

2017-2018

FISCAL MANAGEMENT 1.5



Student Involvement

WELCOME TO FISCAL MANAGEMENT 1.5 TRAINING

Learning Outcomes:

- The first goal of this presentation is:
 - To familiarize you with fiscal requirements;
 - To expose you to the procedures and forms that you will need to manage your Registered Student Organization (RSO) finances; and,
 - To show you where to find the resources you will need.
- The second goal of this presentation is to provide a hands-on opportunity to learn how to fill out documentation and learn fiscal processes.
- Pre-Test - Be sure to complete the bottom section. If you are an officer for more than one RSO, please list all of your organizations.

FORMS

- Throughout this presentation, several forms will be mentioned.
 - Student Funding Board application (found on Get Connected)
 - Purchase Order (PO) Request Form (found on SI website)
 - RSO Payment Request Form (found on SI website)
 - Independent Contractor Form (found on SI website)
 - Student Services Entertainment and Event Agreement (link found on SI website)
 - Virginia Substitute W-9 Form (found on SI website)
 - Volunteer/No Pay Agreement (found on SI website)

COMMON MISCONCEPTION

- Some students mistakenly believe that completing the process to become an RSO automatically gives funding to the organization. This is **not true**. Unless your RSO has raised money and deposited it into your account, you have no money. **RSOs start with no money in their accounts**. Zero!
- There are **two ways to get money** to support your RSO activities:
 - you can raise the money yourselves, referred to as **self-generated revenue (SGR)**, or
 - apply for funding from the **Student Funding Board (SFB)**.

FUNDING OPTION #1:

SELF-GENERATED REVENUE (SGR)

- RSOs can raise money by:
 - collecting dues,
 - charging admission to events,
 - getting donations and sponsorships,
 - winning campus competitions, and
 - FUNDRAISING!
- All SGR must be deposited into your GMU-assigned RSO account, unless your organization has a national affiliate that requires an off-campus account for tax purposes.

FUNDING OPTION #1:

SGR Restrictions

- RSOs may not use PayPal or Eventbrite (or similar third party processors) to collect money.
- RSOs may not open bank accounts (unless the organization has a national affiliate). This includes Apple Federal in the Johnson Center.
- SGR may not be deposited into personal bank accounts.

FUNDING OPTION #1:

SGR Collection

- When collecting money:
 - Checks must be made payable to “George Mason University.” (If you want, you can list the name of your organization in the memo line.)
 - Payments must be recorded in a log.
 - Checks must be restrictively endorsed upon receipt. (Turn the check over and write on the back: “For Deposit Only, GMU Org 610xxx”.)
 - A receipt must be given to each person who pays.
 - All monies must be properly safeguarded and deposited as soon as possible into the RSO account.
- Step-by-step instructions for making deposits can be found in the RSO Fiscal Handbook. Cash deposit slips can be obtained from the Student Involvement front desk.

FUNDING OPTION #1:

SGR Donations

- Donations to RSOs are tax deductible only if the money is deposited into your GMU account.
- All donations should be acknowledged in writing so that the donor has documentation for his/her taxes. (There is a sample acknowledgement letter in the RSO Fiscal Handbook.)
- If you plan to hold a fundraising event with a local vendor, such as Panda Express, the vendor may ask for your tax I.D. information (TIN). RSOs are considered part of GMU for tax purposes. You can find a link to GMU's W-9 form, which includes its TIN (or EIN), on the Student Involvement - Resources webpage.

FUNDING OPTION #2:

STUDENT FUNDING BOARD (SFB)

- The second way RSOs can get money for their activities is to apply for and then be allocated funding through the Student Funding Board (SFB).
- This funding source is only available to RSOs in good standing.
 - Have had their officers complete ALL required training(s); and
 - Have no debt with Student Involvement, campus partners, and/or off-campus vendors.
- Funding will not be awarded for incomplete applications or events that have already taken place (retroactive funding), including travel expenses.

