# Section 4: Financial Information

## Table of Contents

Student Organization Money Questions ................................................................. 1
  Why Budget?  ................................................................. 1

**Frequently Asked Questions** ........................................................................ 1
  How Do I Open an ASBSU Financial Account? ........................................... 1
  Where Do I Deposit My Organization Money? ........................................... 1
  How Do I Access Money from My ASBSU Account? ................................... 1
  Can an Organization Have an Off-Campus Bank Account? ...................... 1
  What is a Fiscal Year? ........................................................................... 1
  Why Can’t Religious Groups Receive Funds from ASBSU? ....................... 1

**Article IX Education and School Lands** ...................................................... 1
  Can Religious Organizations Have an ASBSU Account? ........................ 2

**Fundraising** ............................................................................................... 2
  Fundraising Scheduling and Approval Form ........................................... 2
  Requesting Cash Donations/Non-Profit Status ...................................... 3
  Requesting Non-Cash Donations ............................................................ 3
  Other Fundraising ............................................................................... 3
  Suggested Projects ............................................................................ 4
  Book Sales ....................................................................................... 5
  Raffles .............................................................................................. 5
  Why Not to Do a Date Auction .............................................................. 5
  Campus-Wide Third Party Vendor Policy ............................................. 5
  Sponsorship from Academic Departments ............................................ 5
  Additional Boise State Policies on Fundraising .................................... 6
  Soliciting ......................................................................................... 6

**Licenses for Products Using Boise State Names, Marks and Symbols** .......... 6

**Alcohol at Organization Activities** .............................................................. 7

**ASBSU Accounts** .................................................................................... 7
  Operating and Matching Fund Accounts ............................................. 7
  Budget Procedures for New Student Organizations ................................ 8
  ASBSU Budget Process for Current (Not New) Student Organizations .... 8
  Prohibited Expenses ....................................................................... 9
  Helpful Hints for Completing Your Budget ......................................... 9
  What Happens at the Financial Advisory Board Hearing .................... 9
  Required Community Service Projects ............................................. 10
  Failure of Compliance ................................................................... 10
  Service Saturdays ........................................................................ 10
  Grant Fund Use for Current Student Organizations .......................... 11
  Keeping Track of Funds ................................................................ 11
  Accounts in Deficit ...................................................................... 11
  Derecognized Student Organization Accounts ..................................... 11
  Spending Funds in ASBSU Accounts .................................................. 11
  Want Quick Payment? Use Purchase Order Numbers ......................... 12

**Student Travel** ....................................................................................... 13
  Student Organization Travel Expectations .......................................... 13
  Safety Considerations .................................................................. 14
  Safe Driving Practices ................................................................. 14
  Special Considerations when operating a 15-passenger van .................. 14
  Advisory on 15-Passenger Vans ...................................................... 15
  Official Student Absence Policy .................................................... 15

**Purpose** ................................................................................................ 15

**Policy Statement** ............................................................................... 15

**Responsibility and Procedures** ................................................................ 15
  Student Organization Travel Request and Authorization Form ................ 16
  Travel Request Checklist ................................................................ 16
  Travel Advance .............................................................................. 17
  Travel Regulations, Policies, and Guidelines ....................................... 17
# Section 4: Financial Information

## Table of Contents

<table>
<thead>
<tr>
<th>Section/Appendix</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Expenses Summary Form</td>
<td>18</td>
</tr>
<tr>
<td>Reserving a University Vehicle</td>
<td>18</td>
</tr>
<tr>
<td>Motor Pool Emergency Numbers</td>
<td>19</td>
</tr>
<tr>
<td>Responsibilities of Boise State Vehicle Users</td>
<td>19</td>
</tr>
<tr>
<td>Contracts</td>
<td>20</td>
</tr>
<tr>
<td>Independent Contractor Status Form</td>
<td>20</td>
</tr>
<tr>
<td>Statement of Services Rendered Form</td>
<td>20</td>
</tr>
<tr>
<td>Boise State University Contract Procedures</td>
<td>20</td>
</tr>
<tr>
<td>General Information</td>
<td>20</td>
</tr>
<tr>
<td>Agreement</td>
<td>20</td>
</tr>
<tr>
<td>Consideration</td>
<td>20</td>
</tr>
<tr>
<td>Competent Parties</td>
<td>20</td>
</tr>
<tr>
<td>Lawful Purpose</td>
<td>20</td>
</tr>
<tr>
<td>Research Options</td>
<td>20</td>
</tr>
<tr>
<td>Offer and Approval Process</td>
<td>21</td>
</tr>
<tr>
<td>Authorized Signatures and Contract Limits</td>
<td>21</td>
</tr>
<tr>
<td>Other Contract Tips</td>
<td>21</td>
</tr>
<tr>
<td>Issuing the Contract</td>
<td>22</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>22</td>
</tr>
<tr>
<td>Cash Boxes</td>
<td>22</td>
</tr>
<tr>
<td>When Cash Boxes of More Than $250 are Needed</td>
<td>23</td>
</tr>
<tr>
<td>Office Supply Purchases</td>
<td>23</td>
</tr>
<tr>
<td>Print Shop and Campus Copy (Student Union) Charge Policy</td>
<td>23</td>
</tr>
<tr>
<td>Reservations and Catering Charges</td>
<td>23</td>
</tr>
<tr>
<td>Paying for Food &amp; Awards</td>
<td>23</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>24</td>
</tr>
<tr>
<td>Appendix 1: Example of How the Account Structure Works</td>
<td>25</td>
</tr>
<tr>
<td>Appendix 2: Budget Form</td>
<td>26</td>
</tr>
<tr>
<td>Appendix 3: ASBSU Internal Requisition Form</td>
<td>35</td>
</tr>
<tr>
<td>Appendix 4: Fundraising Scheduling and Approval Form</td>
<td>36</td>
</tr>
<tr>
<td>Appendix 5: Travel Request and Authorization Form</td>
<td>37</td>
</tr>
<tr>
<td>Appendix 6: Account Register Example and Blank for Organization Use</td>
<td>40</td>
</tr>
<tr>
<td>Appendix 7: Independent Contractor Status Form</td>
<td>42</td>
</tr>
<tr>
<td>Appendix 8: Statement of Services Rendered Form</td>
<td>43</td>
</tr>
</tbody>
</table>

---

## Important note about Bronco E-mail:

Starting this year, all correspondence from Student Activities & the Student Organizations Office will be sent exclusively to Bronco E-mail accounts. If you do not check your Bronco E-mail regularly, you should forward it to an account you do check. It is simple to do, here is how:

1. From the BroncoWeb homepage, click on **Log In To BroncoMail**
2. Type in your Username and Password
3. Click on the **Options** box in the middle of the help box and the exit box.
4. Click on **Mailbox Management**
5. Forward new messages by typing in your forwarding address in the **Forward to:** box
6. **SAVE** your changes
7. Remember to redo this process if your change e-mails.
Student Organization Money Questions

Contact: ASBSU Business Office
Hours: Monday–Friday, 8:00 a.m.–5:00 p.m.
Location: 2nd Floor, Student Union, close to the Student Organization Complex
Phone: (208) 426-1555

Why Budget?
Almost every student organization will need to spend money during the year to meet its goals. Therefore, recognized student organizations should develop budgets each year. A budget is a very important tool to measure the organization’s financial progress. Goals and objectives should be considered when developing the budget. Past records are an excellent source of information for future planning or projections. Organizations should start the budget process by projecting how much money it can raise (revenues) and estimating what it will spend (expenses). It is a good idea to estimate revenues low and expenses high. This allows for some variance and hopefully organizations are not put into a position to cut items from the budget or plan unexpected fundraisers.

Always compare what you spend to the budget. Organizations should remember the budget is a tool. The budget is not set in stone and may be modified during the year to conform to changing group goals and objectives or shortfalls and windfalls in funding.

Frequently Asked Questions

How Do I Open an ASBSU Financial Account?
The ASBSU Business Office will automatically open an account for a student organization as soon as it is recognized. Just stop by the ASBSU Business Office to receive your account information prior to making a deposit.

Where Do I Deposit My Organization Money?
All organization deposits are made at the Student Union Information Desk. Be prepared to tell where the funds came from. At the Information Desk, taxes will be taken out of your deposit, unless it is a donation.

How Do I Access Money from My ASBSU Account?
To access any organization funds, an ASBSU Departmental Requisition must be completed. A requisition must be completed to obtain a purchase order number prior to purchasing items. A purchase order number can be used to pay for items in stores that accept them. A requisition is also used for personal reimbursements after items have been purchased. See the ASBSU Business Office for more details.

Can an Organization Have an Off-Campus Bank Account?
No. Boise State Cash Handling Policy strictly forbids off campus accounts.

What is a Fiscal Year?
ASBSU’s fiscal or business year runs from July 1 to June 30 of the following year. All new budgets start on July 1 and end on June 30.

Why Can’t Religious Groups Receive Funds from ASBSU?
The Idaho State Constitution expressly forbids state money going to religious organizations. Here is text of the constitution:

Article IX Education and School Lands
SECTION 5. SECTARIAN APPROPRIATIONS PROHIBITED. Neither the legislature nor any county, city, town, township, school district, or other public corporation, shall ever make any appropriation, or pay from any public fund or monies whatever, anything in aid of any church or sectarian or religious society, or for any sectarian or religious purpose, or to help support...
or sustain any school, academy, seminary, college, university or other literary or scientific institution, controlled by any church, sectarian or religious denomination whatsoever; nor shall any grant or donation of land, money or other personal property ever be made by the state, or any such public corporation, to any church or for any sectarian or religious purpose; provided, however, that a health facilities authority, as specifically authorized and empowered by law, may finance or refinance any private, not for profit, health facilities owned or operated by any church or sectarian religious society, through loans, leases, or other transactions.

All other organizations are eligible for ASBSU funds.

Can Religious Organizations Have an ASBSU Account?

Yes, it is acceptable for a religious organization to deposit its own money in an ASBSU account.

**Fundraising**

For the purposes of this policy, the term “fundraising” refers to those recognized student organizations that intend to raise additional monies not included in the ASBSU budget through the solicitation of donations, the charging of admission, or the selling of products or services. Projects may be for the benefit of the student organizations themselves or for charitable groups. However, if you fundraise for a charitable group, the dollars cannot be placed in an ASBSU account, rather must go directly to the charity or to a Boise State Foundation account.

When planning any kind of fundraising, here are things to consider:

1. Be realistic when planning goals and consider all the costs involved, (promotion, personal time, initial investment of product).
2. Plan an activity that will give you the most profit per item and little risk. The Student Organization Program Coordinator, (208) 426-1223, has a file on fundraising ideas.
3. Develop a plan for the project, a calendar with deadlines, and a checklist of things to be done.
4. Fill out the Fundraising Scheduling and Approval Form.
5. Be sure the organization’s members understand why you are raising money and how the money will be used.

**Fundraising Scheduling and Approval Form**

Whenever a student organization plans an activity, function or anything else where money will be involved, the organization is required to complete a fundraising form (officially called the “Fundraising Scheduling and Approval Form”). It is recommended the organization complete one and submit it at least three weeks prior to fundraising. The form can be downloaded from [http://union.boisestate.edu/forms/index.html](http://union.boisestate.edu/forms/index.html) and must be turned in at the Student Union Director’s Office, on the second floor. Or U.S. Mail to can send it:

Boise State University  
Director’s Office, Student Union  
Fundraising Scheduling and Approvals  
1910 University Dr.  
Boise, ID 83725-1335

This form’s main purpose is informational—it lets the University know when fundraising is occurring. This also helps reduce fraud; occasionally, dishonest people say they represent Boise State when they do not. Should the University ever get a call from someone in the community, or on campus, asking if a group is authorized to fundraise, we can confirm if the form is on file.

