## Section 4: Financial Information

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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’s 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, a Student Organization Payment Request form must be completed. A request is also used for personal reimbursements after items have been purchased. The ASBSU Financial Technician’s state-issued P-card may be used to make purchases. See the ASBSU Business Office for more details.

How long do reimbursements take?
A reimbursement is when the University pays you back for something you bought for your club. Reimbursements take at least 15 days to process, and may require extra documentation for processing.

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.

Can Religious Organizations Have an ASBSU Account?
Yes, religious organizations may deposit their 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 or products of 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, and then given to the charity.

When planning any kind of fundraising, consider the following:

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 Assistant Director of Student Activities, (208) 426-5951, 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”). The form can be downloaded from http://clubs.boisestate.edu/ and must be turned in at the Director of Student Development’s office, located on the second floor. Or send via U.S. Mail:

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.

**Requesting Cash Donations/Nonprofit Status**

When requesting cash donations from community businesses or individual donor, a student group must work with the Boise State Foundation, which can be reached at (208) 426-3276. 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 nonprofit 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, so the 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) 426-3276. Not only can they help you complete the appropriate forms, but they may also 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.

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 donators 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.

**Keep in mind, you will need to record the name and Social Security number for all winners of prizes, of any kind (yes, as small as a t-shirt) as the IRS views all such items as “revenue.” The University is required to note who got what prize and the value of the prize REGARDLESS of where the prize came from or how it was given** (see Ap-
Additional fundraising opportunities include:

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 Office, (208) 426-1442 (includes a small fee for the services).

2. Any advertising and publicity materials must include:
   a. The name of the sponsoring organization
   b. The product or service being sold
   c. The purpose for which the profit will be used
   d. The location of the proposed activity
   e. 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 feature Boise State University marks, names 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).

Book and Merchandise Sales

Book and merchandise sales require prior written approval of the Boise State Bookstore Director. A list of all books and merchandise to be sold or given away must be submitted with the written request. Requests 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 nonprofit 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. The maximum aggregate value of cash prize(s) that may be offered or paid for any one (1) raffle...
is one thousand dollars ($1,000), and if merchandise is used as a prize and it is not redeemable for cash, there shall be no limit on the maximum amount of value for the merchandise.

4. A charitable or nonprofit 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.

5. 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 does not sanction these kinds of events. Date auctions can perpetuate gender stereotypes, can lead to sexual harassment and degrade the image of an organization. Some organizations may assume that if men are used in date auctions, it does not constitute sexual harassment. This is incorrect. It is equally as inappropriate to auction men as women. “Slave auctions” are patently offensive to members of various groups and can be viewed as making light of America’s slave-holding past.

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. At the auction, have the service, dollar amount of the service (if any) and limitations on time (if any) written down on a formal looking piece of paper.

**Third Party Solicitation--SUB**

The following are policies to be followed by individuals or groups who reserve marketing booths in the Student Union.

- Signed applications for credit cards or other third party signed contracts cannot be collected in the Student Union.
- Gifts in exchange for completion of third party contracts or credit applications cannot be distributed.
- 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.
- 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.

**Third Party Solicitation--Campus**

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 consider 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 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 co-sponsor an event financially, they might not be able to. When students ask for co-sponsorships from departments, ask if the department has a Local Account. If so, and if the department can spare money from that account, then co-sponsorship can
happen easily. If not, then co-sponsorship 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 Development.

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 Development and the Director of Student Housing. Residential organizations conducting fundraising activities outside of University residential facilities must obtain approval from the Director of Student Housing and the Director of Student Development.

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 Development. They are also encouraged to advertise in The Arbiter.

Licensing for Products Using Boise State Names, Marks and Symbols

This policy may be revised periodically and reprinted.

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. In general, student organizations may not use the University's marks, slogans, official logos and other related insignia. Stu-
dent Organizations may use the name "Boise State University" in their communication and names. The University licenses only those products or goods, which promote the image of Boise State and demonstrate quality and good taste.

The Bookstore Director is responsible for coordinating and approving commercial use of the University’s logo. Student Organizations that want to produce clothing, novelties and other goods with University names and/or logos must receive PRIOR permission. Items produced for 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.

For general information, contact:

Kim Thomas
Student Services Director
1910 University Dr.
Boise, ID 83725-1335
Phone: (208) 426-3048

For the Athletic Logo (Bronco Head), contact:

Brad Larrondo
Assistant Athletic Director
Director of Marketing & Corporate Sponsorships
(208) 426-3566

Vendors in Boise Licensed to Use the BSU Logo
For help in finding vendors to create t-shirts or other novelty items that feature either the Boise State logo or the word “Broncos,” contact the Boise State Bookstore, Erica Jensen 426-2341. In-town vendors who are allowed to use the logo and other marks:

- Mcus 342-7734
- Carpenters 800-448-3456
- The Source 368-0520
- Idaho Sporting Goods 344-8448
- DJ Designs 465-9915
- Bright Advertising 344-8305

Alcohol Policy
Student organizations may not spend funds in their ASBSU accounts on alcohol or any related service (i.e. the renting of a facility serving alcohol during a student organization sponsored event). Events hosted or sponsored by the student organization where alcohol is served, are not considered "sanctioned" functions of the University and hence no State of Idaho Retained Risk Fund liability insurance is extended to the organization's officers, members, guest of the organization or advisors. In general, alcohol may not be served on campus and cannot be transported in State of Idaho vehicles or vehicles rented with student organization funds.