FUNDING OPTION #2:

SFB Application Process

- The Student Funding Board does not meet when classes are not in session, for example during Spring Break. Take this into account when applying.
 - If you want to get funding for events at the beginning of a semester, you should apply for funding at the last application deadline of the previous semester.
- Student Funding Board awards can be appealed during the 2 week period following notification from the Board.
- You must apply early, at least 4 to 5 weeks before your event date. (Please note: funding requests for events occurring within 2 weeks of the application deadline will automatically be denied.)

FUNDING OPTION #2:

SFB Deadlines

SPRING 2018 Deadlines:

Deadline Dates	Event Dates Eligible for Deadline	When SFB reviews	When allocations are sent
February 2nd	all events 2/17 or after	by February 9th	by February 16th
February 16th	all events 3/9 or after	by February 23rd	by March 2nd
March 2nd*	all events 3/23 or after	by March 9th	by March 16rd
March 16th**	all events 4/6 or after	by March 23rd	by March 30th
April 6th	all events 4/27 or after	by April 13th	by April 20th
April 20th***	all events 5/11 through 6/1	by April 27th	by May 4th
May 4th****	all events 6/1 through 9/15	by May 11th	by May 18th

FUNDING OPTION #2:

SFB Application Process

- The process for applying for SFB funding is as follows:
 - Fill out the Get Connected application, found on the Student Involvement website by the deadline and within the timeline outline. (All deadline dates are by 11:59pm EST.)
 - Make sure to press submit at the end of the application.
 - SFB will process the application at their next meeting (no rolling reviews).
 - SFB will send an email either requesting additional information or providing your RSO with its allocation.

FUNDING OPTION #2:

SFB Application Process

- When starting the application, please make sure you have the following items ready to submit:
 - Event Space Confirmation;
 - Events Services estimate (if applicable);
 - Catering estimate / invoice (if applicable- for Sodexo or approved caterer);
 - Event **MUST BE** listed on Get Connected;
 - Spreadsheet or documentation with budget information / details; and,
 - If over \$500.00, an advisor submitted "Faculty Advisor SFB approval form"

**It is helpful if all of these items are included or completed along with the application to ensure the quickest allocation of funds for your event.*
- **NOTE:** The Faculty Advisor SFB Approval Form (on Get Connected) is required **only** when the amount of funding you are requesting is \$500 or more, or when applying for funding for travel. In such cases, your application will be denied if this form is not submitted. The Form can be found on the website under "SFB Application Materials & Forms."

FUNDING OPTION #2:

SFB Application Process- Appeals

- For applications where information/documentation, such as the following, is missing, the RSO can appeal the SFB funding decision.
 - Event Space Confirmation
 - Event is not yet listed on Get Connected
 - Event Services Estimate
 - Faculty Advisor approval form
 - Estimate / invoice for catering
- To complete the appeals process, **please “reply all” to the original Student Funding Board email** and provide the missing information/documentation or simply let the SFB know that you recently submitted additional information/documentation, thus completing the application process.
- *Only after the SFB has all of the required documentation/information can the funds be allocated for your RSO event.*

FUNDING OPTION #2:

SFB Restrictions

- Funding can be spent only for the event or purpose for which it was allocated.
 - For example, funding for catering may **not** be reallocated for a DJ.
- All events must be FREE and open to the Mason community; NO CLOSED EVENTS are funded!
 - Events that are off-campus will be considered carefully by SFB.
- SFB funding cannot be allocated for the purchase of t-shirts, pens, cups, wristbands, etc. RSOs must use SGR to pay for these items.

REVIEW

- How can you get money for your organization to spend?
 - collect dues from members (SGR);
 - charge admission to events (SGR);
 - get donations and sponsorships (SGR);
 - win campus competitions (SGR);
 - apply for funding from the Student Funding Board (SFB).

