



# Club Spending Guide

## Fall 2023

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BSG Speaker: **Matloob NaWeed**  
BSG Fiscal Committee Chair: **Gavin Hersey**  
BSG Treasurer: **vacant**  
BSG Student Life Chair: **vacant**

<b>Thursday, September 7, 2023</b>	<b>Club Fair - Campus Center Quad 5-7pm Club Head Training - MPR 7-9pm</b>
<b>Monday, September 11, 2023</b>	<b>Budget Proposals Due by 11:59 pm <a href="https://tinyurl.com/Budget-Proposal-Fall-2023">https://tinyurl.com/Budget-Proposal-Fall-2023</a></b>
<b>Tuesday, September 12, 2023</b>	<b>Budget Review Sign-Up</b>
<b>Wednesday, September 13 to Friday, September 15, 2023</b>	<b>Budget Review - Student Government Office Campus Center 203</b>
<b>Friday, September 15, 2023</b>	<b>Draft Budget Emailed to all Students</b>
<b>Sunday, September 17, 2023</b>	<b>Budget Amendments Due to <a href="mailto:fischair@bard.edu">fischair@bard.edu</a> by 8 pm</b>
<b>Monday, September 18, 2023</b>	<b>Budget Forum - MPR 6pm</b>
<b>Tuesday, September 19, 2023</b>	<b>First Check Requests and Purchase Requests Due by 5:00pm, and every Tuesday thereafter. All purchase requests must be submitted here: <a href="https://tinyurl.com/Club-Spending-Fall-2023">https://tinyurl.com/Club-Spending-Fall-2023</a></b>
<b>Friday, September 29, 2023</b>	<b>First Checks Issued, and every Friday thereafter. Allow at least 2 weeks for check requests to be processed.</b>
<b>Tuesday, November 14 through Thursday, November 30</b>	<b>Due to Thanksgiving Break, all requests submitted after 5pm, November 14 will not start processing until November 30</b>
<b>Tuesday, November 28, 2023</b>	<b>Deadline for Purchase Requests for Items and Money Transfers</b>
<b>Tuesday, December 5, 2023</b>	<b>Deadline for Check Request or Purchase Requests for Food and Preallocation Requests for Fall 2023</b>
<b>Tuesday, December 12, 2023</b>	<b>Extension Deadline for Purchase Requests with Treasurer Permission Only</b>
<b>Friday, December 15, 2023</b>	<b>Final Checks Issued</b>
<b>Sunday, December 17, 2023</b>	<b>Last Day to Hold Events</b>

## Club Spending Processing Timeline

<p style="text-align: center;"><b>Tuesday Before 5pm</b></p> <p style="text-align: center;">Clubs must submit all requests. Requests submitted after the 5pm deadline will not be reviewed until the following Wednesday.</p> <p style="text-align: center;">⇓</p>
<p style="text-align: center;"><b>Wednesday</b></p> <p style="text-align: center;">BSG Treasurers evaluate all requests. Those that receive conditional approval are then sent to Student Activities.</p> <p style="text-align: center;">⇓</p>
<p style="text-align: center;"><b>Thursday</b></p> <p style="text-align: center;">Student Activities evaluates requests and those approved are sent to Budget, Purchasing, or Payroll.</p> <p style="text-align: center;">⇓</p>
<p style="text-align: center;"><b>Friday of the Following Week</b></p> <p style="text-align: center;">Purchase requests are placed, Payroll is submitted and Budget check requests are processed. All processing requires at least one week.</p> <p style="text-align: center;">⇓</p>
<p style="text-align: center;"><b>After Friday of the Following Week</b></p> <p style="text-align: center;">Vendor checks are ready for mailing. Purchase requests have been ordered.</p>

### How to Spend Club Budgets:

**Purchase Requests, Check Requests, and Payroll Requests** are the three main ways to spend a club budget. A **Purchase Request** will instruct the College's Purchasing Office to buy something for the club. A **Check Request** will issue a check to reimburse any individual for purchases made on behalf of a club or pay outside an individual whom you have contracted to perform services for the club. **Payroll Requests** will pay a current Bard Student for a service they performed for a club they are not affiliated with. All forms can be found online in the Club Resources section of Bard College's Student Activities webpage. **Please note: There will be absolutely no cash advances.**