Advertisements posted on campus regarding student organization functions may not include references to alcohol or bar establishments.

Revenue generating activities where alcohol will be present or may be present will not be approved.

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 two dollars for every dollar you deposit, 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.

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.

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. 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 5.

Any cash donations amounting to $250 or more should be deposited with the Boise State Foundation for proper recording and recognition of the
donation. Call 426-3276 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.

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 an ASBSU grant request at any time during the fiscal year. However, **funds will be limited to $400 for each new organization.** Funding for a 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 grant request form from the ASBSU administration 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 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 fundraising efforts, membership dues, donations, contributions, or other forms of income.

Budget Request Forms will be available by December 1 from the ASBSU Business Office and online at clubs.boisestate.edu/forms.

Winter Break is the ideal time for a student organization to start work on its budget request. The ASBSU Business Office and the Assistant Director of 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 deadline to turn in budgets is January 31 by 5:00 p.m.**

The official ASBSU budget process begins in January when student organizations present their budget requests to Financial Advisory Board (FAB). FAB is comprised of ASBSU Senators and students-at-large. The FAB hearing period is from February 1 to March 31 (approximately). **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.** 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 April, the President takes the budget proposal before the ASBSU Senate for approval. The Senate may adjust the proposed budget...
Financial Information

Helpful Hints for Completing Your Budget

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. 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 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.

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:

- “What is the purpose or objective of your student organization?”
- “How is your organization involved in 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://clubs.boisestate.edu/.

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. Following is a list of Service Saturday dates.

- August 4
- September 8
- November 10
- January 26, 2008
- February 16

For more information, call the VSB at (208) 426-4240 or email - vsbdirector@boisestate.edu.

**Prohibited Expenses**

ASBSU shall not provide funding for:

- Illegal or unethical activities (as defined by, but not limited to, Title V).
- Tobacco
- Firearms 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 (gift certificates or gift cards) to any individual or institution outside the Boise State organization
- Organizational members not currently enrolled in Boise State University

**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://clubs.boisestate.edu/

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.

**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 via campus 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.

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 a club with the same name is recognized in the future, that club 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. Organizations may spend funds by submitting a Student Organization Payment Request or Travel Request and Authorization form (see Appendix 2 and Appendix 4).

Student Organization Payment Request 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 2 in this section. Some important considerations when filling out a request:

1. **Fill out the form completely.** Incomplete forms will to be accepted. If questions arise, organizations should ask for assistance.

2. **Attach original itemized invoices or receipts.** Original invoices or receipts must accompany all requests. Additional documentation may be required to support receipts not from a cash register (i.e. Internet purchases). Requests without sufficient support documents will be returned to the organization. **A vendor cannot be paid unless the ASBSU Business Office receives an exact itemized invoice.** Call the business office for help if needed, 426-1547.

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. **Payment to individuals requires extra documentation that must be turned in at least three weeks before service.** 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 will need to complete a W9/vendor information form. Check with the ASBSU Business office BEFORE agreeing to pay an individual. Personal payments to individuals are not reimbursable, no exceptions. Also, read the section, below, on contracts and independent contractor status forms prior to agreeing to pay someone. Advance approval is required through the business office before agreeing to pay individuals.

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 make credit card payments. It usually takes about 15 business days 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 payment request form to ASBSU, the ASBSU Financial Technician reviews the request for accuracy and completeness. Any incomplete forms will be returned to the organization’s mailbox in the Student Activities Office. The request 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 submit the paperwork to the Assistant Director of Student Activities. From there it proceeds to the Student Union Business Manager who files it with the Boise State Purchasing Department. Finally, the Boise State Accounts Payable Department prints and mails the check.
Business Purpose on Request Forms

Student organizations are required to put a business purpose on all of their request forms, whether it is a reimbursement or a payment to a vendor. Simply putting “Club meeting” is not enough. What did you do at the club meeting? “Club meeting to discuss membership goals and events,” is a better business purpose.

For events, the business purpose can be a descriptor of the event. Example: “Reception dinner for year-end awards.” If you are unsure how to craft your business purpose, ask someone in the ASBSU Business Office. They are glad to help!