SPENDING: BASICS

- **Obtaining funding (either SGR or SFB) and spending that funding are two separate processes.**
- The president and treasurer of your RSO are the only individuals authorized to spend money from the RSO account.
- Each RSO is assigned a six-digit organization code (aka account number), starting with “610xxx”, which it will use to spend the SFB and/or SGR money in its account.
- There are several university processes, by which an RSO can spend its funding.

SPENDING OPTION #1: ON-CAMPUS "CHARGING"

- RSOs may use their organization code to "charge" goods and services at the following on campus offices . (Remember either SGR or SFB must be obtained before any spending can take place.)
 - Catering office (Sodexo),
 - Events Services,
 - Print Services/Copy Center,
 - Facility Rental, and
 - Parking Services.
- The expenses that you charge on campus will be automatically deducted from your RSO account. This is similar to using a debit card.

SPENDING OPTION #2:

JV TRANSFER

- A journal voucher (JV) can be used for an internal transfer of money to another RSO or a GMU department.
 - The Business Manager will submit the JV transfer request to General Accounting.
 - If you use Mason Recreation facilities or equipment, payment will be made via a JV transfer.
 - To pay Mason Recreation, attach an electronic copy of the invoice to the JV transfer request that you e-mail to sibudget@gmu.edu.

SPENDING OPTION #2:

JV TRANSFER Process

- E-mail the following information to sibudget@gmu.edu:
 - your RSO name and organization code,
 - amount of money to be transferred,
 - purpose and/or name of event associated with the transfer, and
 - name, organization code and contact information of the receiving RSO or office (i.e., the group being given the money).

SPENDING OPTION #3: PURCHASE ORDER REQUEST FORM

- Spending option #3 (purchase orders) will use the *Purchase Order (PO) Request Form*.



E-mail to
sibudget@gmu.edu

Purchase Order (PO) Request Form

Use: To request a Purchase Order to make purchases at participating vendors and/or to pay contractual expenses. Instructions: E-mail completed and signed Purchase Order Request (PO) Form to sibudget@gmu.edu at least three full business days before the PO is needed. Exception: During busier times of the year, such as September, May, and June, and when the total expense costs \$2000 or more, PO requests must be submitted at least five full business days in advance. If approved, a copy of the PO will be sent via e-mail to the requestor, who is responsible for providing the vendor with a copy of the PO. Within one week of receiving the good or service, e-mail the invoice to sibudget@gmu.edu and/or submit the original, itemized receipt to the Student Involvement office (whichever is applicable), referencing the PO number on the receipt/invoice.

Additional Requirements: Attach a Virginia Substitute W-9 form for new vendors. Attach a written price quote for all PO requests that are \$2000 or more. Attach the Event and Entertainment Agreement along with the electronic routing form and the vendor's Certificate of Insurance for contractual expenses. Attach the Food & Beverage Authorization Form only if the event is \$2000 or more or if it exceeds the meal per diem rates.

VENDOR INFORMATION:		EVENT INFORMATION:	
Name: _____		Event Name: _____	
Address: _____ (number, street, apt)		Event Date: ____/____/____ Event Time: _____	
_____ (city) (state) (zip code)		Description: _____	
Contact Person: _____		_____	
Phone / E-mail: _____		For Food, Beverage and Catering expenses only:	
		Location: _____	
		# of Attendees: _____	
FUNDING INFORMATION:		RSO INFORMATION:	
Please specify funding source:		Org Name: _____	
Student Funding Board (SFB): _____ (Amount)		Org Number: 6 1 0 [] [] [] []	
Self-Generated Revenue (SGR): _____ (Amount)		Requestor's Name: _____	
Purchase Order (PO) Amount: _____ (Amount)		Requestor's Email: _____ @masonlive.gmu.edu	

Requesting RSO Officer's Signature Print Name Title Date

SPENDING OPTION #3:

PURCHASE ORDER

- RSOs may request a purchase order (PO) to use at participating off-campus vendors.
 - The **PO is accepted in lieu of a cash or credit card payment at the point of sale**, thus saving you from paying out-of-pocket for an expense.
- A purchase order is a legally binding document (between the university and a vendor), detailing the good or service being purchased and its estimated cost.
 - It serves as a guarantee to the vendor that we have set aside (encumbered) the cost of the good or service and will pay for it after it has been received and the vendor provides us with an invoice.
- Unfortunately, many vendors, including Giant, Target, Walmart, COSTCO, and Party City, do not accept POs.