**Purchase Request and Check Request methods take AT LEAST TWO WEEKS to be processed. Payroll Requests follow the Student Payroll Schedule.**

**Please use the Preferred Vendor List when creating your purchase requests for items/food. Any vendor requested that is not on the preferred vendor list will require a four (4) week minimum processing deadline. Failure to adhere to submission deadlines will result in denial of your request.**

### Use a Check Request:

**If you want to reimburse someone for a club purchase.**

If an individual made a last minute purchase for a club and would like to be reimbursed with club funds afterward:

**REQUIRED ATTACHMENTS: Itemized Receipt**

## **BEFORE YOU MAKE THE PURCHASE:**

1. Bard is a tax-exempt institution, and we cannot reimburse taxes paid for purchases made. No tax-exempt forms will be given out.

## **DURING THE PURCHASE:**

1. Obtain and keep the **itemized receipt** of the purchase to later attach to the Check Request. In order for the receipt to be valid, it **must**:
  - a. Include a list of items purchased, as well as the total paid
  - b. Identify the vendor and the date
  - c. Demonstrate proof of payment; invoices are not sufficient if they do not indicate that they were paid
2. Some local stores and restaurants may not give you itemized receipts, but you should ask if they can give you one or an invoice of the order that has proof of payment on it, it can be stamped or confirmed by the cashier/owner in writing.

## **AFTER THE PURCHASE:**

1. Complete the online **Check Request** form on the website. On the sheet, please fill out the following sections:
  - a. **“Is this reimbursement/payment for a current Bard student?”**: Circle YES or NO
  - b. **“Bard Student ID”**: The ID number of the **Bard Student being reimbursed**, if applicable
  - c. **“Check payable to”**: The full legal name of the individual being reimbursed
  - d. **“Mailing address for Non-Bard Student / City, State, Zip Code”**: If the check is to be made payable to a **non-current student** complete the full address section. If the check is made payable to a **current Bard student**, the check will be placed in their Campus Mailbox.
  - e. **“Mail check to (If different from above)”**: If the check is made payable to an individual and you would like the check to be mailed to an address that is not the individual’s permanent address, please complete their full address.
  - f. **“Cell phone and email of person making request”**: The contact information for the individual **completing** the check request in case follow up is needed.
  - g. Fill in the **“Date”** and the **“Club”** whose budget the funds will be taken out of.
  - h. Indicate whether this purchase **“Is/was for an event?”**. If so, indicate the **“Event Title”** and **“Date”** of the event.
  - i. In the **“Description of Purchase”** section, summarize what the purchase/products are and for what event. You do not need to list each item you purchased as long as it is all listed on the attachment. Also, several receipts can be attached to one check request as long as the same individual is being reimbursed for all of them.
    - i. If the purchase was made for a specific event
      1. Example of what to write: “Food/ingredients/supplies for Italian Dinner Night”.
    - ii. If the purchase was not for a specific event, please include the reason for the purchase.
      1. Example of what to write: “Buckets of black paint to repaint the floors of the Old Gym”.
  - j. Complete the **“Quantity”**, **“Unit Price”**, and **“Amount”** per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section
  - k. Calculate and write down the **“Total”** of the purchase(s).
  - l. **“Club Head (print)” & “Club Head (sign)”**: Print and sign
  - m. Attach the **itemized receipt** as a .PDF along with the **Check Request**, and submit it using the **Club Spending Submission Portal**. **Please note**: Reimbursement for purchases **MUST** be submitted **within 30 days of the purchase**. There will be no exceptions to this rule.

2. If the Check Request is for a restaurant order, Please make sure to write DETAILED Delivery instructions on the form.
  - a. Date and Time
  - b. Exact Location
  - c. Phone number to call and/or text when delivery driver is here
  - d. Name of individual meeting the delivery person

**FAQ:**

**Q: I went to Hannaford, and I purchased things for my club and for myself. Can I submit a receipt that has personal items on it?**

**A:** No. Please make sure to separate personal items from club items **before** you complete the purchase so that the club purchases are on a separate receipt.