Want Quick Payment? Utilize the Financial Tech’s P-Card

Often vendors can be paid using a P-Card used by the ASBSU financial tech by phone, fax or email. It is the organization’s responsibility to find out if a vendor will accept payment in any of these ways before submitting a request form. The student organization is responsible for bringing a receipt from vendor within 3 business days. All requests should be approved in advance.

The original itemized receipt or invoice received from the vendor must be submitted to the ASBSU Business Office to complete the request and issue payment to the vendor.

Travel

As with other expenditures, the use of personal funds for travel is strongly discouraged. Reimbursements can take a long time, and documentation must be unquestionable. All travel must have prior approval, even if the members are paying for the entire cost. Any travel expenses without prior approval cannot be reimbursed.

To obtain prior approval for travel, an ASBSU Travel Request and Authorization Form must be submitted to the ASBSU Business Office at least three weeks in advance (see Appendix 4 for a sample form). This form must be submitted prior to travel even if there is no cost! All persons traveling with the group and all departments paying for the trip must be included on one form. Only one travel form should be prepared for the entire group, inclusive of advisors who are going. Planning well in advance is essential for a successful trip. As soon as you begin discussion, your organization officer should stop by the ASBSU Business Office to begin the process.

Most, if not all, of your travel expenses can be paid using the University’s credit card. Student organizations are also eligible for a cash advance for costs that cannot be prepaid, such as meals and taxis. Complete the ASBSU Travel Request and Authorization form, and attach any brochures or registration materials available. If you have an airline itinerary, attach it to the form. If you are requesting a cash advance, have your advisor complete the appropriate section of the form.

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 three weeks, minimum, before you depart. Within 5 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 4.) Travel Requests must be followed up with a Travel Expenses Summary. This procedure is explained more fully on page 15.

YOU MUST have a Travel Form filled out and turned in to the ASBSU Business Office at least THREE WEEKS in advance of your travel.

Some important information to remember when filling out a Travel Request:
1. Travel should be relevant and consistent with the purpose of the organization.
2. The Director of Student Development must approve requests after the ASBSU Business Office has processed them. Turn them into the Busi-
ness Office first and the Business Office will give them to the Director.

3. **Submit the request at least three weeks prior to travel.** Several people must approve this form before the departure date. If the request is submitted fewer than four weeks prior to the travel date, a cash advance cannot be guaranteed.

4. 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.

5. Include all expenses associated with the trip on the Travel Request, including conference registration fees and ground transportation.

6. **If an employee advisor is actually traveling with the members, both the advisor’s supervisor and the Director of Student Development must sign the Travel Request.** If the University does not employ the organization advisor, the ASBSU Business Office will explain other options.

7. **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.

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. 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.

10. More specific travel regulations, policies, and guidelines are explained in a later section. Be certain to complete the Travel Request, and to collect receipts according to the travel regulations.

**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 submitted within 21 days of the departure date?
- Do the estimated costs include all costs associated with the trip and are there sufficient funds in the ASBSU account to cover these expenses?
- Has the organization president or treasurer also signed the request?
- Is a list of the students who will be traveling attached and their emergency contact information?
- Is the destination phone number listed?

**Travel Advance**

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.

The ASBSU Financial Technician can buy airline tickets online for you by using the Boise State Credit Card—so you don’t have to put charges on your credit 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

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If you go on a trip and no Travel Form has been turned in PRIOR to your departure, you cannot be reimbursed for any expense.
are paying for expenses up front or there are no expenses, a Travel Request must be filed three weeks 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.

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 whenever 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 per road mile. Rates change often.

8. Drivers must submit copies of a valid driver’s license, certificate of insurance, and the vehicle’s license plate number, when they drive their own vehicles.

9. Vicinity Travel. Travel for purposes in and about a city, including travel within Boise, when not constituting a trip between two communities, may be consolidated on a daily basis and reported as “vicinity travel.”

10. Maintenance and Repairs. Charges for repairs, tires, gasoline, or other operating expenses for private vehicles will not be allowed when the student is reimbursed on a mileage basis. Vehicle storage or parking fees will be allowed when necessary to protect State or private property or for other reasons when advantageous for the State or University. Claims for storage or parking fees for private vehicles must be substantiated by receipts attached to the Travel Expenses Summary.

11. Vehicle Rentals (receipt required). Vehicle rental or airplane charter may be authorized when the use of such conveyance is the most economical and practical means of transportation. Receipts for vehicle rental or charter costs paid by the traveler must be attached to the Travel Expenses Summary.

12. 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.

13. 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. Airport parking (receipts required).

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

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

14. 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 points 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.
- The advisor, and either the organization president or treasurer, must sign the Travel Expenses Summary.

See Appendix 4 for a copy of both the Travel Request and Authorization and the Travel Expenses Summary forms.

Emergency Situation Travel Reimbursements

For student organizations traveling via university or personal vehicle during approved trips, when weather conditions prevent a safe return, please DO NOT drive. Stop at the nearest hotel and stay until weather and road conditions allow for a safe return. If you are able, contact the office of the Director of Student Development, (208) 426-1551, and tell them your situation. The Student Union asks you to be safe and economical in situations like this. Keep an itemized receipt for the hotel costs. When you return, the ASBSU Financial Technician will help you complete proper paperwork to document the situation and get reimbursed.