SPENDING OPTION #3:

PURCHASE ORDER Process

- Ask the vendor if it accepts POs as a form of payment.
- If it does, then request a price quote (when applicable) that excludes Virginia sales tax.
 - GMU is a tax-exempt organization. E-mail sibudget@gmu.edu to obtain a copy of the university's tax-exempt certificate.
- Fill out the *Purchase Order (PO) Request Form*.
 - Remember to obtain either the RSO president or treasurer's signature on the form.

SPENDING OPTION #3:

PURCHASE ORDER Process

- E-mail the form along with the price quote to sibudget@gmu.edu at least 3 full business days before the PO is needed.
 - NOTE: During busier times of the year (September, May and June) and if the PO amount is over \$2000, the request needs to be submitted at least 5 full business days in advance.
- If the RSO has adequate funding (either SFB or SGR), a copy of the PO will be e-mailed to the RSO.
 - Once a PO has been issued, its amount cannot be revised without prior permission.
 - POs may not be used to purchase prohibited items (i.e., alcohol, gifts, gift cards, personal items, etc.).

SPENDING OPTION #3:

PURCHASE ORDER Process

- Provide the vendor with a copy of the PO (either via e-mail or by sending it a hard copy) prior to placing any order or purchasing anything.
- Within one week of receiving the good or service, e-mail the invoice to sibudget@gmu.edu or submit the original itemized receipt to the Student Involvement office.
 - Accounts Payable will not process a payment to the vendor without the invoice or original itemized receipt, so it is important that you submit this documentation as soon as possible.

SPENDING OPTION #3:

PURCHASE ORDER - Contracts

- A *Student Services Entertainment and Event Agreement* (contract) must be completed for all vendors (individuals and/or companies) being paid to provide a service on campus --- such as a speaker, DJ, workshop facilitator, or performer.
 - The RSO needs to email the RSO Lead Team (rso@gmu.edu) **immediately**. All contracts must be vetted through a SI staff member before submission, which is at least 10 business days prior to the event. **Otherwise the event will be cancelled.**
- There are two types of agreements: one for ***Lecturers*** and one for ***Entertainment*** (DJs, photographers, bands, etc.). They differ in terms of the amount of insurance that is required. Everyone, who is contracted to present or perform at GMU, must have insurance.

SPENDING OPTION #3:

PURCHASE ORDER - Contracts

- The completed *Student Services Entertainment and Event Agreement* must be submitted along with the following documents to sibudget@gmu.edu:
 - *Purchase Order Request Form*,
 - *Virginia Substitute W-9 Form*,
 - *Independent Contractor Form*,
 - vendor's *Certificate of Insurance*, and
 - vendor invoice.
- **Without a completely approved and signed *Student Services Entertainment and Event Agreement*, a vendor will not be able receive payment from the university.**
 - Students should never sign any contract for any reason.
 - Mason faculty, staff, and students cannot be paid via contract.

SPENDING OPTION #4: RSO PAYMENT REQUEST FORM

- Spending option #4 (reimbursements, registration/dues, and honorariums) will use the *RSO Payment Request Form*.



Submit to Student
Involvement office.

RSO Payment Request Form

Use: To request Reimbursements, Honorarium Payments, Dues Payments, and Conference Registrations.

Instructions: Submit completed & signed RSO Payment Request Form to the Student Involvement office. Attach the original, itemized receipt or invoice and proof of payment (i.e., copy of credit card statement).

Additional Requirements: Attach a Virginia Substitute W-9 form for payments and/or reimbursements to non-GMU individuals or organizations. Attach a list of student names for dues payments and conference registrations.