**If you want to be reimbursed for gas mileage:**

For example, **a personal vehicle** for a club trip or carpooled with club members for an off-campus event, and would like to be reimbursed for gas. The college can reimburse for gas mileage **up to .655** cents per mile driven.

**REQUIRED ATTACHMENTS: Google Maps printout showing number of miles driven**

1. Go to Google, input the Departure and Arrival locations. Print the route that Google Maps gives you; this will be the **Google Maps printout** that will need to be attached to the **Check Request**. It should indicate the total miles at the top of the page.
2. Complete the online **Check Request** form on the website. On the form, please fill out the following sections:
  - a. **“Is this reimbursement/payment for a current Bard student?”**: Circle YES or NO
  - b. **“Bard Student ID”**: The ID number of the **Bard Student**, if applicable
  - c. **“Check payable to”**: The full legal name of the individual being reimbursed
  - d. **“Mailing address for Non-Bard Student / City, State, Zip Code”**: If the check is made payable to a **non-current student**, complete the full address section. If the check is made payable to a **current Bard student**, the check will be placed in their Campus Mailbox.
  - e. **“Mail check to (If different from above)”**: If the check is made payable to an individual and you would like the check to be mailed to an address that is not the individual’s permanent address, please put down their full address.
  - f. **“Cell phone and email of person making request”**: The contact information for the individual completing the check request in case follow up is needed.
  - g. Fill in the **“Date”** and the **“Club”** whose budget the funds will be taken out of.
  - h. Indicate whether this drive **“Is/was for an event?”**. If so, indicate the **“Event Title”** and **“Date”** of the event.
  - i. In the **“Description of Purchase”** section, indicate where the trip went and for what reason.
    - i. Example: “Gas mileage reimbursement for carpooling to Boston for CUPSI Tournament”.
  - j. **“Quantity”**: the total miles that the **Google Maps Printout** indicates = the total miles driven. Please double the amount if you made a round trip.
  - k. **“Unit Price”**: write down \$0.655.
  - l. **“Amount”**: multiply the **“Quantity”** by the **“Unit Price”**
  - m. Calculate and write down the **“Total”** of the purchase.

- n. **“Club Head (print)” & “Club Head (sign)”**: Print and sign
- o. Attach the **Google Maps Printout** as a .PDF along with the **Check Request**, and submit it using the **Club Spending Submission Portal**.

**If you want to pay an outside performer/artist/lecturer:**

You can pay for outside performers to come to the events.

**REQUIRED ATTACHMENTS: Documentation of Agreement** between the club and the outside individual, **W-9 Form**

**CREATING AN AGREEMENT & OBTAINING A W-9 FORM:**

1. Before the club agrees with an outside performer/artist to come to an event, make sure the club and the outside performer/artist both agree on a payment amount that the club can actually afford. **DO NOT** promise a payment amount that the club will rely on Stimulus Funds for; the Stim Fund request will be denied if you have already made an agreement with an outside group.
2. The **agreement** between the club and the outside performer/artist can be informal (such as an email thread or other message exchanges) or formal (such as a contract). Whatever type of agreement it is, it needs to include: the performer’s name, the date, time, location and name of the event, what service they are providing, and the payment amount agreed upon. Both parties (the club and the outside performer) must show that you mutually agreed upon a payment amount.
  - a. **Please note: before signing any formal contract, you must consult with the Office of Student Activities first.** Schedule an appointment to review and agree to the contract on behalf of the College.
3. A **W-9 Form** from the individual providing the service is also required. The individual must provide all applicable information in Part I and the form **must** be signed and dated.
  - a. A **W-9** is a Federal Form and can be found online (<http://studentactivities.bard.edu/resources/>) or a physical copy of the form can be picked up from an Office Manager within the Office of Student Activities.
  - b. **Please note:** If the performer is not a U.S. citizen and **does not have a US Social Security Number**, please contact the Office of Student Activities prior to making any arrangements to discuss options for payment and Bard’s Foreign National Information Form. **Bard’s Foreign National Information Form** must be completed and attached to the check request before the payment can be processed.
4. Submit both the approved **agreement** and the **W-9 Form** as .PDF documents along with the check request.