Depending on what you plan to do, the form may require the signatures of several different department directors. **The organization is not responsible for securing those signatures;** the Student Union will do that. Organization officers and advisors may be called if there are questions. Once the signatures have been received, the organization will get a copy of the form in their student organization mailbox, located in the Student Activities Office. It should take about a week. If a copy is not received in a week, call (208) 426-1551.

**Recognized** student organizations are the only student groups permitted to solicit monies on campus through the solicitation of donations, the charging of admission, or the selling of products or services.
If you are planning a regularly scheduled fundraiser for more than one day (i.e., selling items every Tuesday at a marketing booth), you only have to submit one form. Note on the form when the fundraisers will cease.

3. Write a request letter – Send the letter and then follow up with a phone call approximately one week later. Keep good records of when the letters are sent. When working with the Foundation, you can say in your letter that donations are tax-deductible.

4. Send mass mailings to all businesses – If you are approaching more than one business, send all requests simultaneously so the businesses are given equal time to respond, then call all the businesses.

5. Compile a list of donors from responses and contacts – Contact by phone and set up the best time for the business manager (or designee) to meet with you in person. Always visit in person, if possible. Thank managers for their help and the cooperation of their businesses. Set up or confirm when and how donations are to be acquired by organization members if they have not already been sent. Ask for the fair-market value of the donations. Receive, in person, as many donations as possible.

6. Write and send letters of thanks – thank donors for their time and contributions and explain how much their donations help make your program and your organization a success. Thank those who did not participate for their time and tell them you hope to work with them in the future.

7. Rank donations/prizes – List by importance (i.e., Grand prize, First, Second, etc.) and inventory donations for future use.

8. Inform the Foundation – Let the Foundation know the fair-market value of the donation so they can send the business a tax-deductible receipt. Be sure to provide the Foundation with the address of the business and the name of the person with whom you have been working.

9. Thank you letter to businesses – send another letter thanking them again and indicating the number of students that participated and were exposed to information about their business. Include an evaluation questionnaire for them to share their thoughts on the program and ask for any suggestions they might have for next year.

Other Fundraising

Many types of fundraisers do not require donations from business or individuals. These “home grown” fundraisers do not have to be done in coordination with the Boise State Foundation. The following are general policies regarding fundraising:

**Requesting Cash Donations/Non-Profit Status**

When requesting cash donations from community businesses or individual donors, a student group must work with the Boise State Foundation, which can be reached at (208) 426-2649. The Foundation is the fundraising organization of the University. The office staff coordinates all fundraising done in the name of the University; this includes student organizations.

In and of themselves, student organizations are not non-profit groups, and therefore donations to them are not tax-deductible. However, when working with the Foundation, organizations can provide donors with tax-deductible receipts. The way this works is simple. Your organization receives authority from the Foundation to ask a business, or an individual, for a donation. The business or individual gives the requested monies to the Boise State Foundation.

The Foundation will provide the business or individual with a tax-deductible receipt and will transfer the money directly into a student organization’s ASBSU Account, where a group can use it. If an organization has matching funds, the donated dollars can be matched.

**Requesting Non-Cash Donations**

Non-cash donations are goods or services that are given to the organization for the group to either sell or use in some way. The University has specific guidelines regarding how student organizations can do this.

1. The first step is to contact the Boise State Foundation at (208) 426-2649. Not only can they help you complete the appropriate forms, but also they may be able to connect your organization with a company that wants to make a donation.

2. List all businesses to be solicited – In conjunction with Foundation staff, make a list of all businesses from which you will seek donations. Call the businesses and tell them you are sending correspondence from a Boise State University student organization to the manager or owner of the business. Verify correct address with zip code. Ask for the manager’s name, and ensure that you have the correct spelling and correct title. Make address labels or printed envelopes for each.

http://union.boisestate.edu (208) 426-5951 The Source 4: Financial Information 3
1. Space for fundraising is available in a number of locations around campus, which must be reserved in advance.
   a. Student Union space must be scheduled in the Student Union Conference Services Office, (208) 426-1677. Marketing booths are available on the first floor of the Student Union and are scheduled in the same manner as rooms.
   b. Outdoor spaces are available. Call the Conference Services Office at (208) 426-1677.
   c. The Education Building and Business Building Lobbies are excellent spaces for promotion and marketing purposes. Requests for tables to be set up in these or other campus locations are made to the Facilities Operations and Maintenance, (208) 426-1442, and there is a small charge for the services.

2. Any advertising and publicity materials must include the following:
   a. The name of the sponsoring organization
   b. The purpose for which the profit will be used
   c. The location of the proposed activity
   d. Sponsor(s) must be clearly identified at the activity

3. Any distribution or solicitation must be done in accordance with the University Solicitation Policy (without individuals being harassed and free of individuals hawking or shouting).

4. Sponsorship of non-University groups by student organizations must provide a benefit to the organization equal to or greater than the regular rental costs of the space and equipment, etc. Specific dollar amount or percentage-of-sales agreements must be delineated on the Fundraising Form.

5. The sale of food and beverage is contracted by Boise State with vendors for purposes of sanitation compliance, housekeeping and liability concerns, therefore, on campus, no food or drink can be sold by a student organization. The ONLY EXCEPTION is during the fall Student Organization Fair.

6. Books or sportswear sales must have prior approval granted by the University Bookstore Director (Signature required on Fundraising Form).

7. Student organizations that wish to give away items that the Boise State University marks, name or symbols must receive design approval prior to production. Call Kurt Apsey, Boise State University, at (208) 426-1781 for approval. If these items are to be resold, they must be purchased through a vendor license through Collegiate Licensing Corporation (CLC), (770) 956-0520. CLC will obtain the design approval.

8. Fundraising in or around athletic facilities must have prior approval granted by the Intercollegiate Athletics Office (Signature required on Fundraising Form).

9. Fundraising in University residential facilities must have prior approval granted by the Office of Student Housing (Signature required on Fundraising Form).

10. Temporary Sellers permit (issued by Idaho State Tax Commission) is required if:
    a. Student organization is selling products or services off-campus
    b. Student organization is not depositing funds into ASB/SU account
    To acquire a permit, call 334-7660. Filing the form itself is free and it must be filed within 15 days of the sale's completion. A temporary permit is good for only one sale or function, so you must get a new one whenever you have another function.

Suggested Projects
The following is a starting point for ideas for fundraising projects. This list has only a sample of the creative or useful projects you might use.

- **Sales**
  - Rummage
  - Plants
  - T-shirts
  - Buttons
  - Jewelry
  - Art work

- **Services**
  - Local park clean-up
  - Car wash
  - University concessions*
  - Singing telegrams
  - "Tuck in" service for Residence Halls residents
  - Aluminum can recycling
  - Snow removal
  - Valentine's Day item delivery

- **Programs/Other**
  - Talent show
An alternative to such activities is a "service auction." Rather than auctioning off a person, an organization would auction off a service the person (or persons) will do. Examples are: painting a house, washing or fixing a car, mowing a lawn, creating a Web site, doing maintenance repair on a home (assuming the person has the skills), preparing a meal, singing a serenade, teaching a skill or staffing an event. Ask members of your organization to donate their skills. It is those skills you auction (for a specified time limit), not the person.

* Working in University Concessions is a great way to earn $250 for your organization. Contact ARAMARK at (208) 426-2049 for more information.

**Book Sales**
Book sales require prior written approval of the Boise State Bookstore Director. A list of all books to be sold must be submitted with the written request. Request should be made at least 1-2 weeks in advance of the proposed sale. The event sponsor also must complete a fundraising approval form.

**Raffles**
1. When talking about fundraising within student organizations, the idea of doing raffles generally comes up. In the State of Idaho, state laws regulate raffles as well as bingo. Violation of these laws may result in a penalty of up to $10,000. Since raffles are considered gambling, all requirements must be met.
2. Raffles may be conducted only by non-profit or charitable organizations (those with 501(c)(3) status). Raffle tickets must include the phrase "Sponsored by the Boise State Foundation with all proceeds going to the XYZ Club."
3. A charitable or non-profit organization conducting a raffle is not required to obtain a license if the gross annual raffle sales are less than $10,000 and/or if the maximum aggregate value of merchandise does not exceed $1,000.
4. Additional information is available from the Gaming Department of the Idaho State Lottery Commission, (208) 334-2600, or online at http://www3.state.id.us/idstat/TOC/67077KTOC.html. Third party contracts are prohibited.

**Why Not to Do a Date Auction**
Occasionally when considering fundraising, student organizations want to have "date auctions" or "slave auctions." The University discourages these kinds of events. Date auctions can perpetuate gender stereotypes, can lead to sexual harassment and degrade the image of an organization. "Slave auctions" are patently offensive to members of various groups and can be viewed as making light of America's slave holding past.

**Campus-Wide Third Party Vendor Policy**
The following are policies to be followed by individuals or groups who reserve space on campus.
1. Signed applications for credit cards or other third party signed contracts cannot be collected on campus.
2. Gifts in exchange for completion of third party contracts or credit applications cannot be distributed.
3. Booth users that solicit credit cards or require a third-party contract must provide and display credit card and/or debt education materials—this may include information provided by the University. The annual fees, interest rates and computation methods must be displayed.
4. Companies collaborating with student organizations or University-Affiliated groups for compensation must compensate that group in advance by payment of a flat fee, not per application.

**Sponsorship from Academic Departments**
When student organizations think about getting sponsorships for events and programs, often they will ask academic departments for donations or cosponsorships. To understand the difficulties in implementing such sponsorships, students need to understand the two different kinds of accounts there are on campus. The first, " Appropriated" accounts (A accounts) are monies given by the State of Idaho. The second, "Local" accounts (L accounts) are monies that come from fees or non-state revenue (like sales of services or products). All student organization accounts are L accounts.

Money cannot be transferred between the two kinds of accounts. So when students ask a department to cosponsor an event, financially they might not be able to. When students ask for cosponsorships from departments, ask if the department has a Local account. If so, and if the department can spare money from that account, then cosponsorship can
happen easily. If not, then cosponsorship likely cannot occur. Why? Interpretation of state law is such that it forbids spending A account money on anything other than academically related initiatives.

Additional Boise State Policies on Fundraising

1. The final authority to approve or disapprove all activities and requests involving the solicitation of funds or fundraising, for whatever purpose, is vested in the Vice President for Student Affairs. The Vice President for Student Affairs has delegated authority as follows:

   a. For all fundraising activities by recognized student organizations, prior application must be made and approval granted through the Office of the Director of Student Union.

2. For all fundraising activities within University residential facilities by residential organizations, prior application must be made and approval granted by the Director of Student Housing. Other recognized organizations conducting fundraising activities within the University residential facilities must obtain approval from the Director of Student Union and the Director of Student Housing. Residential organizations conducting fund raising activities outside of University residential facilities must obtain approval from the Director of Student Housing and the Union.

3. In all cases, a written application form is required and the following information must be included: the name of the sponsoring organization, the product or service being sold, the purpose for which the profits will be utilized and the location of the proposed activity.

4. Student organizations should check with city officials for off-campus solicitation regulations.

Soliciting

1. A Soliciting Agent is defined generally as any sales person selling a product or service for personal profit or gain. This definition includes religious proselytizer, charity, and donation representatives.