Reserving a University Vehicle

For travel within 25 miles of Boise, a Travel Form is NOT needed to reserve a University vehicle. For travel beyond 25 miles, a student organization must file a Travel Form before it can reserve a vehicle. To reserve a vehicle in either scenario, follow these steps:


2. Click the online reservation form link at the bottom of the page. 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.

3. A confirmation number will be emailed to you.


5. Bring the completed form to the ASBSU Business Office. The ASBSU Financial Technician will get the appropriate signatures and send the form to Motor Pool. A copy will go into your student organization mailbox.

6. 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. Cancel the vehicle by calling Motor Pool 426-1992 AND the ASBSU Business Office at 426-1555.

7. On the date you are to pick up the reserved vehicle, bring a photocopy of the completed and officially signed Travel Request form to Boise State Facilities Operations and Management, along with your valid driver's license and the signed Driver's Expectation Form.

8. 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.
9. 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.

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*Prices subject to change

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

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

For those driving 11- or 14-passenger vans, it is required you watch a 1-hour training video prior to the trip, then take a short quiz. A driver only has to watch the video and take the quiz once a year, no matter how many times s/he uses the van. To schedule the video, call Breck Skinner at 426-5955.

Motor Pool Emergency Numbers
Facilities Operations & Management (208) 426-1409
Motor Pool (208) 426-1992
Maintenance Garage (208) 426-3592
After hours and weekends
Boise State Dispatch (208) 426-1453
Exec. Director of Student Development (208) 863-1785

Enterprise Rent-A-Car Exclusive Contract
47ID012 and the pin number is IDS

The State of Idaho has entered into an EXCLUSIVE rental car contract with Enterprise Car Rental. This means you must use Enterprise whenever you are traveling for business related to Boise State University, when BSU vehicles are not available. This contract is for domestic travel only.

If Enterprise is unable to meet the needs of your agency travelers (for example, unavailability of vehicles or location issues), you should contact other car rental companies for rates. All travel policies, of course, still apply. Situations where Enterprise is unable to meet your traveler’s needs must be reported via email to Peggy Davis at PDAVIS@boisestate.edu for contractor compliance purposes.

To get the Enterprise discount, please cite Boise State’s Agency ID number, 47ID012, and use the User pin IDS. You DO NOT need to get any additional insurance coverage when making a reservation through Enterprise. If asked if you want it, decline it.

If the reservation is made without the Agency ID number, regular retail rates, insurance coverage and terms will apply.

A State government (BSU) ID is required when picking up the rental vehicle in order for the contract rates and terms to apply.

Reservations need to be made at least 24 hours in advance to ensure vehicle availability. Online booking using Enterprise’s Web site is the preferred method. Visit http://WWW.ENTERPRISE.COM, but reservations may also be made by calling 1-800-RENT-A-CAR (1-800-736-8222).

If you have questions, or would like to meet with the Enterprise Idaho Corporate Account office, please call (208) 658-0866. Peggy Davis (426-1539) and Terri Spinazza (426-2168) can also help with your questions.

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.

Student Organization Travel Expectations
Revised October 7, 2003

Students are representatives of Boise State University as an institution any time they participate in an off-campus activity funded by University dollars, or where there is substantive connection between their participation in the activity and the fact they are Boise State University students. As such, the students' behavior at off-campus activities (regardless of scope or distance from the University) is reflective of the University. Boise State expects students to recognize this and maintain behaviors described below.

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.

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 9 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 14; "Group Offenses," Article 3, Section 23; and “Restitution,” Article 9, Section 3.).

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 12 of the Boise State Student Code of Conduct, and alcohol, in Section 4 of *The Source*, is 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 Considerations**
*Revised June 21, 2004*

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 is of paramount concern. The State of Idaho policies for state vehicle use require that the driver and **ALL PASSENGERS** wear a seat belt. Drivers are required to ensure that everyone is wearing his or her seat belt properly at all times.

Transportation of alcoholic beverages on State of Idaho vehicles, including vehicles rented or chartered, is strictly prohibited by State Board of Education regulation.

Please note the weather conditions before leaving for your destination and while driving. If inclement weather is imminent, please take necessary precautions. Although additional costs may be incurred, consider SAFETY first. Check into a hotel if needed and let your supervisor or advisor know of your changes in plans.

**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.
- 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 to 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.

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.
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 if an individual or “business” is owned by a private individual, partnership, or corporation and whether it is registered with the Internal Revenue Service. This form and a W9/vendor information form must be submitted to the ASBSU Business Office prior to negotiating and contracting for a service (see Appendix 6).

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 7).

