

Financial Authorities:

Each RSCO is required to have one Advisor and two student officers (President and Secretary/Treasurer) who are designated as “financial authorities.” Financial authorities are empowered to initiate and approve financial transactions on behalf of the group. These three officers are required to complete an online training each year through the campus’ online course platform. This training must be complete by the third week of the being chartered.

RSCO Accounts

Best Contact: Controllers Office

All RSCOs are required to:

- Maintain a financial account with the college. NO OUTSIDE OR PRIVATE ACCOUNTS ARE ACCEPTABLE.
- Conduct their financial affairs according to the policies and procedures of LC State.
- Maintain a positive balance in their account.

This account works just like a traditional bank account where groups can deposit and withdraw funds as needed. To check your account balance, deposit money, or withdraw funds contact the Administrative Assistant of your overseeing Division or Department or Controller’s Office directly. All funds held in a college account are considered institutional funds.

Account Deficit

Should an account have a negative balance the following process will occur:

1. Financial Authorities and the RSCO Advisor’s Direct line supervisor will be notified via email
2. The Advisor must submit a plan to have the account righted within five days from the date of notice
 - a. Detail upcoming fundraiser/donations, etc.
3. Account Deficit must be righted within 30 days of plan acceptance by the Office of Student Involvement

Should the account not be brought to a positive balance within the 30 days the RSCO will be placed on Probation

Violation of Financial Policies

Any RSCO found: misusing, overspending, not accounting for spent funds, or not turning in required receipts, or when brought to the attention of the Controller’s Office or the Office of Student Involvement will be billed for the excess amount spent or used funds accounted for. Every effort will be made to hold the responsible parties accountable the misuse of funds and all privileges of the RSCO will be suspended until the bill is paid.

Continual misuse of funds will result in change in RSCO status with the campus.

Probation- RSCOs that are placed on probation will be granted a period of one semester (16 weeks). During the period of probation, the RSCO will have their RSCO privileges restricted and will be required to work directly with the Office of Student Involvement on all aspects of operation.

Suspension- RSCOs on suspension will have all the privileges granted to RSCOs revoked. The suspension of a RSCO will be for one academic year (32weeks), from the date of the first notice.

Withdrawal of Recognition- Includes indefinite loss of all the privileges granted to RSCOs along with the loss of existing funds and assets.

Requesting Funds

1. The Office of Student Involvement must be notified of and approve any request to spend RSCO funds prior to purchasing arrangements being made.

2. This approval is given when funds are available and a RSCO Financial Authority submits an online Expenditure Request Form.
3. The Expenditure Request must be received and approved before funds can be released by the Controller's Office.