2. University Policy:

   a. All solicitation of students for funds for whatever purpose is prohibited on campus unless authorized by the Vice President for Student Affairs.

b. No canvassing of the residence halls, Student Union or other University-owned buildings for potential customers is permitted. This includes door-to-door or person-to-person selling. An agent may visit or conduct business with a specific student only when invited or requested by that student.

c. Sales representatives may use certain restricted facilities in the Student Union with the express written consent of the Director of the Student Union. They are also encouraged to advertise in The Arbiter.

Licensing for Products Using Boise State Names, Marks and Symbols

As of the printing date of this edition of The Source, this policy is under review and may change during the academic year. For clarification, contact either: Kim Thomas, Bookstore Director 426-3048, Kurt Apsey 426-1781 or Mike Esposito, Assistant Director, Student Activities, 426-5951.

Boise State University has registered its names and logos to protect them from unauthorized use and to protect and control the use of the University’s names, marks, slogans, official logos and other related insignia. The University licenses only those products or goods, which promote the image of Boise State University and demonstrate quality and good taste.

The Bookstore Director is responsible for coordinating and approving commercial use of the university's log. The Associate Athletic Director is responsible for coordinating and approving commercial use of athletic logos. Boise State departments that want to produce clothing, novelties and other goods with university names and/or logos must receive PRIOR permission from one of these two people, depending on the logo in question. Items produced for and distributed without charge to campus departments or student organizations may be exempt from royalties.

In addition to commercial products, no individual or entity, except for authorized Boise State employees conducting university business, may use the university’s name, logos or any other proprietary marks without prior written permission.
No approval will be granted to fundraising activities where alcohol is present.

Disregard for these factors will greatly increase the risk to the student organization, the officers, AND the advisors to the organization. Officers should be aware they might be named in a lawsuit and held personally liable for judgments resulting from negligence at activities with alcohol.

The University will not support social events or activities where alcohol is sold or served. The University, as a self-insured entity, does NOT extend liability coverage to any organization advisor for an activity where alcohol is served or sold. Nor will Boise State accept conditions of liability exposure by organizations conducting activities in a venue where alcohol is sold or served.

University vehicles may not be used to transport alcohol.

ASBSU Accounts

Operating and Matching Fund Accounts

Within each student organization’s account (that is, those organizations that receive funding from ASBSU) are two “pools” of money, the operating account (where you deposit and spend money from) and the matching funds account. If your organization has been granted matching funds, those dollars will stay in the matching funds account. When a deposit is made, money will be moved from the matching funds account to the operating account, where it can be spent. The match is dollar for dollar, up to a specific limit set by the ASBSU Senate and is matched as it is deposited. Organizations need not deposit their total amount to begin receiving matching funds.

When student organizations hold an awards banquet or other event in establishments where alcohol is served, a licensed and insured provider must sell the alcohol. All laws must be followed. No ASBSU funds can go to the payment of the licensed vendor.

Alcohol at Organization Activities

Boise State does not support any student organization activity where alcohol is part of the function. Groups are always strongly encouraged to have their meetings and activities at locations open to all ages so that students over and under the age of 21 may attend. No student organization money, from on- or off-campus funds, should be used to purchase alcohol or anything related to alcohol (i.e. paying for a third party vendor).

Organizations must be recognized by the ASBSU Judiciary and be in good standing with the Student Activities Office at the time of budget allocation and at the time of dispersal of funds.

Allocations made by ASBSU will be available to the group on July 1. Matching funds must be matched by June 30 of the following year or they will be lost. If an organization does not match all of its appropriated matching funds, ASBSU may impose penalties.
On July 1, the operating account will include the balance carried forward from the previous fiscal year and the first $250 of the group’s ASBSU allocation for the current year (provided that the organization was awarded at least $250 during the budget process). For example, if only $100 was awarded to the organization, that $100 will go into the operating account. The first $250 is given to the organization as non-matching funds, as provided for in the current Senate Code. The matching fund account will contain the remainder of the allocated funds (the total allocation less $250). For an example of matching funds accounts, see Appendix 1.

For every dollar raised, ASBSU will match it with two dollars, up to the organization’s ASBSU Senate approved budget.

Any cash donations amounting to $250 or more should be deposited with the Boise State Foundation for proper recording and recognition of the donation. Contact Brandon Smith at 426-2649 for more information. When checks are received from outside parties, they should be deposited immediately. By doing so, the possibility of having a check returned due to insufficient funds or account closure is minimized.

Deposits made by cash, cashier’s check, or money order will make funds available immediately. Personal or organization checks must clear the bank before ASBSU can disburse funds. Checks must be endorsed by writing the organization department ID (the ASBSU account number) on the back. The Information Desk or the ASBSU Financial Technician can help you with this.

The ASBSU Business Office administers all ASBSU accounts. The Business Office staff authorizes all expenditures. Groups should compare their records periodically to ensure accuracy.

The processes listed in this section are ONLY for student groups who receive funding from ASBSU.

Religious Organizations cannot receive funding from ASBSU

Club Sport organizations receive funding via the Club Sports fee. Campus Recreation administers that fee.

Budget Procedures for New Student Organizations

New organizations are those that have been recognized by the ASBSU Judiciary after February 1 (even if they once existed in the past). If they have not applied for matching funds, these new organizations may submit a budget request at any time during the fiscal year. However, funds will be limited to $400 for each new organization. Funding for new club IS NOT automatic. The ASBSU Financial Advisory Board (FAB) will review these budgets and any monies awarded will come out of the grant fund. A new organization (except a religious organization) that wants to request funds may pick up a budget request form from the ASBSU Office. Submit it back to ASBSU and FAB will review it.

ASBSU Budget Process for Current (Not New) Student Organizations

Organizations requesting funding must be officially recognized and in good standing according to Student Activities Office records. Items prohibited by the ASBSU Financial Code will not be considered valid expenses in the organization’s budget.

All budgets must comply with the financial request format and must have an item-by-item breakdown of expected expenditures and revenue. Organizations must provide one paper copy of their budget as well as one electronic copy to the ASBSU Financial Advisory Board (FAB). The budget should include activities and any community service projects the organization may have completed or will complete. Student organizations’ budget requests must include an itemized list of anticipated expenditures. These may include but are not be limited to:

- Costs for lectures or speakers
- Travel
- Social functions
- Organizational operations

Since ASBSU allocations are matching funds, groups must also demonstrate their other sources of revenue. These may be from fund raising efforts, membership dues, donations, contributions, or other forms of income.

Budget Request Forms will be available by December 1 from the ASBSU Business Office. A memo to the organization mailbox in the Student Activities Office will notify each organization.

Winter Break is the ideal time for a student organization to start work on its budget request. The ASBSU Business Office and Assistant Director, Student Activities will have office hours during the break to help. Groups should NOT wait until just before the budget deadline to develop their budgets. Student organizations should plan to attend the budget workshops that will be held in December and January.
The official ASBSU budget process begins in January when student organizations present their budget requests to FAB. FAB is comprised of ASBSU Senators and students-at-large. The FAB hearing period is from February 1 to March 31. The board does not meet during Spring Break. ASBSU will inform groups of the amount of funding recommended by FAB. Organizations should keep in mind this is only a recommendation to the ASBSU President. The actual amount an organization will receive will not be determined until the ASBSU Senate ratifies the ASBSU President’s proposed budget. Beginning in late March, the newly elected ASBSU President develops the ASBSU budget for the next fiscal year. The President may or may not use FAB’s recommendations for the recognized student organizations. In early May, the President takes the budget proposal before the ASBSU Senate for approval. The Senate may adjust the proposed budget to its satisfaction. After some negotiating and compromising, the Senate passes the budget. It is then returned for the President’s signature.

Prohibited Expenses
ASBSU shall not provide funding for:
- Illegal or unethical activities (as defined by, but not limited to, Title V)
- Tobacco
- Fire arms and weapons
- Alcohol
- The purchase of parking permits for ASBSU personnel for employment and personal use
- An activity or event that has the primary purpose of satisfying the class requirements, projects, or assignments of any individual of the club or organization.
- Scholarships
- Equipment to be used outside of the club
- Salaries of permanent positions in the club
- Off campus telephone charges
- Educational expenses related to classroom or instructional expenses, or books.
- Cash awards, or cash gifts to any individual or institution outside the Boise State organization
- Organizational members not currently enrolled in Boise State University

Helpful Hints for Completing Your Budget
Keep in mind that the members of FAB might not have first-hand knowledge about your organization. Organizations are given two opportunities to tell the board about themselves: first, in writing, on page one of the budget form, and second, verbally at the FAB hearing. Make the most of these presentations.

A copy of the current budget request form may be downloaded from
http://union.boisestate.edu/forms/index.html

A student member of the organization must make the presentation to the board. This student should have knowledge of the general purpose of the organization as well as of the organization’s activities, involvement on and off campus, past performance, and fundraising events. If the student is not able to explain itemized revenues or expenses, those items may be cut from the budget. It may be helpful to have more than one student represent the organization at the hearing, and advisors are helpful as well.

The maximum amount of matching funds that ASBSU may grant is $3,000 or the projected amount of revenues or whichever is less. Be prepared to back up the request, and know the status of your organization’s ASBSU account. Be realistic with your request. Remember, for every one dollar the club raises, ASBSU will match it with two dollars, up to the amount allocated in the approved budget.

This budget is for the following school year. All items on the budget, revenue and expenses must take place in the fiscal year July 1, to June 30. Any activity included in the budget that does not fall within these dates will be ineligible for funding. Be careful, because once the budget is turned in to the ASBSU Business Office, an organization will not be able to amend or alter it.

What Happens at the Financial Advisory Board Hearing
A student organization’s Financial Advisory Board hearing is a vital part of the budget request process. A student member of the organization must appear before the board and make the presentation. Usually the chair of the Financial Advisory Board will open the hearing by asking the organization’s representatives a standard set of questions. Examples might be:

http://union.boisestate.edu  (208) 426-5951  The Source 4: Financial Information
"What is the purpose or objective of your student organization?"

"How is your organization involved on the Boise State campus?"

"How is your organization involved in the community?"

"How did your organization raise funds last year?"

"How does your organization enhance student life?"

"Does your organization have any membership requirements?"

The chair will open up questioning to the rest of the board. Each board member will have a copy of the organization’s budget requests and use of funds. The organization may receive a copy of this information prior to the hearing from the ASBSU Business Office. The ASBSU Business Office will have copies of the prior year’s budget request available between January 1 and April 1.

**Required Community Service Projects**

Organizations receiving funds from ASBSU must complete two community service projects during the fiscal year in order to maintain eligibility for matching funds. A form has been created by FAB to report community service and it can be picked up at the ASBSU desk, or downloaded from http://union.boisestate.edu/forms/index.html.

Community service projects must be completed within the fiscal year (July 1 to June 30). Community service projects must meet the following criteria:

- Community service projects shall preferably be held off campus and benefit public or private nonprofit organizations.
- Community service projects shall not benefit for-profit organizations with the exception of proprietary health care agencies and other such agencies.
- Community service projects shall not provide any monetary gain to the student organization.
- Community service projects shall require that 51% of the members of each club must have completed at least 2 community service projects during the fiscal year. The percentage requirement will be dropped to 40% for clubs with a membership of 15 or more (as reported on the current officer card filed with Student Activities).

Exceptions to the community service requirement may be made with a two-thirds approval of the total membership of the Financial Advisory Board. Temporary and new organizations are exempt from the community service criteria. Organizations requesting $250 or less, or no funds at all, are exempt from community service requirements, as are ad hoc and sectarian organizations. Questions about what specific kinds of projects are acceptable must be directed to the ASBSU Judiciary through a request for opinion.