PAYEE INFORMATION:	EVENT INFORMATION:						
Name: _____	Event Name: _____						
Address: _____ (number, street, apt)	Event Date: ____/____/____ Event Time: _____						
_____ (city) (state) (zip code)	Description: _____						
G number: _____	_____						
Check One	For Food, Beverage and Catering expenses only:						
<input type="checkbox"/> U.S. citizen/ lawful permanent resident	Location: _____						
<input type="checkbox"/> Nonimmigrant visa holder and activities conducted in the US (visa status) _____	# of Attendees: _____						
<input type="checkbox"/> Non-U.S. citizen OR Nonimmigrant visa holder and activities conducted outside the U.S.							
FUNDING INFORMATION:	RSO INFORMATION:						
Please specify funding source:	Org Name: _____						
Student Funding Board (SFB): _____ (Amount)	Org Number: <table border="1"><tr><td>6</td><td>1</td><td>0</td><td></td><td></td><td></td></tr></table>	6	1	0			
6	1	0					
Self-Generated Revenue (SGR): _____ (Amount)	Requestor's Name: _____						
Total Amount to Pay: _____ (Amount)	Requestor's Email: _____ @masonlive.gmu.edu						

Requesting RSO Officer's Signature Print Name Title Date

Signature of Payee if Mason Student or Employee Print Name Date
(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by any other party. Signature acknowledges that the goods purchased become the property of the University.)
(Updated Aug 2013)

SPENDING OPTION #4:

REIMBURSEMENT

- If a vendor does not take a purchase order OR if a purchase order request is not submitted in time, then an RSO member can **pay out-of-pocket for an expense and then seek reimbursement** afterwards.
- Before paying for an expense out-of-pocket, make sure your RSO account has enough SFB or SGR money to cover the cost. Otherwise, you may end up not being reimbursed or only receiving a partial reimbursement.

SPENDING OPTION #4:

REIMBURSEMENT Process

- A RSO member pays the vendor using his/her personal cash or credit card.
 - Virginia sales tax is not reimbursable, so remember to obtain a copy of the university's tax-exempt certificate beforehand by e-mailing sibudget@gmu.edu.
 - Prohibited items (alcohol, gifts, gift cards, personal items, etc.) are not reimbursable.
- Fill out the *RSO Payment Request Form*.
 - The RSO president or treasurer should sign the first line as the "RSO Officer." The payee should sign the second line as the "GMU Student or Employee." If the payee is the RSO president or treasurer, then he/she should sign the form twice.

SPENDING OPTION #4:

REIMBURSEMENT Process

- Attach the original receipt(s) and proof of payment.
 - Copies of receipts are not accepted.
 - The receipt must be itemized. (*The credit card signature slip is not an itemized receipt.*)
 - If you paid via check, credit card or debit card, proof of payment must also be submitted.
 - Proof of payment is a copy of the front and back sides of a cashed check or a copy of the credit card or bank statement, showing the charge for the transaction.
- Make copies (either electronic or paper) of all the documentation for your RSO records.
- Submit the form, original receipt(s), and proof of payment to the front desk of Student Involvement.

SPENDING OPTION #4:

REGISTRATION & DUES

- To have GMU pay conference registration fees or dues directly to a national organization:
 - Fill out the *RSO Payment Request Form*
 - Obtain either the RSO president or treasurer's signature on the form
 - E-mail the form along with the invoice and a list of students, for whom the registration or dues are being paid, to sibudget@gmu.edu at least 30 days before payment is due to the conference.
- You must have self-generated revenue (SGR) for dues payments. SFB does not allocate funding for dues payments.