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
   - Taco Bell Arena
   - Special Events Center
   - Amphitheater
3. All contract authority for recognized organizations using ASBSU funds rests with the Student Union staff.
4. Contact an agency and obtain information necessary to narrow down the options and rank in order any top choices. Some of the initial information needed would be cost and date availability.
Students and advisors cannot sign contracts in the name of Boise State for their organization.

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 or management providing the contract that the agency or management provides.
6. Type in the name and title of the authorized person needing to sign the contract before you request that person’s signature.
7. A Social Security number or Federal Tax ID number is required on a contract.
8. Clearly state to whom payment is to be made.
9. 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.)

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 the Student Activities 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.

Authorized Signatures and Contract Limits
1. The following individuals are authorized to sign contracts for ASBSU, recognized student organizations and student projects:
   - For amounts up to $8,000, Director of Student Activities.
   - For amounts over $8,000, Vice President of Finance and Administration.
2. Include the Student Activities Office telephone number, (208) 426-1223, for reference on the contract.
3. Type in the name and title of the authorized person needing to sign the contract before you request that person’s signature.
4. A Social Security number or Federal Tax ID number is required on a contract.
5. Clearly state to whom payment is to be made.
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.)
• 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 a 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 $600.
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/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.
   a. Cash boxes must be returned the first working day after the event.
   b. If a cash box is required for more than one day, it must be returned and it will be reissued 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 Friday and 9:00 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 Manager. The Union Manager may be located through the attendant at the Information Desk or the Games Center. The Information Desk or Union staff will then count the total cash receipts. The cashbox funds and its proceeds will be secured in the vault the following work day and deposited to the designated account.

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When Cash Boxes of More Than $250 are Needed
Occasionally, organizations require cash boxes with large amounts of money. To obtain a cash box with more than $250, organizations must:

- Verify that adequate funds are in the account and that they are available.
- Confer with the Student Union Business Manager to determine the amount of money needed.

Office Supply Purchases
The State of Idaho contracts with Office Max for office products (such as paper, pens, etc). The contract requires State organizations (including student organizations) to purchase their office supplies from Office Max. A catalog is available at the ASBSU desk. Your order should be given to the ASBSU Business Office. Some items may be significantly discounted, check with the ASBSU business office before making purchase decisions. The Business Office will charge the order. Allow two to three days for delivery; some items may take longer. 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 Office Max.

While the use of the office supplies contract remains mandatory for certain types of purchases, you are not obligated to buy from Office Max 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.
- 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.
- The ASBSU Business Office will review the letter of request for authorization and reserves the right to approve or disapprove charging privileges.
- Boise State Print Shop and Campus Copy charges will be taken directly from the organization's account. All accounts must be kept current and sufficient funds must be available for any charges made by the organization. Failure to do so will result in the loss of the privilege.
- All charge documents must include the name and ASBSU department ID (account number).

Conference Services and Catering Charges
All charges related to Student Union Conference Services (A/V, personnel, flipcharts, extended hours, security) and catering through University Dining Services 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 and 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.

**Awards, Prizes and Gifts**

Under the Internal Revenue Service (IRS) any kind of award, memento, presentation/recognition item, door prize, gift, gift certificates, cash etc., may be taxable when given to any person (student, BSU employee or community member). Even if an item is donated to your club to give away, a person can still be taxed on it if they have accumulated $600 or more in such prizes in a given year from a single source.

Your organization may only be giving a person a $20 t-shirt, but if that person has collected $580 in other prizes from other departments at Boise State University, then they are taxed. The IRS makes no distinction between sub units of BSU—anything at BSU is considered one source.

For a club to be able to use its funds to purchase such items, two requirements must be met:

**Business purpose requirement.** A clear business purpose must be provided for the award. There is a section on the front of the payment request form to provide this information (see Appendix 2 on page 26).

**Meaningful presentation.** The award must be given as part of a meaningful presentation. Generally, an award will be made or announced at an event or gathering. You will provide this information by completing the back of the payment request form. Every effort should be made to avoid the appearance of personal gift giving or favoritism.

When completing your payment request for such items, most of the required information can be provided on the payment request form. You will also need to submit the Accounts Payable Statement of Cash Award/Gift Payment (see Appendix 8, page 36). This form provides information about the recipient of the prize or award for tax purposes.

**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: 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.
Appendix 2: Student Organization Payment Request  
(Use this to spend money.)