**Failure of Compliance**

ASBSU has strict requirements that student organizations complete at least two community service projects between July 1 and June 30.

Organizations that complete only one community service project in one fiscal year will lose half their matching funds for the next fiscal year. Organizations that complete no community service project in a fiscal year will lose all but $250 of their matching funds for next year. **Not turning in a community service reporting form is the same as not doing a service project.** Religious organizations, organizations receiving $250 or less from ASBSU, and ad hoc organizations are exempt from these requirements.

**Service Saturdays**

Service Saturdays are events held on one Saturday of every month. Four or five service projects will occur all at the same day at the same time. Volunteers gather at the Student Union, pick a project they would like to do and drive to the project. Once complete, the volunteers will evaluate the success of the program. Snacks and drinks will be provided.

Service Saturdays are a dependable, consistent way for student organizations to complete their community service requirements. Once completed, the student organization leaders need to remember to complete the service project reporting form. The following is a list of Service Saturday dates.

- August 28
- September 18
- October 9 (Into the Streets)
- November 13
- January 22, 2005
- February 12
- March 12
- April 9
- April 30

For more information, call the VSB at (208) 426-4248.
Grant Fund Use for Current Student Organizations
A special grant fund is set aside each year by the ASBSU Senate to fund special projects that were not anticipated in the organization budget. To be eligible for grant funds, the event must significantly benefit the students of Boise State, the image of the University, the community of Boise, or the State of Idaho. Download an application from http://union.boisestate.edu/forms/index.html.

The grant fund is allocated at the discretion of the FAB. Events that were included in an organization’s budget will not be eligible for a grant. Any funds allocated from the grant fund that are not used specifically for the project requested will revert back to the grant fund account. Consult the ASBSU Business Office for more information.

Keeping Track of Funds
One of the most important responsibilities of an organization is to maintain complete and accurate financial records. Most organizations will earn revenue and incur expenses. Keeping accurate and up-to-date information about revenues and expenses is vital to the financial success of the organization.

Each organization should elect an officer to be responsible for the finances of the organization, usually the treasurer. The treasurer will be entrusted with all revenues received by the organization and be authorized to disburse funds. The treasurer should execute fiscal responsibilities to the organization by using his or her best judgment when paying expenses from the group’s funds and by keeping accurate records to substantiate any transaction.

The President and advisor should also take part in the group’s finances. The treasurer should inform these two individuals of the organization’s financial situation often.

Accounts in Deficit
Any ASBSU organization with a negative account balance (i.e., the organization spent more money than it had) will be notified of the deficit situation by a memo sent to their Student Activities Office mailbox, and will be given 30 calendar days from the date of notification to remedy the situation.

If after 30 calendar days the account continues to show a negative balance, all the organizations’ privileges, including but not limited to ASBSU copies and supplies, posting privileges, Student Union room reservations, Campus Copy charges, and other campus charges, shall be revoked. If an organization experiences extenuating circumstances, an exception request may be filed with the ASBSU Business Office.

ASBSU Internal Requisition forms should be used when an organization wants to pay a vendor, reimburse an individual, or needs a purchase order number for a vendor. For an example of this form, see Appendix 3 in this section. Some important things to remember when filling a requisition are:

1. Fill out the form completely. Incomplete forms will be returned to the group. If questions arise, organizations should ask for assistance.
2. Attach original itemized invoices or receipts. Original invoices or receipts must accompany all requests. Requests without sufficient support documents will be returned to the organization.

The ASBSU Financial Code allows for an organization to be derecognized if the negative balance is not corrected within 60 days.

Derecognized Student Organization Accounts
When an organization is derecognized, it loses all the funds in their operating funds account. Even if it is eventually re-recognized, it does not get those funds back. So follow all the recognition procedures and stay recognized!

Spending Funds in ASBSU Accounts
Student organizations’ ASBSU accounts do not function as savings accounts where lump sums of money are withdrawn. Funds are accessed by processing expenses through the University’s financial system. Organizations may withdraw funds by submitting an ASBSU Internal Requisition or Travel Advance/Travel Request forms (see Appendix 3). All forms are available in the ASBSU office or online at http://union.boisestate.edu/forms. Forms should be completed and returned to the ASBSU Business Office.
3. **Secure the proper signatures.** The student organization’s officers and advisor can request payment from organization funds. **Two signatures are required,** one of which must belong to the president, treasurer, or advisor. These signatures must match the signatures on file with the Student Activities Office. No one can sign for their own reimbursement.

4. **Make sure sufficient funds are available.** Organizations should think of their ASBSU account much like a checking account. If sufficient funds are not in the account, the request will “bounce” and will not be processed until funds are made available.

5. **Include an individual’s Social Security number or when making payments to individuals.** Requests for payments to be made to individuals must include the individual’s Social Security number and permanent address. The individual who is to be paid may need to complete a vendor information form, if they haven’t already. Check with the ASBSU Business office BEFORE agreeing to pay an individual to make sure all paperwork is complete. Also, read the section, below, on contracts and independent contractor status forms prior to agreeing to pay someone.

6. **Give complete explanation of expense.** Organizations should include the specific event or activity, the date for the incurred expense, and the number of students attending.

7. **Planning facilitates the check preparation process.** Generally, allow two working days for ASBSU to obtain purchase order (P.O.) numbers for amounts under $500 (see below for P.O. explanation). After a P.O. is issued, the timeline depends on receipt of goods, invoice processed and Accounts Payable Department’s workload. It usually takes about three weeks for the check process to be completed.

8. **Purchases over $2,000 must go through the “Bid Process.”** The Boise State Purchasing Department will not process a requisition for items over $2,000 without receiving bids from other vendors. Consult the ASBSU Business Office prior to making a purchase of more than $2,000. It is still recommended, however, that you get bids for any purchases over $500.

Once an organization returns a requisition form to ASBSU, the ASBSU Financial Technician reviews the requisition for accuracy and completeness. Any incomplete forms will be returned to the organization’s mailbox in the Student Activities Office. The requisition will also be reviewed to make sure funds are not going to be used for any prohibited items. Once satisfied, the ASBSU Financial Technician will approve the requisition with a signature. The Student Union Business Manager then reviews the requisition for approval by the Director of the Student Union and the Boise State Purchasing Department. Finally, the Boise State Accounts Payable Department prints and mails the check.

### Want Quick Payment? Use Purchase Order Numbers

Often vendors will request a purchase order number before they will extend credit to an organization. In cases where credit is extended **without a purchase order number,** the individual ordering the goods or services will be responsible for the purchase and payment for the goods, in the event that ASBSU does not authorize the purchase. To obtain a purchase order, complete a requisition and return it as described above (with the exception of attaching the original invoice). The amount of the expense should be estimated with as much accuracy as possible. If you have to make an estimate, estimate high. An organization must have funds available in their ASBSU account at the time the purchase order is requested.

The ASBSU Business Office will obtain a purchase order number and notify the organization by putting the P.O. in the student organization mailbox. The organization should supply the purchase order number to the vendor to receive credit. **Any purchase order number given to an organization, but not used, should be returned to the ASBSU Business Office immediately.**

The original itemized receipt or invoice received from the vendor must be submitted to the ASBSU Business Office to complete the requisition and issue payment to the vendor. **The vendor will not be paid unless the ASBSU Business Office receives an exact itemized invoice.**
A. Students must follow the Boise State University Student Code of Conduct (BSU 4201-D). Students violating the Boise State Student Code of Conduct while traveling are subject to the sanctions enumerated in Article 8 of that code.

B. Individuals detained by proper authority or incarcerated during travel should not expect assistance or remuneration from the University. Boise State University, or any of its employees or authorized volunteers, are under no obligation to provide said individuals with legal assistance. Nor is Boise State University, or any of its employees or authorized volunteers, obliged to secure the individuals’ release, seek judicial relief, or provide alternative transportation to Boise subsequent to the student’s release from custody.

C. Individuals evicted from their place of lodging are personally responsible for obtaining alternative lodging for themselves. Any damages incurred at any lodging establishment are the complete and direct responsibility of the student(s) assigned to the damaged room(s) (See: Boise State Code of Conduct 4201-D “Destruction/Damage of Property,” Article 3, Section 10; “Group Offenses,” Article 3, Section 17; and “Restitution,” Article 8, Section 2).

D. Transportation, when afforded to students by the University, is a privilege. Individuals whose actions threaten the lives or safety of others, or violate the law, while in transit to or from an off-campus location, will immediately forfeit that privilege, regardless of any inconvenience or expense to that individual. Transportation of alcoholic beverages on State of Idaho vehicles, including vehicles rented or chartered, is strictly prohibited by State Board of Education regulation. Transportation of items, including those listed in the section “Firearms/Weapons” in Article 3, Section 15 of the Boise State Student Code of Conduct, and alcohol, in Section 4 of The Source, would not be allowed.

1. Maintenance of the safety and well being of students, faculty and staff of Boise State, as well other individuals contacted in any capacity during the travel.

2. Respect the security and protection of property belonging to individuals, to Boise State, and to other institutions and establishments.

3. The creation of an environment and maintenance of practices that sustain the educational goals of the travel.

4. The obedience to all laws and all Boise State University policies and policies of any facility or university where students may be. At all times, students traveling are personally responsible for their behavior and its consequences. It should be noted, students traveling on behalf of Boise State University are NOT covered under the State’s Retained Risk Fund (the state’s insurance) and may be personally liable for their actions.
Minimize driver fatigue on long trips by one or more of the following: drive rested, take appropriate breaks and share the driving responsibilities with other authorized drivers. Do not use prescription medication or over-the-counter drugs that warn of drowsiness or similar effects. When operating any vehicle with antilock brakes it is important to remember to apply even steady pressure and not a pumping action to the brake pedal. This doesn’t apply to vehicles with standard braking systems.

Special Considerations when operating a 15-passenger van
- 15-passenger vans have a rollover risk similar to other light trucks and vans.
- The risk of rollover increases dramatically as the number of occupants is increased. 12-15-passenger vans should be operated with the front passenger seats filled first.
- The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of a rollover.
- The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
- The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog or difficult driving situations caused by weather conditions.
- The width of the van allows for less lane room.
- The length of the van increases distance needed for making turns, changing lanes and braking.
- No Roof Racks are be used to transport material and all gear placed inside the van needs to be secured and be placed as low as possible to decrease the upward shift in the vehicle center of gravity.
- Winter travel presents many unique hazards for any vehicle type especially vans. If conditions are slippery use your gears to slow down rather than your brakes, if possible. Slow down as icy surfaces can make steering and slowing difficult. Also remember that the recommended maximum speed when using chains is 30 mph.
- Vans, which offer less visibility to the rear and sides, have a large turning radius and are prohibited. Unless otherwise directed, individuals who fail to meet prearranged transportation schedules (if any) are expected to utilize available public transportation at their own expense.

If there is an emergency during organization travel, 24-hour vehicle accident or medical emergency can be accessed by calling 208-426-1453.

Safe Driving Practices:
- Conduct a vehicle walk around and equipment check (vehicle lights, turn signals as well as driving instruments – windshield wipers, lights, emergency brake location, etc.) before operating the vehicle.
- When using a VAN/SUV, an orientation with Facilities, Operations and Maintenance is required before checking out a University vehicle.
- Adhere to posted speed limits.
- Adjust to lower speed limit than posted during conditions of rain, snow, fog or other conditions that affect visibility, stopping distance or general safe handling of the vehicle.
- Minimize driver distractions by using cell phone or other electronic devices when the van is safely stopped.