SPENDING OPTION #4:

HONORARIUM

- RSOs may pay an honorarium as a token of appreciation to individuals, who provide professional services (such as presentations, judging competitions) for which they don't charge a fee.
 - May not be paid to current or recent employees. Recipients must be noted scholars or lecturers, who are distinguished in their respective fields.
 - May not be paid to organizations or businesses, only to individuals.
 - May not exceed \$1,999.
 - Presenters should arrange and pay for their own transportation.
 - The honorarium may include a sum to help defray the presenter's travel expenses in addition to the amount given for appreciation.
 - Students should never pay out-of-pocket for the presenter's travel expenses.

SPENDING OPTION #4:

HONORARIUM Process

- Fill out the *RSO Payment Request Form*.
 - The RSO president or treasurer should sign the first line as the “RSO Officer.” The second signature line should remain blank.
- E-mail the form along with the following documents to sibudget@gmu.edu:
 - *Virginia Substitute W-9 Form*,
 - *Independent Contractor Form*,
 - *Volunteer/No Pay Agreement*, and
 - proof that the presentation took place (a flyer, newsletter, announcement).

REVIEW

- How can an RSO spend its SGR or SFB funding?
 - On-Campus “Charging”
 - Journal Voucher (JV) Transfer – e-mailed to sibudget@gmu.edu
 - Purchase Order (PO) Request Form – e-mailed to sibudget@gmu.edu
 - RSO Payment Request Form (for reimbursements, registration & dues, honorariums) – submitted to Student Involvement office

PRACTICE

- Fill out the blank *Purchase Order (PO) Request Form*.
- Fill out the blank *RSO Payment Request Form*.

MISCELLANEOUS:

CATERING

- RSOs have two options when ordering catering for their events:
 - **Special Occasions Catering (Sodexo)** or
 - **University-approved caterer.**
- Sodexo (aka the Catering Office) is the university's on-campus caterer. By providing them with your RSO's organization code, they can charge the catering order directly to your RSO account. (No *Food & Beverages Authorization & Payment Form* is required.)
- The university also allows us to use certain off-campus caterers and food vendors, who have been pre-approved based upon meeting our insurance and food safety requirements.

MISCELLANEOUS:

CATERING - Sodexo

- Sodexo offers two types of catering:
 - **regular catering** and
 - **Shoestring catering.**
- **Regular catering orders are placed on-line at <https://masoncatering.catertrax.com/>.**
 - Regular catering orders will be delivered to your event, set up, and cleared away afterward. This type of catering is more expensive than Shoestring orders.
- **Shoestring orders are placed by completing an order form and e-mailing it to sibudget@gmu.edu for approval.**
 - You must pick up your Shoestring order at the Catering Office, set up the order at your event, clean up afterward, and return the serving utensils to the Catering Office.

MISCELLANEOUS:

CATERING – Approved Caterer

- The **list of off-campus, university-approved caterers** can be found at: <http://shopmason.gmu.edu/catering/list/>.
 - When purchasing food from an approved caterer, you have the choice of paying for it and then seeking reimbursement (up to \$1999) or requesting a PO (required for catering orders \$2000 or more).
 - If paying with a purchase order, remember to include the cost of tips (no more than 15%) when submitting the *Purchase Order Request Form*. Once a PO has been issued, you cannot revise the amount to include tip.
- Food and/or beverages from restaurants and caterers that have not been approved by the university may not be served at RSO events.

MISCELLANEOUS:

FOOD, BEVERAGES & CATERING

- Catering and food/beverage purchases, including groceries, are exempt from Virginia sales tax. (E-mail sibudget@gmu.edu for a copy of the university's tax-exempt certificate.)
- The “maximum per person” meal amounts (*meal per diems*) are: breakfast \$8, lunch \$10, and dinner \$15.
- Catering and food/beverage purchases that are \$2000 or more must include the *Food & Beverage (F&B) Authorization & Payment Form*.
NOTE: The university's Food Policy recently changed. The *F&B form* is no longer needed for “student-focused events under \$2000 within per diem rates.”

