



# Club Special Events



### *Points to Remember for all Accounting Procedures*

- Clubs must be active, registered clubs in good standing to utilize their funds.
- Purchase orders are required for payment on all purchases/invoices over \$100.00.
- Club members can be reimbursed up to \$100.00 for club purchases. Club members must submit both the Check Request/Transfer form and Club Minutes for Expenditure Approvals. Both forms must be signed by the club advisor and club president/treasurer.
- All invoices/receipts must indicate the purpose, price, date, and the place of the purchase. These invoices/receipts should only have items for the club/club use (no personal items should be included on the same receipt).
- An incomplete form (any of them) will delay the process so be sure to provide all necessary information when it is submitted.
- Students or advisors will not be



## Depositing Funds