Special Considerations when operating a 15-passenger van
- 15-passenger vans have a rollover risk similar to other light trucks and vans.
- The risk of rollover increases dramatically as the number of occupants is increased. 12-15-passenger vans should be operated with the front passenger seats filled first.
- The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of a rollover.
- The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
- The weight of the van when fully occupied requires additional stopping distance, an especially important factor in rain, fog or difficult driving situations caused by weather conditions.
- The width of the van allows for less lane room.
- The length of the van increases distance needed for making turns, changing lanes and braking.
- No Roof Racks are be used to transport material and all gear placed inside the van needs to be secured and be placed as low as possible to decrease the upward shift in the vehicle center of gravity.
- Winter travel presents many unique hazards for any vehicle type especially vans. If conditions are slippery use your gears to slow down rather than your brakes, if possible. Slow down as icy surfaces can make steering and slowing difficult. Also remember that the recommended maximum speed when using chains is 30 mph.
- Vans, which offer less visibility to the rear and sides, have a large turning radius and...
because of their box-like shapes, it is difficult for the driver to judge clearance distances between the van and nearby objects. Parking and backing up become more difficult than normal. A ground guide (vehicle passenger volunteer) should assist the van driver when making a backing-up movement.

Advisory on 15-Passenger Vans
The National Highway Traffic Safety Administration (NHTSA) is issuing a cautionary warning to users of 15-passenger vans because of an increased rollover risk under certain conditions.

The results of a recent analysis by NHTSA revealed that 15-passenger vans have a rollover risk that is similar to other light trucks and vans when carrying a few passengers. However, the risk of rollover increases dramatically as the number of occupants increases from fewer than five occupants to more than ten passengers.

In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.

NHTSA’s analysis revealed that loading the 15-passenger van causes the center of gravity to shift rearward and upward increasing the likelihood of rollover. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.

Because of these risks, it is important that experienced drivers operate these vans. A person transporting 16 or more people for commercial purposes is required to have a Commercial Driver’s License, which requires certain specialized knowledge and driving skills. Although the drivers of these vehicles are not required to possess a Commercial Driver’s License, they should still understand and be familiar with the handling characteristics of their vans, especially when the van is fully loaded.

NHTSA’s analysis reinforces the value of seat belts. Eighty percent of those who died last year nationwide in single-vehicle rollovers were not buckled up. Wearing seat belts dramatically increases the chances of survival during a rollover crash. NHTSA urges that institutions using 15-passenger vans require seat belt use at all times.

NHTSA is making this information available because of these findings and because of several highly publicized rollover accidents involving 15-passenger vans loaded with college students (often driven by a fellow student rather than a professional driver).

While federal law prohibits the sale of 15-passenger vans for the school-related transport of high school age and younger students, no such prohibition exists for vehicles to transport college students or other passengers.

A copy of the NHTSA analysis of the rollover characteristics of 15-passenger vans can be found at: http://www.nhtsa.dot.gov/hot/15passvans/index.htm.

Official Student Absence Policy

Purpose
To establish policy concerning student absences for official University-recognized activities.

Policy Statement
A student is permitted to be absent from class because she or he is participating in an official University-recognized activity. "Official absence" is defined as absence(s) from class because the student is representing Boise State University at an official University-recognized event. Such events include those scheduled by athletics, band, forensics, Mane Line Dancers, music, theatre, and other events designated as official by an authority as determined by the Faculty Senate and/or University administration.

Responsibility and Procedures
Students – The Official Student Absence Policy excuses students only from attending class or other formal instruction during the absence. Students have both the right and the responsibility:

- To make up any work missed during their official absence
- To make up examinations given during their official absence
- To have the same privileges as other students in the class.

Students shall make sure the instructor is notified of the official absence in writing by the sponsoring organization at least 10 days in advance of the absence. Otherwise, official absence status can be jeopardized.

Faculty has the responsibility:

- To excuse a student from attending class or other formal instruction during the official absence
- To not penalize a student for such absences
- To allow a student to make up any work missed during his or her official absence
To preserve the same privileges as other students have in the class.

Times for make-up examinations and similar work are to be determined at the time the official notice of absence is provided, or as soon thereafter as the examination is scheduled. Make-up work or examinations will be scheduled at times mutually convenient for the student and the instructor.

Activity Sponsors – (athletics, band, dance, etc.) have the responsibility:

• To notify instructors, in writing, of official absences or anticipated absences by students at least 10 days in advance of the absence;
• To deliver the notice to the instructor via the student on official University stationery with dates and approximate departure and return times for official absences. Note that the activity sponsor and the student are jointly responsible for timely delivery of the notice. Failure to deliver the notice at least 10 days in advance can jeopardize the student’s official absence request.

Department Heads and Deans – Academic department heads and deans are responsible for ensuring that the faculty is apprised of this policy. Non-adherence to this policy will be reflected in the performance evaluation of administrative personnel responsible for distributing this policy, or faculty responsible for implementing it, as appropriate.

Student Organization Travel Request and Authorization Form

To obtain funding for your organization’s travel, you must file a Student Organization Travel Request and Authorization Form. Within 15 days after you return from the trip, you must also file a Travel Expenses Summary. (A sample of each document may be found in Appendix 5.) Travel Requests must be followed up with a Travel Expenses Summary. This procedure is explained fully later in this document.

Since the travel is being funded by ASBSU, several regulations and procedures must be followed. The State Board of Examiners in accordance with Idaho Code Sections 67-1011, 67-2004-2008, has adopted the policies.

Some important things to remember when filling out a Travel Request:
1. Travel should be relevant and consistent with the purpose of the organization.
2. The ASBSU Business Office and the Director of the Student Union must approve requests.
3. Attach a list of all students participating/traveling and emergency contact information. A form outlining all the required contact information is attached to the ASBSU Travel Form.
4. Include all expenses associated with the trip on the Travel Request, including conference registration fees and ground transportation.
5. If an employee advisor is actually traveling with the members, both the advisor’s supervisor and the Director of the Student Union must sign the Travel Request. If the University does not employ the organization advisor, the ASBSU Business Office will explain other options.
6. Include a destination phone number. Travel Requests will not be processed without a phone number where students can be reached in the event of an emergency.
7. Indicate any travel advance needed. If a travel advance is requested, indicate the amount and date required on the Travel Request. Remember to allow sufficient time for approval before the advance is needed.
8. If you will be using a private vehicle, include the vehicle’s license plate number and the name and expiration date of your insurance policy. You will also need to provide a valid driver’s license.
9. Travel Request Checklist

All of the following items must be complete before a Travel Request can be processed:

• Is the advisor or other University employee listed as the traveler?
• Is the advisor’s employee number and extension listed?
• Has the advisor signed the Travel Request?
• Are the “purpose of travel,” “inclusive dates” and “destination” sections complete?
• Has an advance been requested, and if so, will the Travel Request be completed and
5. Modes and Route of Travel. The most economical and practical mode of travel from the standpoint of time and expense should be utilized. Under unusual circumstances, exceptions may be allowed.

6. Travel by Public Transportation. Reimbursement for travel by commercial transportation shall be limited to normally lowest cost passage (coach fare). All original receipts (the carbon copy or customer’s copy of the actual airline ticket booklet) for travel by common carrier must be retained to be attached to the Travel Expenses Summary. Receipts that have been photocopied or reproduced by other means will not be accepted for reimbursement, without explanation of its correctness from the traveler. In the event an original airline ticket is lost, a photocopy is legitimate. This may be obtained from the travel agency. If you have an e-ticket, retain your boarding pass or a receipt of sale and return those when you complete the Travel Expenses Summary.

7. Use of Privately Owned Vehicles. The use of privately owned vehicles may be authorized when ever it is more practical than transportation by commercial carrier or state vehicles. Privately owned vehicles shall be adequately covered by public liability and property damage insurance. The cost of transportation by private vehicles is reimbursable at 36.5¢ per road mile.

8. Drivers must submit copies of a valid driver’s license, certificate of insurance, and the vehicle’s license plate number.

Travel Advance
This beneficial option is available for student organizations at Boise State. A travel advance may be requested on the Travel Request form. Two advances may be issued not to exceed 80% of the total reasonably estimated expenses. The University employee indicated on the Travel Request will be responsible for picking up the check. Accounts Payable will issue the check in the employee’s name. The employee will be responsible for making sure the advance is justified with a Travel Expenses Summary filed after the trip. Advances must be reconciled or repaid within 15 days of the end of the trip. Early reimbursement options are available for airfare and registration fees. No direct payments will be made by ASBSU to travel companies unless made with a state-purchasing card.

Travel Regulations, Policies, and Guidelines
1. Persons traveling without prior approval are risking personal liability for the travel and associated activities. Even if group members are paying for expenses up front or there are no expenses, a Travel Request must be filed prior to the trip to sanction the travel for insurance purposes.
2. No travel expense is to be charged to Boise State University or ASBSU.
3. Meal Expenses. No receipts are required for meals. Reimbursement will be based on the current per diem allowances as established by the State Board of Examiners. Partial day subsistence is based on a percentage of total per diem as follows: breakfast 25%, lunch 35%, dinner 55%.
4. Lodging Expenses. The actual cost of lodging, plus applicable taxes, will be reimbursed to the traveler. Original itemized receipts for all lodging must be retained and attached to the Travel Expenses Summary.
traveler must be attached to the Travel Expenses Summary.

Use of State and University Vehicles. Recognized student organizations may use the University vans or sedans through ASBSU. After the Travel Request has been approved, vehicles may be reserved through Boise State motor pool. Organization accounts will be directly charged for Boise State vehicle use. A copy of the vehicle charges should be turned in with the Travel Expenses Summary. These may be requested when the vehicle is returned.

Miscellaneous Expenses. The following miscellaneous items are allowable if incurred during the conduct of official student organization business.

a. Taxi or bus fares to and from depots, airports, and hotels (receipts required if available).

b. Reimbursement for charges for transportation, handling, and storage of baggage or University equipment (receipts required, unless gratuity).

c. Airplane parking (receipt required if available).

d. Telephone calls (this includes reasonable personal calls up to 10 minutes per day to the traveler’s home; a receipt is required).

e. Registration fees, conference fees, or workshop fees that are required as admittance or attendance fees for official participation in conference, conventions or other meeting (receipt required).

f. Other items not specifically described in the regulations as an allowable expense, but that are nevertheless necessary in the performance of official duties.

Expenses Not Allowable. The following expenses will not be paid:

a. Expenses of a personal nature incurred for the convenience of the traveler, including travel by indirect routes, stopovers for personal reasons, or leaving earlier or later than necessary on a trip.

b. Expenses for meals or lodging in Boise.

c. Tips for porter, baggage carrier, bellhop, hotel maid, ship steward, and hotel servants in foreign countries beyond a reasonable amount.

d. Personal membership dues to any organization.

Travel Expenses Summary Form

A Travel Expenses Summary is used for reimbursement of travel expenses or to justify a travel advance for travel previously approved. Travelers are encouraged to file the Travel Expenses Summary within three working days upon return (15 days maximum). Additional travel requests for the University employee listed as the traveler will not be processed if any Travel Expenses Summary is outstanding.