MISCELLANEOUS:

EVENT CANCELLATIONS & CHANGES

- **To avoid cancellation fees** being charged to your RSO account, **inform all on-campus vendors** (such as Event Services, Student Centers, and Catering) **at least 3 business days in advance if your event is canceled.** Also, notify the Student Funding Board.
- If you reserve rooms in the Johnson Center or HUB, Student Centers may charge a space rental fee.
- If your RSO incurs a cancellation fee, which you don't have enough SGR to cover, you will have 3 business days from notification to deposit the cost of the fee into your RSO account. Otherwise, all of your RSO's room reservations for the remainder of the semester will be released, and you will not be able to make any new reservations until the debt is paid.
- Student Centers, Center for the Arts, and Harris Theater may also charge fees for damages caused in their facilities by your RSO.

MISCELLANEOUS:

VIRGINIA SUBSTITUTE W-9 FORM

- The Commonwealth of Virginia requires the use of the Virginia Substitute W-9 form in order to process payments to any domestic vendor or payee.
 - Accounts Payable will not accept the Federal W-9 form anymore.
 - Note that the W-9 form is not required for reimbursement payments to GMU students.

MISCELLANEOUS: TRADEMARKS

- **All items** (such as t-shirts, pens, cups, wristbands), **which have the Mason trademark, must be purchased from a GMU-approved logo vendor.** For more information, please go to:
<http://trademarks.gmu.edu/about/>
 - If you plan to sell shirts with a GMU trademark, the vendor will add an additional 20% royalty fee to the cost of your order. If you are not selling the shirts, be sure the vendor is aware so that you are not charged the royalty fee.
- All t-shirts must be purchased from a university-approved vendor. (The list of approved t-shirt vendors can be found in the online RSO Fiscal Handbook.)

MISCELLANEOUS:

DONATIONS (From Your RSO)

- Money cannot be donated from RSO accounts.
- If you are raising money to donate to a charity or non-profit organization, have participants make their donation payable directly to the charity or non-profit, by check or on-line.
- If you collect cash, do not deposit it into your RSO account. Use the cash to buy a money order made payable to the charity or non-profit organization.

MISCELLANEOUS:

RECORDKEEPING

- **GMU requires all financial records to be kept for at least 3 fiscal years.**
- Records should be passed from outgoing officers to incoming officers.
- Be sure to keep a copy of all documents submitted to Student Involvement in case the original paperwork is lost.

FISCAL MANAGEMENT 3.0 TRAINING

- Tier 3 RSOs must satisfy a Fiscal Management 3.0 training requirement. This training explains the rules for travel and travel reimbursements.
- If your Tier 3 organization does not plan to travel this academic year, you may opt-out of the Fiscal Management 3.0 training.
- The *Opt-Out Form* can be found on the Student Involvement Fiscal Management webpage. Send it as an email attachment to the Student Funding Board at sfb@gmu.edu. Student Involvement will not accept paper copies.
- Submission of the *Opt-Out Form* satisfies the Fiscal Management 3.0 training requirement.

FISCAL MANAGEMENT 3.0 TRAINING

- If your RSO does plan to travel this year, the RSO president and treasurer must review the Travel Procedures video on the Student Involvement Fiscal Management webpage.
- After reviewing the presentation, they must take the Fiscal Management 3.0 Test on Blackboard.
- We recommend that ALL students who plan to travel and request reimbursement review the Travel Procedures presentation to learn more about the reimbursement process.

RESOURCES

- The RSO Fiscal Handbook can be found on the Student Involvement - Resources webpage.
- SFB team members have weekly office hours (posted on the Student Involvement website under the Student Funding Board section) in the Student Involvement office (located in the HUB), during which time they are available to answer your questions.
- You can also contact SFB by e-mailing them at sfb@gmu.edu.

RESOURCES

- For questions about funding, e-mail the Student Funding Board at sfb@gmu.edu.
- For questions about spending and/or your RSO account balance, e-mail sibudget@gmu.edu.

TEST

- Post- Test
- Be sure to complete the bottom section. If you are an officer for more than one RSO, please list all of your organizations.
- Circle correct answers.