Available from: ASBSU Administrative Assistant or Business Office. DO NOT USE THE FORM BELOW, AS IT IS ONLY A SAMPLE. The most current version can be found at the Student Activities Office or on the Web at http://clubs.boisestate.edu/

When to use: Vendor Payments, reimbursements, purchase order numbers
Submit to: ASBSU Business Office or Administrative Assistant

Please print clearly or type

FULL Club name: __________________________________________________________

Person filling out this form: ________________________________________________

Your US Mail address (not club mailbox) ______________________________________

E-mail you actually check: __________________________________________________

PLEASE help us to help you. Remember the following:

- For all expenses, an ORIGINAL, ITEMIZED receipt must be provided, in addition to the other points listed below
- For food expenses related to an event, complete the back of this form and attach a flyer or e-mail announcement about the function
- For paying any expenses related to a meeting (including food), make an expense report and copy of an e-mail about the meeting or training sessions & fill out the back of this form
- When paying a company directly, ORIGIANAL, ITEMIZED invoices (not estimates) must be attached
- Don’t use personal funds to pay for a service (lecture, rental, whatever); more paperwork is necessary, ask the ASBSU Business Office about that.
- BEFORE they perform the service
- YOU CANNOT PAY FOR TRAVEL WITH THIS FORM. Travel is anything more than 15 miles from Boise
- Reimbursements (paying someone back for something they paid for) for internet purchases require copies of personal credit card statements or canceled personal checks in addition to the internet invoice
- Keep a photocopy of everything you turn into the Business Office

Student Organization Payment Request
Second Floor, Student Union – (208) 426-1555

Associated Students of Boise State University

Name of business/person to pay: ____________________________________________

BSU ID* or Social Security or Employer ID # (if it’s a business)

Where to send the check: __________________________________________________

(If this is a person, check all that apply: ___ US Citizen ___ BSU Employee ___ BSU Student ___ Non Resident Alien)

Business purpose of this expense
(Noting “Club meeting” is not enough. What did you talk about at the meeting?)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
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<td>Item 2</td>
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<td>Item 3</td>
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<tr>
<td>Item 4</td>
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</tbody>
</table>

Business office use only

(If you are getting paid, you cannot sign this; two other officers or advisors must sign)

Signature 1 ________________________
Signature 2 ________________________
Signature 3 ________________________

Authorized signatures must be at least 2 officers or advisors signed on the officer card on file in Student Activities. For purchases $1500 or more, 3 signatures are required.

MAIL STOP 1335

Revised September 2006
Appendix 3: Fundraising Scheduling and Approval Form

DO NOT USE THE FORM BELOW, AS IT IS ONLY A SAMPLE. The most current version can be found at the Student Activities Office or on the Web at http://clubs.boisestate.edu/

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 83725-1330 or the second floor Student Union.

(Please print on all items)

Student organization ____________________________________________ Student Union reservation number (if applicable) __________________

Date(s) and time(s) of project(s) ____________________________ Location of project ____________________________

(Students only)

Primary contact _______________________________ Other contact _______________________________

Full address ____________________________________________ Full address ____________________________________________

Phone _______________ Cell _______________ Phone _______________ Cell _______________

E-mail _______________________________ E-mail _______________________________

Describe the fund-raising project:

If sponsored by an outside group, name the sponsor _______________________________

If sponsored, 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 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 designer's approval. If an event on campus involves selling books or sporting events, approval of the director of the Bookstore is necessary. If the event is held in Student Housing or in an Athletic Facility, prior approval of the director in those areas is necessary. The Student Union will note this form in the appropriate diaries.)

Student Union Director _______________________________ Date _______________

Bookstore Director _______________________________ Date _______________

Student Housing Director _______________________________ Date _______________

Athletic Director _______________________________ Date _______________

Arts & General Manager _______________________________ Date _______________

White: Director’s Office Yellow: Union Operations Pink: Appropriate Department Gold: Related Organization
Appendix 4: Travel Request and Authorization Form

DO NOT USE THE FORM BELOW, AS IT IS ONLY A SAMPLE. The most current version can be found at the ASBSU Business Office or on the Web at [http://clubs.boisestate.edu/](http://clubs.boisestate.edu/)

When to use: Prior to organization travel
Submit to: ASBSU Business Office
When to submit: At least two (2) weeks before departure date.

<table>
<thead>
<tr>
<th>ASBSU Business Office Use Only</th>
<th>Destination Phone Number:</th>
<th>SORTA #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name:</td>
<td>Organization Name:</td>
<td></td>
</tr>
</tbody>
</table>

Student Organization Request for Travel Authorization

Estimated Costs: Complete prior to travel for approval

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

Total Estimated Cost

<table>
<thead>
<tr>
<th>Organization Name</th>
<th></th>
</tr>
</thead>
</table>

Purpose of Travel:

(attach itinerary, if available)

Inclusive Dates:

From: To:

Destination:

<table>
<thead>
<tr>
<th>Destination Phone Number:</th>
<th>Cash Advance Requested?</th>
<th>Circle One</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
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</table>

Amount needed Date Needed
If you would like the ASBSU Business Office to pre-pay any of the above expenses, please list them below.

<table>
<thead>
<tr>
<th>Airfare: Provide preferred departure and arrival dates and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Airline</td>
</tr>
<tr>
<td>Lodging: Provide name and phone number of hotel</td>
</tr>
<tr>
<td>Registration: Attach registration form(s) or provide contact info.</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

*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.