Some important things to remember when filling out a Travel Expenses Summary:

- Indicate the private or state vehicle license plate number.
- Attach a list of all students traveling on the trip.
- Include the dates and times of departure and return.
- Attach all receipts. Receipts to be reimbursed must accompany claims for lodging, airfare, conference registration, and any miscellaneous expenses. Meal per diem and standard mileage for privately owned vehicles do not need receipts.
- Advisor and either the organization President or treasurer must sign the Travel Expenses Summary.

See Appendix 5 for a copy of both the Travel Request and Authorization and the Travel Expenses Summary forms.

Reserving a University Vehicle

Any recognized student organization may use a University vehicle for authorized trips by completing the following steps:

1. Call (208) 426-1992 or go to http://finad.boise state.edu/pplant/motorpool.html and complete the form to reserve the appropriate vehicle. This should be done at least one month in advance of the date you need the vehicle. For more information, call (208) 426-1992. Approval by the Director of the Student Union is required.

2. A travel request, obtained through departmental secretaries or through the ASBSU Business Office must be completed and approved at least two weeks prior to the anticipated trip by the Boise State Travel Services on the second floor of the Administration Building.
3. If you have to cancel the vehicle, do so 48 hours before the scheduled pickup time, or the organization will be charged the daily fee.

4. On the date you are to pick up the reserved vehicle, bring a photocopy of the completed and approved travel request form to Boise State Facilities Operations and Management along with your valid driver’s license.

5. Any organization or faculty member and/or advisor with a valid driver’s license may operate the vehicle once it is in the possession of the organization.

6. Gas, oil, maintenance and repairs are included in the costs listed below. A full tank of gas is provided at the beginning of the trip; however, the group will have to purchase gas along the way if necessary; gas cards can be provided upon request. It is not necessary to return with a full tank. Prices are subject to change; verify current prices with Boise State Facilities Operations and Management.

<table>
<thead>
<tr>
<th>Minivans</th>
<th>Sedans</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00 per day</td>
<td>$10.00 per day</td>
</tr>
<tr>
<td>$0.30 per mile</td>
<td>$0.30 per mile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ford Vans</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00 per day</td>
</tr>
<tr>
<td>$0.55 per mile</td>
</tr>
</tbody>
</table>

7. When filing the receipts for your trip, include a statement for the cost of the University vehicle.

8. 15 passenger vans have been altered to accommodate only 11 people (back seats removed). It is important not to overfill the area where the seats used to be with supplies, as that will increase flip-over danger.

Responsibilities of Boise State Vehicle Users

All vehicle users should be aware of the following policies associated with rental of Boise State vehicles. Charges to the organization may occur if the policies are violated.

1. User Authorization: It is the responsibility of the approving department and the user to ensure that the vehicle is used for official business only.

2. Driver’s license: Driver must have a valid license.

3. Citations: Responsibility for traffic citations belongs to the cited user.

4. Inspections Before and During Use: The user is responsible for inspecting tires, brakes, horn, lights, windshield wipers, oil level, and general condition of vehicle prior to leaving Central Receiving. If deficiencies are noted before use, advise personnel at the Central Receiving office. Should a problem develop during use of the vehicle, see the instructions on the insert sheet in the State of Idaho Accident Report Guide located in the glove box.

5. Smoking, Alcoholic Beverages, Controlled Substances: Use or possession is prohibited in any Motor Pool vehicle.


7. Safe and Prudent Use: All users of University vehicles are required to operate the vehicle in a safe and prudent manner. Use of seat belts is mandated by state law and is required during the operation of any vehicle.

8. Condition of Vehicle: Maintain the vehicle prudently by avoiding areas where potential rock damage to transmissions and undercarriage might occur or excessive mud and debris would damage the vehicle’s interior and exterior.

9. Review the after-hours policy if you plan to return after 5:00 p.m. or on a weekend.

Motor Pool Emergency Numbers
Facilities Operations & Management (208) 426-1409
Contracts

Independent Contractor Status Form
Many student organizations hire individuals to provide a service. This service could be acting as a DJ, providing a poetry reading, judging an art show, giving chair massages, etc. Generally, the University defines these individuals as independent contractors. Submission of the Independent Contractor Status form determines whether the individual or “business” is owned by a private individual, partnership, or corporation and whether it is registered with the Internal Revenue Service. This form must be submitted to the ASBSU Business Office prior to negotiating and contracting for a service. (See appendix 7)

Employees of the University, whether they are students, faculty or staff, are not eligible to be independent contractors. They must be paid through the payroll system, which will cost more than the amount for which the contractor agreed to perform the service because payroll taxes must be paid.

If you pay for services with personal funds, you will not be reimbursed.

Statement of Services Rendered Form
University policy requires that the Statement of Services Rendered form be signed and dated by the independent contractor after the performance of services. State Statute 67-2017 CRIMINAL LIABILITY FOR FALSE CERTIFICATE makes it clear that to claim you are owed monies that are not really owed to you is a felony. After an individual has completed a service, the Statement of Services Rendered form is signed and dated. This form must be submitted to the ASBSU Business Office before a University check is mailed. If the form is not submitted, payments will be delayed or possibly denied (see appendix 8).

Boise State University Contract Procedures
A contract is a binding agreement between two or more parties. Student organizations wishing to use their ASBSU funds to enter into a contract (for bands, services rendered, lectures, etc.) must follow Boise State procedures for negotiating, offering and signing contracts.

General Information
A contract, to be valid and enforceable, must have four basic elements: (1) agreement resulting from an offer and an acceptance; (2) consideration or obligation (i.e., payment); (3) competent parties; and (4) a lawful purpose.

Agreement
When a buyer requests services from a vendor, this act constitutes an offer to purchase materials/performance in accordance with terms stated on the contract. Agreement does not exist until the vendor accepts the buyer’s offer and sends the buyer documentation/contract for payment.

Consideration
Contracts are usually bilateral; that is, both parties agree to do something they would not usually do. It is important that contracts are made so each party is bound, in the eyes of the law. If both parties are not bound, no contract exists.

Competent Parties
A valid contract exists only if both parties have full contractual power.

Lawful Purpose
A contract whose purpose is illegal is automatically void.

Research Options
1. Identify the type of program your organization is interested in producing. The Student Activities Office staff has resources to assist with this research. Promotional manufacturers, agency rosters, local entertainers, etc., are just some of the resources available.

2. Check on available facilities, capacity, dates, rental, fees, etc. before entering into an agreement.
   - Hatch Ballroom
   - Jordan Ballroom
   - Morrison Center
   - Pavilion
   - Special Events Center
   - Amphitheater

3. All contract authority for recognized organizations using ASBSU funds rests with the Student Union staff.

Students are not authorized to commit Boise State University or its departments (ASBSU) to contracts.
4. Contact an agency and obtain information necessary to narrow down the options and rank in order top choices. Some of the initial information needed would be cost and date availability.

**Offer and Approval Process**

1. After initial contact with an agency or performer, have a discussion with your advisor. The discussion could cover such items as, but not be limited to, the following:
   - Cost
   - Location/date/time
   - Co-sponsorship
   - Revenue and expense projections
   - Advertising
   - Organization’s commitment to program/organization resources
   - Audience
   - Student Union Reservations and Catering Office (if program is to be held in Union)
     - Reserve facility
     - Equipment needs
   - Catering requests
2. Before any verbal or written offer is made, have your organization review and approve the program.
3. Make the facility reservation (rooms, equipment, catering).
4. Make a formal offer to the agency or performer by telephone or fax. The fax number at ASBSU is (208) 426-4233.
5. After the formal offer is made, a fax or letter may be requested from the agency with the intent that a contract will follow. The letter or fax should specify date, time, place, length of program, the performance fee and payment specifics. Boise State “Local Engagement Contract” and “Addendum” are available from ASBSU Business Office.
6. Review the contract addendum or rider. (This is a detailed document of specific requirements to which both the performer and the organization agree. The Student Activities Office has a sample of one.)

**Other Contract Tips**

- Before booking an individual, group, talent or reserving an off-campus facility, the organization should see, review and edit the contract that the agency or management provides.
- Remember that a contract is negotiable. No one is obligated to accept a contract exactly as it is initially presented. All changes should be done in writing and initialed by both parties. Any oral promises to change the terms of a written contract are unenforceable.
- The words “flat fee” should appear after the fee so the organization will not be charged for other expenses (for example, travel of the group, cleanup of the facility).
- No one person should assume personal liability for signing the contract. The contract should be approved by the organization, the advisor and, if necessary, a staff member in

http://union.boisestate.edu  (208) 426-5951  The Source 4: Financial Information 21
the Student Activities Office Office, if using ASBSU funds.

- Make sure all terms of the agreement are fully and clearly stated. Always obtain a copy of the contract. No contract calling for payment in advance, either in part or in full, should be signed.
- Make sure you are protected against cancellation. If there is a 30-day or 60-day cancellation clause, it should be specified that you would be reimbursed for your “out-of-pocket” expenses.
- Both parties should initial and date all changes on the face of the contract.
- A contract used by Boise State University is available in the Student Activities Office or ASBSU Business Office.
- The Student Activities Office staff can help with negotiation, pre-signature contract review, and development of your own organization contract. For assistance, call the Student Activities Office at (208) 426-1223.

Issuing the Contract

1. After obtaining appropriate approval (see above), notify the agent issuing the contract that the purchaser/sponsor is Boise State University/Organization name.
2. If you or your organization advisor has questions about the contract, schedule a meeting with a Student Activities Office staff member to review the contract. You may also wish to use a Boise State University contract. A Student Activities Office staff member can also assist with this contract.
3. A Boise State Contract Addendum must be attached to contracts over $500.
4. Contract Review—Items to be checked and amendments should be initialed and dated by both parties on each copy.
   - Location of performance
   - Date of performance
   - Performance start time/end time
   - Length of performance/number of sets and length of each set
   - Contract restrictions (i.e., no cameras, recordings)
   - Act of God/cancellation terms/clauses/conditions
   - Hospitality/food and beverage requirements (alcohol must be stricken from rider)
   - Number of complimentary tickets required
   - Rider requirements (i.e., stage size, power and lighting requirements, dressing rooms)
   - Staff requirements for set-up and tear down
   - Promotional material
   - Transportation/to and from airport, hotel, performance facility
   - Method of payment (Boise State regulations prohibit advance payments or deposits)
   - Delay/reschedule of performance
   - Concessions

Miscellaneous

Cash Boxes

Any recognized student organization may use a cash box to assist in making change for cash sales at an event. The Information Desk Manager at the Information Desk on the first floor of the Student Union handles cash box requests. **Cash box requests should be made at least three working days before the event.** Information your organization should provide to the manager at the Information Desk when making a cash box request includes:

1. Cost of the item(s) to be sold.
2. Date(s) and time(s) cash box will be needed and returned.
   - Cash boxes must be returned the first working day after the event.
   - If a cash box is required for more than one day, it must be returned and then resubmitted each day as needed.
3. The amount of cash needed.
4. The name and phone of the person responsible for the cash box.
5. Name(s) and phone number(s) of people authorized to pick up the cash box.

Cash boxes should be picked up from the Student Union Information Desk during business hours (7:30 a.m. to 10:00 p.m. Monday through Saturday and 9:30 a.m. to 10:00 p.m. Sunday) or from the Union Manager after hours. Remember to count the money to ensure the correct amount has been allocated. Fill out the count sheet accordingly and sign. When finished with the cash box, count, record and return it either to the Information Desk or the Union Man-
It is University policy to encourage student organizations to use the BSU Bookstore for purchases.