**FILLING OUT THE CHECK REQUEST:**

1. **It is highly recommended that you submit a Check Request at least two weeks prior to the event. This way, you can pay the outside individual at the time of the event instead of sending the check via mail after the event.**
2. Complete the online **Check Request** form on the website. On the sheet, please fill out the following sections:
  - a. **“Is this reimbursement/payment for a current Bard student?”**: Select NO
  - b. **“Bard Student ID”**: Skip this line
  - c. **“Check payable to”**: The full legal name of the outside individual being paid
  - d. **“Address / City, State, Zip Code”**: Indicate their full address (It is usually the same address listed on the **W-9 Form**).

- e. **“Mail check to (If different from above)”**: If a student would like to hand the check to an individual during the event please indicate the student’s name and the check will be placed in their campus mailbox
- f. **“Cell phone and email of person making request”**: The contact information for the individual completing the check request in case follow up is needed.
- g. Fill in the **“Date”** and the **“Club”** whose budget the funds will be taken out of.
- h. **“Is/was for an event?”**: Yes. Indicate the **“Event Title”** and **“Date”** of the event.
- i. In the **“Description of Purchase”** section, you just need to summarize what the payment is for and for what event.
  - i. Example: “DJ Ogun Payment for SMOG Show”.
  - ii. If you paid them hourly, include the number of hours in **“Quantity”** and the rate per hour in **“Unit Price”**. If you paid them a lump sum, skip **“Quantity”** and **“Unit Price”** and write it in **“Amount”**.
- j. Calculate and write down the **“Total”** of the payment.
- k. **“Club Head/Member (print)”** & **“Club Head/Member (sign)”**: Print and sign
- l. Attach the **agreement and W-9** as a .PDF along with the **Check Request**, and submit it using the **Club Spending Submission Portal**.

### Use a Payroll Request:

#### If you want to pay a current Bard student for certain services:

You can hire Bard students who are known for their DJing, photography, videography, driving skills and who are not affiliated with your club for events.

**REQUIRED ATTACHMENTS:** None

### FILLING OUT THE PAYROLL REQUEST:

1. **Because the club is paying a Bard student for a service, you have to wait until after the event to submit their Payroll Request.** These forms are processed through Student Payroll, not through the typical club check run schedule. If they do not currently have a job on campus, they must visit the Student Employment Office in the Physical Plant (1st floor of B&G barn) to fill out the appropriate paperwork. These payments will come directly from Student Employment on the same schedule that paychecks are on. (If the Bard student the club is paying already has a job on campus, this amount will simply be added to their typical paycheck/direct deposit.)
2. Complete the online **Check Request** form on the website. On the sheet, please fill out the following sections:
  - a. **“Student’s Name”**: Put the name of the student being PAID
  - b. **“Their Student ID”**: ID number of the Bard student being PAID
  - c. **“Name of person making request”**: The full name of the club head filling out this request (PLEASE NOTE: you cannot complete a request to pay the self for a service)
  - d. **“Email of person making request”**: The email address of the club head filling out the request
  - e. Fill in the **“Date”** and the **“Club”** whose budget the funds will be taken out of.
  - f. Indicate whether this payment **“Is/was for an event?”**. If so, indicate the **“Event Title”** and **“Date”** of the event.

- g. In the “**Description of Purchase**” section, you just need to summarize what the payment is for and for what event.
    - i. Example: “Photography Payment for ISO Cultural Show”.
    - ii. If the payment isn't for a specific event, please include the reason for the purchase.
      - 1. Example: “Driving from Bard to Poughkeepsie to pick up Bard Free Press issues”.
  - h. Include the number of hours in “# of hours” and the rate per hour in “**Pay Rate**” section.
 

**Please note: The maximum pay rate for a student providing a service other than driving can not exceed double the current NY State minimum wage..**
  - i. Calculate and write down the “**Total**” of the payment.
  - j. “**Club Head (print)**” & “**Club Head (sign)**”: sign
    - i. **Please note: Only a few clubs can pay their club members for select services. Please speak with the Office of Student Activities if the club falls into this category. If you performed a service for a club, you cannot sign your own Student Payment Request.**
2. Submit the form using the **Club Spending Submission Portal**.