Advisor Signature *

date

Authorized signature, Student Activities
date

Authorized Signature, Student Development
date

(Please complete both sides)
## 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>
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Attach list of additional names as needed.
**ADVISORS** - If you are requesting an advance please sign the advance statement below.

As the Advisor of _______________________________, I am requesting an advance of $________ for this trip.

Said amount representing an advance made to me to finance approved reimbursable travel expenses.

I further agree, within 10 working days after my return, to submit my travel reimbursement together
with the required documentation to the ASBSSU Business Office.

I am aware that this advance will be ready for pick up 5 days before the departure date of the trip
and that I must sign for the check and pick it up in person at Accounts Payable in the Administration Building.

I can be reached at extension _______ to be notified that the check is ready.

I understand that failure to submit my reimbursement or repay this advance within 30 days
will jeopardize my ability to obtain further advances for subsequent trips.

I further understand that failure to submit my final travel report may result in the amount of this advance being
deducted from my pay.

My signature below acknowledges that I received the amount of money indicated for meal expenses related to Student
Organization Travel.

<table>
<thead>
<tr>
<th>Name</th>
<th>BSU ID number</th>
<th>Amount</th>
<th>Signature</th>
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**AP Use Only**

<table>
<thead>
<tr>
<th>Voucher number</th>
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<th>Voucher date</th>
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<tr>
<th>Voucher amount</th>
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</table>

http://clubs.boisestate.edu  (208) 426-5951  The Source 4: Financial Information 31
<table>
<thead>
<tr>
<th>Name of Driver</th>
<th>Drivers License number</th>
<th>Vehicle License Number</th>
<th>Insurance company</th>
<th>Agent Name and Number</th>
<th>Documents attached?</th>
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</table>
Appendix 5: Account Register Example

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>
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Appendix 6: 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. DO NOT USE THE FORM BELOW, AS IT IS ONLY A SAMPLE. Visit http://finad.boisestate.edu/univforms.asp#resulttable for the most current version of this form.

Boise State University

INDEPENDENT CONTRACTOR STATUS FORM

INSTRUCTIONS: THIS FORM MUST BE APPROVED BY The ACCOUNTS PAYABLE MANAGER PRIOR TO commencement of services. You can fax it to AP at x4460. Once approved, a copy will be faxed back to the department. It should be kept on file as this approval is good for one year. If it is not approved, you will be notified as to your options.

<table>
<thead>
<tr>
<th>Contracting Department:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact:</td>
<td>Ext.</td>
</tr>
<tr>
<td></td>
<td>Fax No.</td>
</tr>
<tr>
<td>Company OR Contractor Name:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

YES NO
☐ ☐ Employed at BSU as faculty or staff? (If YES, do not complete this form as they do not qualify as an independent contractor. You must contact IRS for method of payment.)
☐ ☐ Employed at BSU as a student employee? (If YES, do not complete this form as they do not qualify as an independent contractor. You must contact the Career Center for method of payment.)

(IMPORTANT NOTE: If your contractor is from a country other than the U.S., you must contact the Accounts Payable Manager regarding federal requirements, REQUIRED VISAS and tax identification numbers.)

SERVICES TO BE PERFORMED:

Please answer the following questions:
1. If conducting a seminar or workshop, is it for credit? _____NO _____YES (if YES must be paid as employee)
2. Est. Date(s) of service Performance: Begin End
3. Estimated (a) expenses (not fee) allowed $ (b) estimated fee or honorarium $ (if YOU ARE CHARGING A GRANT ACCOUNT YOU MUST CONTACT OFFICE OF RESEARCH ADMINISTRATION FOR APPROVAL)
4. If estimated total cost of service is $600 or more, have you prepared a Contract for Services? _____NO _____YES

The following categories of individuals or firms and types of services are generally qualified to serve as independent contractors (excluding regular or student employees). Please check the box that describes the individual/entily you want to hire: (Refer to University Policy #5480-C Independent Contractor Services.)

☐ Architects, engineers and other professional persons or firms operating established businesses offering services to the public.
☐ Artists, entertainers, musicians, or photographers that perform short-term engagements for multiple clients.
☐ Persons who maintain a home occupation for a particular talent or training and will perform similar services for the University.
☐ Physicians, dentists, lawyers or other professional persons who maintain independent private practices, including off-campus clinics or sole practitioners providing clinical training and supervision for students at their places of business.
☐ Speakers for short-term courses or workshops or other non-credit lecturers who maintain some independent related business or occupation.
☐ Auditors, appraisers, arbitrators, evaluators, referees, test proctors, etc.
☐ Cooperating teachers for student teachers in off-campus school locations who are NOT also BSU faculty or administrators.
☐ Other, describe: (Subject to review for acceptance as Independent Contractors.)