Contracts & Purchasing Guidelines

Best Contact: [Purchasing Office](#) REFERENCE PPOLICY: LINK

Contracts

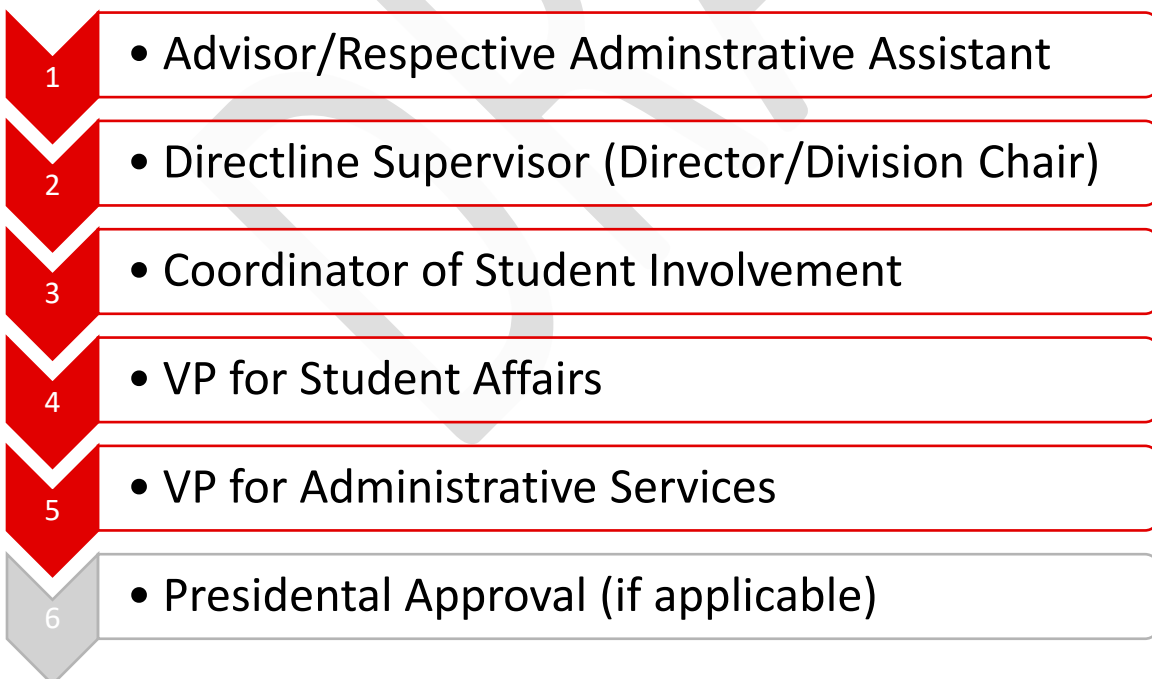
Recognized Student Clubs and Organizations (RSCOs) may not sign contracts themselves. All contracting must be handled by Administrative Services.

Overview of contract process: Performers, Student and Professional DJ's, Poets, Magicians, Face Painters etc. all require an agreement to be in place before coming onto campus. Even if you have used a vendor before, or were told LC State has used a vendor before, it doesn't mean their agreements don't need to be reviewed. Most vendors issue their standard terms, which usually contain items LC can't legally agree to. We also want to evaluate the risk and ensure a current Certificate of Insurance is on file, if needed. LC generally pays no deposits or prepayments.

RSCOs can work with the vendor to establish your needs and get the quote, but before a signature or payment is provided, it needs to be reviewed by Administrative Services Office. The insurance requirements can also be tailored to meet the needs of the specific vendor. If you get a proposal, the Administrative Services Office will typically tailor it into a LC agreement to ensure it is following State and Board of Trustees requirements.

Contract Routing for RSCO

A contract, invoice, any document requiring signatures and/or containing Terms, etc., which LC needs to sign, should be routed as follows:



Depending on the type of agreement, Administrative Services will also provide review for insurance and liability risks to the college and negotiate if they feel it is beyond usual business (jump/bouncy houses, tents, etc.).

A final copy will be sent back to the requester for payment authorization. Once a contract has been fully executed (meaning both parties have signed), payment can be arranged through the proper campus procedures.

Purchasing

Best Contact: [Purchasing Office](#) REFERENCE POLICY: LINK

Purchases of \$1,999 or less (including shipping):

- **If external:** the purchase may be made using a campus P-Card or Purchase Order (PO)
 - **P- Card:** When available the easiest way to make a purchase under \$2,000 is to use the P-Card. Be aware of prohibited and Mandatory P-Card Purchases.
 - **Purchase Order:** Contact Purchasing for a Purchase Order number prior to placing the order. Place your order and then enter it into Colleague as soon as possible. Don't wait for the invoice, or for the order to come in; when the invoice arrives, the PO should already be in place in Colleague. When departments receive an invoice, it must be forwarded to the Controller's Office.
- **If Internal:** The purchase can be made using an Inter departmental General (IDG) or Interdepartmental Printing (IDP) forms can be used

Purchases between \$2,000 and \$10,000.00: The Administrative assistant assigned to the RSCOs Advisor's department/division will need to enter a req in Colleague, letting the system assign a requisition number. Purchasing will assign a PO number after all approvals have been obtained.