Print Shop and Campus Copy (Student Union)
Charge Policy
Recognized student organizations purchasing services or supplies from the Boise State Print Shop or Campus Copy may wish to use charge account privileges. To use this charge system:

- The President or advisor of the organization should submit a letter of authorization to the ASBSU Business Office with the names and signatures of the persons authorized to charge. A maximum of two people per organization will be authorized.
- An organization may charge up to $25 a month at Campus Copy. If more spending allowance is required, approval from the ASBSU financial technician is needed.

Office Supply Purchases
The State of Idaho contracts with BOISE Corp. for office products (such as paper, pens, etc). The contract requires State organizations (including student organizations) to purchase their office supplies from BOISE Corp. A catalog of supplies and order forms are available at the ASBSU desk. Your order should be given to the ASBSU administrative assistant or Business Office. The Business Office will charge the order and it will be faxed to BOISE Corp. Allow two to three days for delivery. Orders may be picked up from the ASBSU Administrative Assistant or Business Office. Individuals purchasing supplies from other vendors will not be reimbursed if the supplies could have been purchased from BOISE Corp.

While the use of the office supplies contract remains mandatory for certain types of purchases, you are not obligated to buy from BOISE Corp if one or more of the following conditions exists (you must be able to document this!):

- The need is immediate (i.e., delivery is required in less than two days).
- The specific brand and model of the product you intend to buy is not listed in "the State of Idaho Net Pricer."
- Your purchase will not be used as an office-supply item (educational and janitorial supplies are not covered by the contract).
- The items you want to buy are listed in the State's list of exceptions. Refer to the "Exception Listing to Office Supplies Contract," which is available from the ASBSU Administrative Assistant.

Reservations and Catering Charges
All charges related to Student Union reservations (A/V, personnel, flipcharts, extended hours, security) and catering through ARAMARK will be charged directly to the organization account. A copy of the charges will be placed in the organization mailbox for your records. It is important to verify your organization balance in the ASBSU account prior to charging any reservations and catering. Insufficient funds in the account will result in a loss of charge privileges.

Paying for Food & Awards
When paying for purchases of food or drink, no matter where it was consumed, an agenda for the meeting or flyer showing it was an event needs to be attached to the ASBSU requisition. Also, if there were less than 10 attendees at the event, a list of who was there needs to be provided as well. The
ASBSU requisition form provides guidelines on these requirements.

**Sales Tax**
Because Boise State University is a nonprofit state organization, it is a nontaxable entity. Recognized student organizations should be sure they are not charged sales tax on purchases. The Boise State sales tax exemption number is available from the ASBSU Business Office. Sales tax must be collected when organizations sell items for fundraising purposes.

When making a deposit of funds from sales of any kind at the Student Union Information Desk, tell the Information Desk staff person that the deposit is from a sale. All sales are taxable in Idaho, and the Information Desk collects such tax. **The only kinds of deposits exempt from tax are gifts or donations.**
Appendix 1: Example of How the Account Structure Works
(Based on a $500 allocation and a new operating account with a zero opening balance. ASBSU matches club monies two dollars for every one dollar deposited):

<table>
<thead>
<tr>
<th></th>
<th>Matching Funds Account</th>
<th>Operating Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opening Balance</strong></td>
<td>-0-</td>
<td>-0-</td>
</tr>
<tr>
<td>Matching funds allocation of $500</td>
<td>$ 500</td>
<td></td>
</tr>
<tr>
<td>Automatic deposit of $250 (non-matching)</td>
<td>- $ 250</td>
<td>$ 250</td>
</tr>
<tr>
<td>Organization deposits $100 at the Information Desk</td>
<td></td>
<td>$350</td>
</tr>
<tr>
<td>Matching funds are transferred ($2 for every $1)</td>
<td>-$ 200</td>
<td>$550</td>
</tr>
<tr>
<td>Organization spends $75 on an ARAMARK catering bill</td>
<td></td>
<td>$475</td>
</tr>
<tr>
<td>Organization spends $50 on a Student Union A/V bill</td>
<td></td>
<td>$425</td>
</tr>
<tr>
<td>Organization deposits $400 at Information Desk</td>
<td></td>
<td>$820</td>
</tr>
<tr>
<td>Remaining matching funds are transferred</td>
<td>- $50</td>
<td>$870</td>
</tr>
<tr>
<td><strong>Current Balance</strong></td>
<td>-0-</td>
<td>$870</td>
</tr>
</tbody>
</table>

http://union.boisestate.edu (208) 426-5951 The Source 4: Financial Information 25
Appendix 2: Budget Form

(This form may look slightly different when issued officially)
This form must be typed. It is available at ASBSU or on the web in Word or Interactive Adobe PDF form at http://union.boisestate.edu/forms/asbsu/budgreq_instructions.html

Annual Budget Application for Recognized Clubs and Organizations

All recognized student clubs and organizations of Boise State University are eligible to apply for the allocation of matching funds, which are drawn from student fees. All applications are due on or before Monday, January 31, 2005, to the ASBSU Administrative Office.

1. Name of club/organization:

2. Officers of club or organization:

   President: ____________________________  Advisor: ____________________________
   E-mail: ____________________________  E-mail: ____________________________
   Phone: ____________________________  Phone: ____________________________

   Vice President: ____________________________  Treasurer: ____________________________
   E-mail: ____________________________  E-mail: ____________________________
   Phone: ____________________________  Phone: ____________________________

3. Approximate number of active students in club/organization: ____________________________
   How many students does your club/organization serve? ____________________________

4. How often does your club/organization meet? ____________________________
   Location of meetings: ____________________________

5. What is the purpose or objective of your organization?

6. How does your organization promote Boise State to the community?

7. How does your organization enhance the quality of life for the student body of Boise State?
8. Does your club have any affiliation with a national organization or off-campus organization?

Check one: Yes______  No______ (if no, skip to question #9).

If yes, which one? Please be specific.

________________________________________

Does your club/organization receive funding from this affiliation?

________________________________________

If yes, how much?

________________________________________

If no, why not?

________________________________________

9. Is your club/organization affiliated with a college, department, or any other funded area (i.e. College of Arts & Sciences, College of Business)?

Check one: Yes______  No______ (if no, skip to question #10).

If yes, which one? Please be specific.

________________________________________

Does your club/organization receive funding from this area?

________________________________________

If yes, how much?

________________________________________

If no, why not?

________________________________________
10. List and briefly describe the Community Service activities and events participated in by your club/organization from July 1, 2003, to present.

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Brief Description</th>
<th>Number members present</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. List and briefly describe the extracurricular activities and achievements of your club/organization from July 1, 2003, to present.

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Brief Description</th>
<th>Number members present</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
LINE-ITEM BUDGET REQUEST

A) List and describe any fundraising events planned by your club/organization from July 1, 2004, to June 30, 2005.

<table>
<thead>
<tr>
<th>Fundraising Description</th>
<th>Amount Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fundraising Total

B) Supplies and Equipment

List all supplies and equipment your club/organization would like included in its request and specify the quantity and price of each. **Please list in order of importance**

<table>
<thead>
<tr>
<th>Supplies and Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Supplies and Equipment
C) Events - #1

For each event planned by your club/organization, please provide the following information. Two copies of this page have been included in this application; however, additional copies may be made if necessary.

1. **Description of Event:**
   
2. **Purpose of Event:**
   
3. **Estimated Date(s) of Activity:**
   
4. **Location of Event:**
   
5. **Number of Club/Organization Members Attending:**
   
6. **Will the BOISE STATE student body, including non-members of your club/organization, be able to participate in this event?**
   
7. **How will this event benefit the BOISE STATE student body?**
   
8. **Estimated Cost of Event**

<table>
<thead>
<tr>
<th>Item</th>
<th># of Items</th>
<th>Unit Cost</th>
<th>Total Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Total**

Page 5 of 9
C) **Events - #2**

For each event planned by your club/organization, please provide the following information. Two copies of this page have been included in this application; however, additional copies may be made if necessary.

1. **Description of Event:**

2. **Purpose of Event:**

3. **Estimated Date(s) of Activity:**

4. **Location of Event:**

5. **Number of Club/Organization Members Attending:**

6. **Will the BOISE STATE student body, including non-members of your club/organization, be able to participate in this event?**

7. **How will this event benefit the BOISE STATE student body?**

8. **Estimated Cost of Event**

<table>
<thead>
<tr>
<th>Item</th>
<th># of Items</th>
<th>Unit Cost</th>
<th>Total Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>&quot;Event Total&quot;</td>
</tr>
</tbody>
</table>

Page 6 of 9
C) Events- #3

For each event planned by your club/organization, please provide the following information. Two copies of this page have been included in this application; however, additional copies may be made if necessary.

1. Description of Event:

2. Purpose of Event:

3. Estimated Date(s) of Activity:

4. Location of Event:

5. Number of Club/Organization Members Attending:

6. Will the BOISE STATE student body, including non-members of your club/organization, be able to participate in this event?

7. How will this event benefit the BOISE STATE student body?

5. Estimated Cost of Event

<table>
<thead>
<tr>
<th>Item</th>
<th># of Items</th>
<th>Unit Cost</th>
<th>Total Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Event Total
D) Travel

For each trip planned by your club/organization, please provide the following information. If necessary, additional copies of this page may be made.

1. Trip Description:

2. Purpose of Trip:

3. Estimated Travel Dates
   A) Departure: ____________________________
   B) Return: ______________________________

4. Destination: ______________________________

5. Means of Travel: __________________________

6. Number of Students Attending: __________________________

7. How will this trip benefit the BOISE STATE student body?

8. Estimated Cost of Trip

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per Person</th>
<th>Total Line Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Lodging</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Fees</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other: Please specify cost.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Cost of Trip</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>
Total 2004-2005 Budget Request
Please provide the totals for supplies and equipment, events, and trips. The individual totals should match those on the previous pages of the application.

<table>
<thead>
<tr>
<th>B) Supplies and Equipment Total from page 4b</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>+ C) Event(s) Total from page 5&amp;6</td>
<td></td>
</tr>
<tr>
<td>+ D) Trip(s) Total from page 7</td>
<td></td>
</tr>
<tr>
<td>Total projected expense</td>
<td>$</td>
</tr>
</tbody>
</table>

-A) Projected Revenue from page 4a

Total 2004-2005 Budget Request

(If amount is less than zero, explain why you are requesting funding from ASBSU.)

Please include account number. Contact ASBSU Business Office if you are unsure of this.

Account Number-986L101________________________

Advisor’s Signature________________________________________

Date signed________________________ Phone number________________________

For Financial Advisory Board Use only

Appointment Date: Appointment Time:

FAB members present:

Motion: Vote:

Motion: Vote:

Motion: Vote:

Final Recommendation amount: $

Contingencies:
Appendix 3: ASBSU Internal Requisition Form

Available from: ASBSU Administrative Assistant or Business Office
When to use: Vendor Payments, reimbursements, purchase order numbers
Turn in to: ASBSU Business Office or Administrative Assistant

![Image of the internal requisition form]

## Internal Requisition Form

**Organization:**

**E-Mail Address:**

**Organization Contact:**

**Phone:**

**Date:**

**STUDENT ORGANIZATION REQUEST (CIRCLE ALL THAT APPLY):**

- Reimbursement (check)
- Direct Vendor Payment
- ASBSU P Card
- Purchase Order
- Inter-Dept Transfer

**Date needed by:**

Business office to make purchase?