**FAQ:**

**Q: Is it possible to pay one of my club members to drive us around?**

**A:** No. However, student drivers **unaffiliated with the club** can get paid. **Hourly wages equivalent to the current NY State minimum wage** may be **paid for time spent in transit**, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college-owned vehicle. For exemptions, contact the Treasurer.

**Q: I’ve heard of club members getting paid an “Event Host Fee”. What is that?**

**A:** Payment for taking on the responsibility of an Event Host at large events where alcohol is provided is permitted. For more information about this concept, visit the Office of Student Activities.

**Q: Can I pay a student who can design a website for my club?**

**A:** No. Payment to students for event planning, web design, or poster design is prohibited. Clubs should use OSA Publicity and Marketing for these free services.

**Use a Purchase Request:**

**If you want to purchase something online:**

**REQUIRED ATTACHMENTS: Shopping Cart Printout**

1. Go to the website that you wish to purchase the items, and add the items to the Shopping Cart. Click on the Shopping Cart, which should show you all of the items you wish to purchase, and the total amount of the purchase, including the desired shipping costs/delivery fees. If the shopping cart does not have shipping costs listed, go through the process of purchasing the items until you see the total cost including shipping. The club will be held accountable if the club goes over budget due to shipping charges.
  - a. **Please note:** Although tax costs will be automatically added in the Shopping Cart, if the Purchasing Office can deduct those costs since the College is tax-exempt they will.
2. Create a .PDF page with the total costs listed, which will be the **Shopping Cart** that you will attach to the Purchase Request. Make sure the URL is visible on the .PDF
3. Complete the online **Purchase Request** form on the website. On the sheet, please fill out the following sections:



- a. **“Company Name”**: Name of the company you’re ordering from
- b. **“For online orders: Web Address”**: URL of the online store
- c. **“Company Phone Number ”**:
- d. **“Cell phone and email of person making request”**: The contact information for the individual completing the check request in case follow up is needed.
- e. Fill in the **“Date”** and the **“Club”** whose budget the funds will be taken out of.
- f. **“NAME OF INDIVIDUAL TO SHIP ITEMS TO”**: the full legal name (so that B&G knows who the package is for; they will email you when the package arrives on campus)
- g. Indicate whether this purchase **“Is/was for an event?”**. If so, indicate the **“Event Title”** and **“Date”** of the event.
  - i. **Please note**: This is crucial for the Purchasing Office so that they can make sure the shipping options/arrival of the package coordinate with the date of the event.
- h. In the **“Description of Purchase”** section, you just need to summarize what the purchase/products are and for what event.
  - i. Example: “Glow sticks for Black Light Party”.
  - ii. If the purchase wasn’t for a specific event, please include the reason for the purchase.
    1. Example: “Flavored condoms for the DimeStore”.
  - iii. If the purchase request is for gift cards (must be \$50 or lesser amount), the reason **MUST** be included.
    1. Example: “Will be used as a student raffle prize at club event on Oct. 31”
  - iv. Include the **“Quantity”**, **“Unit Price”**, and **“Amount”** per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section
- i. Calculate and write down the **“Total”** of the purchase.
- j. **“Club Head (print)” & “Club Head (sign)”**: Print and sign
- k. Attach the **shopping cart** as a .PDF along with the **Purchase Request**, and submit it using the **Club Spending Submission Portal**.

**FAQ:**

**Q: I want to order something with a custom design that’s on my own online account. Do I need to provide my login information?**

**A:** Yes. Login and password information from an online merchant is required for custom purchases.

**Q: Is it possible to pay online for travel and accommodations for outside artists through Purchase Orders?**

**A:** Yes. If part of paying the outside artist is paying for their accommodations, you can use the club budget to pay for their transportation or hotel room. Again, you will need at least two weeks prior to the event/date of arrival in order for the **Purchase Request** to be processed.

**REQUIRED ATTACHMENTS: “Shopping Cart”** and **all of the necessary personal information** that the travel/hotel company requires (artist’s name, full address, phone number, email, dates they are staying/arriving & departing, etc). You need to make sure you receive all of this information from the artist prior to submitting a **Purchase Request** for their accommodations.