Purchases greater than \$10,000 must be submitted on a paper requisition.

- Campus purchase requirements (PO, REQ, P-Card, etc) will be routed as needed through the Advisor's current reporting line.
- Receipts for all LC purchases must be submitted with P-card log or PO records

What you CAN use RSCO Funds for

Event Materials/Supplies	National Organization Dues for Entire RSCO	Event Food/Beverages (non-alcoholic)
Event Advertising	RSCO Gear (SWAG, Shirts, etc.)	RSCO Travel
Speakers & Presenters	Non-Profit Donations/ Philanthropic Activities	

What you CANNOT use RSCO Funds for

Political purposes	Legislative lobbying	Activities based in discrimination
Hiring of Legal Services/Bail Bonds	Personal Gain for Students or Employees	Purchase of Alcoholic Beverages
Individual Membership Dues	Awards or recognition for employees	Flowers/gifts for employees & or others significant to LC
Gift Cards		

Approved Vendors:

LC State has approved vendors on and off campus. The following is a list of our approved vendors most commonly used by RSCOs:

Food Service: SODEXO – Dining Services RSOs wishing to sell food on College property must coordinate with College’s Food Services contractor

SUB/CSL 120 208.792.2244 lcsc.catertrax.com

LC Branded Apparel: LC Bookstore - RSOs wishing sell LC branded apparel items must receive approval from the Manager of the LC Bookstore and the Office of Communications and Marketing.

Bookstore: Williams Conference Center 208.792.2242 bkstr.com/lewis-clarkstatestore/home

Marketing & Communications: Library 143 208.792.2200 www.lcsc.edu/communications/brand

Printing Services: Campus Print- RSCOS needing to print in bulk (over 50 copies) or order special promotional posters/flyers/cards etc. that meet campus specifications must coordinate with College’s Print Shop

Sam Glen Complex 213 208.792.2252 www.lcsc.edu/campus-print

Food Items Off Campus (or when approved by Sodexo): Albertsons- RSCOS who receive approval to serve food items not arranged through campus dining must arrange purchase through the Purchasing Office.

Purchasing Office: Administration Bldg. 103 208.792.2288 www.lcsc.edu/purchasing/employees

If your RSCOS is looking for a unique item check to see if the item is available on a [Statewide Contract](#). Most are mandatory use, meaning that departments purchasing the specific product or service are required by State law to use them.

Paying individual speaker/Performer/or group (less than \$5,000)

Two weeks prior to the event the Controller’s Office will need the following:

1. Independent Contract Payment (ICP) will need to be requested through Colleague
2. A W-9 will need to be filed with Purchasing Office; either with a social security number (individual) or an EIN (group or Business)
3. See the Contracts Process Document if you have questions about performers, Student and Professional DJs, Poets, Magicians, Face Painters, etc. being brought to campus that may not be allowable under ICP Guidelines.

Earning Funds:

Within parameters established by the college, RSCOs, may host fundraising activities using any method that does not violate state, local, or federal laws or LC State Policy.

When planning for a fundraiser or donation solicitation, RSCOs should contact LC State College Advancement for additional information and approval.

Fundraisers should be planned based on the on-going support of the RSCO. If a fundraiser is held on behalf of a specific purpose the funds raised are held to that purpose and may not be used for other reasons.

- **Raffles, lotteries, games of chance** or the use of premiums are permitted only after determining the raffle, lottery or game of chance complies with stipulations set forth by Idaho State Gaming Commission and Idaho State Law. For these reasons, RSCOs need to work closely with Student Involvement and the Controller’s Office when planning to host a raffle.