I hereby certify that we are in compliance with University policy regarding independent contractors:

Department Chair, Director Or Administrative Officer: ___________________________ Date: ___________

ACCOUNTS PAYABLE APPROVAL: ___________________________ DATE: ___________

Rev. 06/05
Appendix 7: 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. **DO NOT USE THIS FORM, AS IT IS ONLY A SAMPLE.** For the most current version of this form, visit [http://finad.boisestate.edu/univforms.asp#resulttable](http://finad.boisestate.edu/univforms.asp#resulttable).

Boise State University

### Statement of Services Rendered

**INSTRUCTIONS:** Use this form to pay independent contractors or to reimburse non-state employees for expenses (submit original receipts). Attach to completed Payment Request form and if total is $2000 or more send to Purchasing, MS 1210, for approval. If total is less than $2000 send directly to Accounts Payable, MS 1248.

☐ BSU Student  ☐ BSU Employee  ☐ US Citizen  ☐ * Non US Citizen  ☐ Other

*Note: To comply with IRS regulations, payments to Non US Citizen's are subject to special reporting and withholding regulations. Please contact AP Manager (29629) to complete required W-9A form.*

<table>
<thead>
<tr>
<th>VENDOR NO.</th>
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<table>
<thead>
<tr>
<th>SSN, FEDERAL TAX (TIN), OR EMPLOYER ID (EIN) #</th>
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<table>
<thead>
<tr>
<th>Student ID #</th>
<th>Employee ID #</th>
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</table>

<table>
<thead>
<tr>
<th>PAYEE (Please Print):</th>
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<table>
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<tr>
<th>HOME ADDRESS</th>
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(Must be an off campus address)

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
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</table>

(May be an on campus address)

<table>
<thead>
<tr>
<th>ADDRESS:</th>
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<tr>
<th>CITY:</th>
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<th>STATE:</th>
<th>ZIP:</th>
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<th>CITY:</th>
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<tr>
<th>STATE:</th>
<th>ZIP:</th>
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<tr>
<th>DATE OF SERVICE:</th>
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<tr>
<th>REQUESTED DATE OF PAYMENT:</th>
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<tr>
<th>TOTAL AMOUNT OF ALL PAYMENTS TO BE MADE FOR THIS SERVICE:</th>
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<table>
<thead>
<tr>
<th>IS THIS PAYMENT:</th>
</tr>
</thead>
</table>

☐ IN FULL & FINAL  ☐ PARTIAL THIS AMOUNT $ |

<table>
<thead>
<tr>
<th>DESCRIPTION OF SERVICE:</th>
</tr>
</thead>
</table>

As per Idaho Statue 67-2017 regarding criminal liability for false statement, my signature below certifies that the foregoing amount is correct that the amount claimed is legally due.

Payee’s Signature: __________________________ * Date Signed: __________

* Date signed must be on or after date of service.

[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 IRS for reporting purposes.]

<table>
<thead>
<tr>
<th>Voucher No.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AP Specialist Review:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Ext.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>☐ If Grant funds, get Sponsored Proj. approval:</th>
<th>(SP INITIALS)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comments:</th>
</tr>
</thead>
</table>

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Appendix 8: Statement of Gifts or Awards

University policy requires that any time ANY person is given a gift or prize, even as small as a t-shirt, we MUST record the information on the form below. The reason: the IRS views any gift as taxable revenue. Student organizations must complete and provide this to the ASBSU Business Office when they give a prize, a gift or any other tangible give away, especially money. DO NOT USE THE FORM BELOW, AS IT IS ONLY A SAMPLE.

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Accounts Payable
Statement of Cash Award/Gift Payment

CHECK ONE BOX:
☐ Gift Certificate/Card  ☐ Cash Award  ☐ Cash Prize  ☐ Tangible Gift

Payee: ___________________________  SSN: ___________________________

(Please print)

IS THE PAYEE A NON-RESIDENT ALIEN? ☐ YES  ☐ NO
If yes, contact Accounts Payable (x2925)

IS THE PAYEE A BSU STUDENT? ☐ YES  ☐ NO
If yes, Student ID # ___________________________

IS THE PAYEE A BSU EMPLOYEE? ☐ YES  ☐ NO
If yes, Employee ID # ___________________________

Home Address
(Must be an off campus address)
Address: ___________________________
City: ___________________________
State: __________  Zip: __________

Mailing Address (if different from home)
(May be an on campus address)
Address: ___________________________
City: ___________________________
State: __________  Zip: __________

Reason for/Description of Cash Award or Gift:

___________________________________________________________

Value of Gift or Cash Amount: $ ___________________  

“My signature below certifies that the foregoing amount is correct and that no part of the same has been paid.”

Recipient’s Signature ___________________________  Date ___________________________

---

FOR BSU DEPARTMENT USE ONLY

BSU Voucher #: ___________________________  Date: ___________________________
Department: ___________________________  Dept ID: ___________________________
Contact: ___________________________  Telephone No.: ___________________________