## **If you want to pay for a food order from a restaurant/purchase items from a store:**

If you have two weeks prior to the event, you can use a **Purchase Request** to order food from a restaurant or items from a store, directly through the club budget.

### **REQUIRED ATTACHMENTS: Itemized Invoice**

1. Visit or call the restaurant/store that you wish to order from. Ask for an **Itemized Invoice** of the items you wish to purchase; make sure it includes all of the items, tax, tip, delivery fee and the total amount of the purchase.
  - a. **Please note:** We encourage students to tip for services as appropriate. Please be sure to indicate the tip you'd like to give.
  - b. **Please note:** You should ask if a restaurant accepts tax-exempt forms, but the Purchasing Office usually pardons tax costs for prepared food from a restaurant.
2. Complete the online **Purchase Request** form on the website. On the sheet, please fill out the following sections:
  - a. **“Company Name”:** Name of the restaurant/store you're ordering from
  - b. **“Company Address / City, State, Zip Code”:** Full address of the restaurant/store
  - c. **“Company Phone Number”:** Phone number of the restaurant/store  
**“Cell phone and email of person making request”:** The contact information for the individual completing the check request in case follow up is needed.
  - d. Fill in the **“Date”** and the **“Club”** whose budget the funds will be taken out of.
  - e. Indicate whether this purchase **“Is/was for an event?”**. If so, indicate the **“Event Title”** and **“Date”** of the event.
    - i. **Please note:** This is crucial for the Purchasing Office so that they can make sure the delivery of the food/items coordinate with the date of the event.
  - f. In the **“Description of Purchase”** section, you just need to summarize what the food/products are and for what event.
    - i. Example: “Hana Sushi Large Party Platter for ASO Food Festival”.
    - ii. If the purchase wasn't for a specific event, please include the reason for the purchase.
      1. Example: “Assorted Tea Collection for Tee Club Giveaways”.
    - iii. Include the **“Quantity”**, **“Unit Price”**, and **“Amount”** per item/purchase, if necessary. If this information is listed on the attachment, there is no need to write each item in this section.
    - iv. Please note whether this is for pick-up or delivery. For restaurant orders, include the delivery costs and tip here as well.
  - g. Calculate and include the **“Total”** of the purchase.
  - h. **“Club Head (print)” & “Club Head (sign)”:** Print and sign the name.
3. Attach the **itemized invoice** as a .PDF along with the **Purchase Request**, and submit it using the **Club Spending Submission Portal**.
4. If the Purchase Request is for a restaurant order, Please make sure to write DETAILED delivery or pickup instructions on the form.
  - a. Date and Time
  - b. Exact Location
  - c. Phone number to call and/or text when delivery driver is here
  - d. Name of individual meeting the delivery person or picking up the order

### **Purchase Request Processing Schedule & Check Run Schedule:**

**Check Requests, Purchase Requests, and Payroll Requests** are collected weekly (every Tuesday by 5pm) and processed by the Treasurer and Student Activities via <https://tinyurl.com/Club-Spending-Fall-2023>.

They are brought to the Controller's Office every Friday, where they are also processed weekly. If submitting a **Purchase Request**, please allow adequate time for all processing and shipping. If submitting a **Check Request**, the check will be cut 10 days after the Tuesday you submit it by.

**\*\*\* For Check Request and Purchase Requests- ALL supporting documents MUST be submitted at once OR it will automatically be DENIED! (No exceptions) \*\*\***

**For help combining all supporting documents to the corresponding forms into one file, please use <https://combinepdf.com/>**

When checks are cut, they will be put in student mailboxes by 5:00 PM on Fridays. If checks need to be sent off campus, they will be mailed out the Monday after the date the checks are cut. Please be mindful of this schedule and PLAN AHEAD as much as possible in order to get payments in time for events.

**Payroll Requests** are processed through Student Employment on the regular Payroll Schedule (not through the Check Run schedule above). The student being paid must complete appropriate paperwork with the Student Employment Manager located in the Physical Plant. If a student already has a job on campus, nothing extra needs to be done – the student payment will be added to their typical paycheck receiving method (direct deposit, or physical check).