- **Product Sales on/off Campus** - The College holds contracts with vendors to supply the campus with products and services. These contracts often give the vendor exclusive rights for sales on campus. RSCOs may be restricted from selling some items and/or services. Please check with the Office of Student Involvement before making arrangements to sell products or services.
 - **Sales of food and beverage** RSCOs wishing to sell food on College property must receive approval from the College's Food Services contractor.
 - **Sales of Apparel Items**- RSCOs wishing sell LC State branded apparel items must receive approval from the Manager of the LC Bookstore and the Office of Communications and Marketing.

- **Donations** - Are not tax deductible unless they are processed through LC State College Foundation. The LC State Foundation is a registered 501(C)3 and must review and approve all donation solicitations and donation acceptance.

Fundraisers held on behalf of a third party (ie. Habitat for Humanity) do not follow the same rules as a fundraiser being held for the ongoing support of the organization.

- **Dues** - RSCOs may collect dues from members to fund their activity. Dues may only be used to support RSCO activities that are consistent with the purpose and goals of the organization. The amount and process of collection must be clearly outlined within RSCO constitution. RSCOs can collect dues at regular meetings. Regardless of the method of collection, RSCOs should issue a receipt for all due's payments. Officers and members may not hold dues in personal accounts.
- **Institutional Funding Opportunities** - RSCOs may apply for Associated Students of Lewis-Clark State College (ASLCSC) and/or other institutional funding.
 - ASLCSC Fundraising Match
 - ASLCSC Event Funding Grant
 - Institutional Development Grant

Depositing Funds

Best Contact: [Cashiers Office](#)

Funds should be deposited into the RSCO college account within five business days of collection.

Cash & Checks

RSCOs can deposit cash and checks at the Cashier's Window during standard business office hours by filling out the required deposit slip.

Checks should be made out to the "LC State" with the RSCO name listed on the memo line (e.g. LC Scuba Diving Club).

Credit Card

RSCOs can work with the Cashier's office to correctly accept Credit Card Payments. Service fees will be charged on these transactions.

Institutional Award Funds

ASLCSC Fundraising Match:

Each semester Recognized Student Organizations are able to apply for a fundraising match up to \$250.00. RSOs can submit multiple fundraising deposit slips to earn up to the \$250 available. If a fundraiser occurs after the deadline date please submit your deposit slip(s) the following semester.

To apply for a Fundraiser Match:

Submit a copy of their LC Deposit slip to the Office of Student Involvement. Submissions must be received by 5:00pm on the deadline each semester: Deadline Dates: November 1st (fall) March 1st (spring).

Internal Transfers are requested to occur on the following dates:

Dec 15	June 15
If these dates fall on a weekend the transfer will be completed on the following Monday.	

Internal Grant Awards (ASLCSC or Student Affairs)

If your RSCO receives funding from an Institutional Grant Opportunity, through ASLCSC or Student Affairs, these funds are tracked and spent in a different manner.

After action reports with copies of all expense receipts are required to receive Your RSCO will only be awarded up to the allocated amount. If you spend over the amount awarded your RSCO will be responsible for covering the remaining expense.

Grant funds are only transferred within the same fiscal year as the applying event and once an after-action report has been submitted and reviewed.

Internal transfers are requested to occur on the following dates:

Sept 15	Dec 15	March 15	June 15
If these dates fall on a weekend the transfer will be completed on the following Monday.			

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Funding policies for RSCOs are subject to change annually. View the website for the Office of Student Involvement for the most current funding processes.

Inactive RSCO Accounts

RSCOs that have been marked as inactive for a full academic year or have had their RSCO status revoked will have their funds and assets surrendered as follows:

- Less than \$250, all funds will be deposited in a central club account managed by the Office of Student Involvement
- Between \$250 and \$1,499 the funds will be distributed as follows:
 - 10% will be distributed to the ASLCSC
 - 10% will be distributed to the Institutional Development/Co-Curricular Account
 - 20% will be distributed to the sponsoring division or department
 - 60% will be deposited in a central club account managed by the Office of Student Involvement
- Over \$1,500 the Vice President Student Affairs and Vice President for Administrative Service will be consulted on how the assets and finances will be distributed.