 credits) per semester to remain eligible for the position indicated.
4. No club or full time faculty member can be paid for a club activity.
5. A detailed job description, rate of pay, number of hours and period of employment must be indicated for each employee and advisor.

All appointment packages must be budgeted and approved, before and employee is able to start working. An employee will only be paid form the date after their appointment is approved.

College Association Board Meetings

The following are CA meeting dates for fiscal year 2025-2026 including dates on which materials are due:

CA Meeting Date	Date on which Materials are due in CA Office
July 9	July 1
July 23	July 15
August 6	July 29
August 20	August 12
September 3	August 26
September 24	September 16
October 1	September 23
October 15	October 7
October 29	October 21
November 12	November 4
December 3	November 25
December 17	December 9
January 21	January 13
February 4	January 27
February 18	February 10
March 4	February 24
March 18	March 10
March 25	March 17
April 8	March 31*
April 22	April 14
May 6	April 28
May 20	May 12
June 10	June 2

***Last day to submit club budgets for C.A. approval.**

The dates above reflect the Meeting dates and their respective deadlines for all budgets and budget changes over 10% of the budget line.

Regular Session Office Hours

Please contact the C.A. Office for Hours of Operation.

General Policies of the College Association Office

Items left under the door will not be processed.

Office Contact- phone: 212-772-4510 fax: 212-650-3785.

Email: hcca214@hunter.cuny.edu

NO EXCEPTIONS WILL BE MADE TO THESE C.A. POLICIES.