**PAYMENT INFORMATION:**

Payment to Individual/Vendor: ________________

**BSU Student/Employee ID #**

or

**Social Security #**

**Address:**

City State Zip

**Federal Tax #**

or

**Phone:**

**E-mail address:**

**PAYEE:**

City State Zip

**Date of Request:**

**Reason for Purchase:**

**DESCRIPTION OF ITEMS TO BE PURCHASED/PAID FOR**

(For reimbursements, use one line for each receipt.)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>Item Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUEST** $_____

For Reimbursement or Purchase of Food items, complete back of form: location, date and number of people attending (if less than 20 attendees, list names). Attach Original Itemized Receipts for all reimbursements. For vendor payments, attach Original Itemized Invoices.

**Advisor Signature**

Date

**Treasurer Signature**

Date

**President Signature**

Date

**Secretary Signature**

Date

Authorized signatures must be at least two of the following: Organization President, Treasurer, Secretary, Advisor. For purchases over $1500.00 three signatures are required.

**Note:** Payee cannot authorize his or her own reimbursement.

---

**ASBSU BUSINESS OFFICE** Use Only

**ACCOUNT NUMBERS TO CHARGE AND AMOUNTS**

| ACCOUNT: 986L10 | - | $ | TOTAL CHARGE AMOUNT: $_____
|                |   |   | Vendor #: ____________

**COMMENTS:**

Document Tracking #: _______

REV 6/13/2003
### Fundraising Scheduling and Approval Form

Revenue generated by the sale of products or completion of services is subject to Idaho State Tax. Deposits of fundraising dollars must be made at the Student Union Information Desk, where tax will be deducted. Processing of this form may take up to a week. **Donations to student organizations ARE NOT tax deductible, unless made to a Boise State Foundation Account.**

**Return this form to:** Student Union Director's Office, 1910 University Dr., Boise, ID 83725-1335 or the second floor, Student Union

(Please print on all items)

<table>
<thead>
<tr>
<th>Student organization</th>
<th>Student Union reservation number (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date(s) & time(s) of project(s) | Location of project

(Attribution)

<table>
<thead>
<tr>
<th>Primary contact</th>
<th>Full address</th>
<th>Other contact</th>
<th>Full address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone | Cell

Phone | Cell

E-mail

Describe the fund-raising project

If cosponsored by an outside group, name the cosponsor

If cosponsored, how does your student organization benefit

If approved, I agree to the terms and conditions as outlined in the Fund-Raising Requirements on the back and will take the responsibility to inform representatives of my student organization of the requirements.

**Officer signature**

Date

(Many events only require the Director of the Student Union, or designee’s, approval. If an event on campus involves selling books or sportswear, approval of the director of the Bookstore is necessary. If an event is held in Student Housing or in an Athletic facility, prior approval of the directors in those areas is necessary. The Student Union will route this form to the appropriate directors.)

<table>
<thead>
<tr>
<th>Student Union Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bookstore Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Housing Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic Director</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ARAMARK General Manager</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

White: Director's Office  Yellow: Union Operations  Pink: Appropriate Department  Gold: Organization

---

**Appendix 4: Fundraising Scheduling and Approval Form**

Available from: Student Activities Office or on the web at http://union.boisestate.edu/forms/student_organization/fundraising.html
Appendix 5: Travel Request and Authorization Form

Available from: ASBSU Administrative Assistant or Business Office or on the web at http://union.boisestate.edu/forms/asbsu/travel.pdf

When to use: Prior to organization travel

Turn in to: ASBSU Business Office

When to turn in: At least two (2) weeks before departure date.

---

### Student Organization Request for Travel Authorization

<table>
<thead>
<tr>
<th>Organization ID</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Car Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Transportation (taxi, shuttle, bus)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Vehicle (complete vehicle info)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other: Describe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Estimated Cost**

---

**Organization Name:**

**Purpose of Travel:**

(attach itinerary, if available)

**Inclusive Dates:**

From: To

**Destination:**

**Destination Phone Number:**

**Cash Advance Requested? Circle One**

Yes No

**Amount needed**

**Date Needed**

---

If you would like the ASBSU Business Office to pre-pay any of the above expenses, please list them below:

Airfare: Provide preferred departure and arrival dates and times

Preferred Airline

Lodging: Provide name and phone number of hotel

Registration: Attach registration form(s) or provide contact info.

Other:

---

*By signing here, I do hereby certify that the requested travel is a critical need for the organization and that the attached ASBSU and Bsu travel policy will be followed.*

**Authorizing signatures for student organizations must be the Director of the Student Union and the Executive Director of Auxiliary Services, or their designees.**

---

**Authorizing signature:**

**Date:**

**Associate Director, Student Activities signature:**

**Date:**

**Director, Student Union signature:**

**Date:**

(Please complete both signatures)
Student Organization Request for Travel Authorization

<table>
<thead>
<tr>
<th>Advisor Name/Department/Phone</th>
<th>BSU ID# (required)</th>
<th>Signature (required)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer Name/Title/Phone</td>
<td>BSU ID# (required)</td>
<td>Signature (required)</td>
</tr>
</tbody>
</table>

List of students attending/participating

<table>
<thead>
<tr>
<th>Name</th>
<th>BSU ID# (required)</th>
<th>Emergency Contact (name and number)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Attach list of additional names as needed*
# Travel Expenses Summary

**Must be submitted within 15 days after travel is completed.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure Time</th>
<th>Arrival Time</th>
<th>Destination</th>
<th>Meals</th>
<th>Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Actual Costs:** complete this section as payments are made, attach receipts.

<table>
<thead>
<tr>
<th>Method of Payment</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Prepaid (DVP/Card)</td>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Car Rental</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Transportation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Vehicle</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other/Describe</td>
<td></td>
</tr>
</tbody>
</table>

For early reimbursement, attach original itemized receipt. All reimbursements will be made to the person listed as the advisor. It is recommended that each person keep a copy of his/her proof of payment for any expenses they may wish to be reimbursed for. The advisor should keep a check register for all travel advances and have the students sign out any advances or reimbursements they receive.

I hereby certify that the above travel summary is correct and just for the supplies and services that have been actually furnished or rendered.

<table>
<thead>
<tr>
<th>Travelers Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director, Student Union Signature (Required)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Director, Auxiliary Services Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*required if amount exceeds estimated costs by more than 10%
Appendix 6: Account Register Example and Blank for Organization Use

Account Register For: ________________________________

In this example, the club was granted $750 in matching funds

**Remember, for every dollar a club raises, ASBSU will match it with two dollars.

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Description of Transaction</th>
<th>Matching Funds remaining</th>
<th>Payment</th>
<th>Deposit</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-01-04</td>
<td></td>
<td>Balance forwarded from end of fiscal year (06/30/2004)</td>
<td>$750</td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>07-02-04</td>
<td>+</td>
<td>Automatic deposit of allocation non-matching funds $250</td>
<td>$500</td>
<td></td>
<td>$250.00</td>
<td>750.00</td>
</tr>
<tr>
<td>09-15-04</td>
<td>+</td>
<td>Deposit (from organization) Frisbee sales</td>
<td></td>
<td>$100.00</td>
<td></td>
<td>850.00</td>
</tr>
<tr>
<td>09-15-04</td>
<td>+</td>
<td>Deposit (from ASBSU) Matching funds</td>
<td>$300</td>
<td></td>
<td>$200.00</td>
<td>1050.00</td>
</tr>
<tr>
<td>09-23-04</td>
<td>-</td>
<td>ARAMARK Catering for meeting</td>
<td>$ (50.00)</td>
<td></td>
<td></td>
<td>1000.00</td>
</tr>
<tr>
<td>09-23-04</td>
<td>-</td>
<td>Student Union a/v for meeting</td>
<td>$ (75.00)</td>
<td></td>
<td></td>
<td>925.00</td>
</tr>
<tr>
<td>10-13-04</td>
<td>+</td>
<td>Deposit (from organization) Dues</td>
<td></td>
<td>$150.00</td>
<td></td>
<td>1075.00</td>
</tr>
<tr>
<td>10-13-04</td>
<td>+</td>
<td>Deposit (from ASBSU) Remaining matching funds</td>
<td>$0</td>
<td></td>
<td>$300</td>
<td>1,325.00</td>
</tr>
<tr>
<td>11-02-04</td>
<td>-</td>
<td>Home Depot Banner supplies</td>
<td>$ (50.00)</td>
<td></td>
<td></td>
<td>1,275.00</td>
</tr>
</tbody>
</table>
Blank Account Register for Organization Use

Account Register For: ________________________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Description of Transaction</th>
<th>Matching Funds</th>
<th>Payment</th>
<th>Deposit</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 7: Independent Contractor Status Form

Many student organizations hire individuals to provide a service. This service could be acting as a DJ, providing a poetry reading, judging an art show, giving chair massages, etc. Generally, the University defines these individuals as independent contractors. Submission of the Independent Contractor Status form determines whether the individual or “business” is owned by a private individual, partnership, or corporation and whether it is registered with the Internal Revenue Service. This form must be submitted to the ASBSU Business Office prior to negotiating and contracting for a service. Be sure to check http://finad.boisestate.edu/uniforms.asp#resulttable for the most current version of this form.
Appendix 8: Statement of Services Rendered Form

University policy requires that the Statement of Services Rendered form be signed and dated by the independent contractor after the performance of services. After an individual has completed a service, the Statement of Services Rendered form is signed and dated. This form must be submitted to the ASBSU Business Office before a University check is mailed. If the form is not submitted, payments will be delayed or possibly denied.

Boise State University

STATEMENT OF SERVICES RENDERED

INSTRUCTIONS: Use this form to pay independent contractors or to reimburse non-state employees or expenses. Attach completed Payment Request form and $1,500 or more send to Purchasing, MS 1210, for approval, less than $1,500 send directly to Accounts Payable, MS 1246. IF USING THIS FORM TO PAY AN INDEPENDENT CONTRACTOR, IS AN APPROVED INDEPENDENT CONTRACTOR STATUS FORM ON FILE?

Vendor No.

SSN, FEDERAL TAX (TIN), OR EMPLOYER ID (EIN) #

PAYEE (Please Print):

HOME ADDRESS
(Must be an off campus address)

MAILING ADDRESS
(May be an on campus address)

ADDRESS: ____________________________________________

ADDRESS: ____________________________________________

CITY: ____________________________________________

CITY: ____________________________________________

STATE: __________ ZIP: __________ STATE: __________ ZIP: __________

DATE OF SERVICE: __________________________

TOTAL AMOUNT OF ALL PAYMENTS TO BE MADE FOR THIS SERVICE: $________________________

IS THIS PAYMENT: [ ] IN FULL & FINAL [ ] PARTIAL, THIS AMOUNT: $________________________

DESCRIPTION OF SERVICE:

__________________________________________________________________________________________

My signature below certifies that the foregoing amount is correct, that the amount claimed is legally due.

Payee’s Signature: __________________________ Date Signed: __________________________

[NOTE: Contractor certifies unemployment compensation insurance and workers’ compensation coverage is provided for employees. Contractor also acknowledges that, in case of illness or injury, neither they nor their employees are entitled to receive benefits from Boise State University. Certain information contained in this form will be provided to the FS for reporting purposes.]

FOR ACCOUNTS PAYABLE USE ONLY

Voucher No. __________________________

AP Specialist assigned: __________________________ Ext. __________________________

[ ] Payee’s ORIGINAL Signature [ ] Address [ ] Date of Service

[ ] Update Spreadsheet [ ] I.C. Status Form on File [ ] Amount

[ ] If reimbursement, ORIGINAL receipts attached (if not, 1099)

[ ] If Grant funds, get Sponsored Proj approval [ ] (SP INITIALS)

[ ] Previous payments to date for this service

Comments: __________________________

Rev. 8/02