### **Club Spending Policies:**

#### **Transportation**

##### **General Transportation**

If a club is unable to use a personal vehicle for off-campus use, the club should contact Bard's Transportation Office to reserve a college-owned vehicle. Such a request should be made as soon as possible and at least two weeks in advance of the expected day(s) of travel due to the limited availability of these vehicles. Only Bard Drivers may drive Bard vehicles - visit the Transportation website for information about how to become a Bard Driver.

If no personal vehicle or college-owned vehicle is available, the club is permitted to spend funds on alternative forms of transportation. Due to the higher cost associated with alternative modes of transit, such expenditures will be subsidized at a rate of 50%. Under special circumstances, the Treasurer may grant exemptions to this subsidized rate.

##### **Uber and Lyft Use**

Uber and Lyft should be viewed as a last resort option for club travel use and also must be **approved by the Treasurer beforehand**.

## **Travel to New York City**

Clubs often travel to New York City for events. For student travel to New York City, the cost of off-peak Metro North tickets is the cheapest option. Travel to New York City, whether it be on Amtrak or peak-fare Metro North, will be reimbursed to a student at the current rate of an off-peak Metro North ticket. Unfortunately we are unable to purchase Metro-North tickets on behalf of the club, so be sure to save all receipts to submit for reimbursement. For large group travel on Metro North, please stop by the Office of Student Activities well in advance of the trip to discuss options.

## **Food**

### **Parkhurst Club Catering**

Clubs must spend 20% of their food budget on food through Parkhurst. Anything can be ordered through Parkhurst's catering, but here's a link to the menu: [Parkhurst Club Catering Menu](#)

### **Walmart Pick-up and Sam's Club Orders**

In order to purchase food and items from Sam's Club and Walmart Pick-up you must go to the web-site for the store, create a shopping list and print it to attach to the Purchase Request. The shopping list must show the item(s), item number(s) and quantity needed.

The Purchase Request you submit to the Student Government Treasurer **MUST include the date, approximate time you would like the items ready for pick-up and the full name of the individual** who will be picking up the order. Walmart and Sam's club often checks the ID of the individual picking up items to ensure that the correct individual is picking up the order.

### **Hannaford Orders**

In order to purchase food and items from Hannaford you must go to the web-site, create a shopping list and print it to attach to the Purchase Request. The shopping list must show the item(s), item number(s) and quantity needed. The club member who completes the Purchase Request will be sent a Hannaford Gift Card to complete the purchase at Hannaford. You **MUST give your receipt after the purchase to the Office of Student Activities.**

### **Amazon Orders**

Bard College has partnered with Amazon Business in order to simplify the purchasing process for Amazon Orders. For Amazon orders, follow the instructions on the 1-page handout. The Purchasing Department will not approve the order you submit via the website until they receive the approved Purchase Request from the Student Government Treasurer and Office of Student Activities.

**PLEASE NOTE: The Business account does not include two-day shipping! Please plan the orders well in advance to allow for processing time on our end, and additional shipping time once the order is processed by the Controller's Office. This process will include automatic tax exemption for most items and business pricing.**

Additional information is provided on the "Amazon Orders – Club Instructions" handout.

### **Costumes, Uniforms, and Other Attire**

Costumes must remain in the ownership of the club. All clothing purchased and customized for club members **must first be approved by either the Fiscal Committee Chair or the Treasurer**. Unless explicitly exempted by the Chair or the Treasurer, customized items will be subsidized at 50% of the final cost.

### **Payment for Student Services**

Payment for student services rendered at club-hosted events is limited to specialized services that could otherwise not be provided without payment to a student. Those services include, but are not necessarily limited to musical performances, and related artistic performances. The maximum payment to a student **can not exceed double the current NY State minimum wage** for each hour of service.

### **Student Drivers**

For student drivers unaffiliated with the club, hourly wages **equivalent to the current NY State minimum wage** may be provided for time spent in transit, rounded to the nearest hour. Payment of student drivers is limited to certified Bard drivers utilizing a college-owned vehicle. For exemptions, contact the Treasurer.

### **Event Host Fee**

Event Host Fees can be paid to anyone taking on responsibility for events registered with alcohol only. To become an Event Host a club member **must** go through Alcohol Training prior to the event. The maximum amount for an Event Host Fee is **\$250 per event**.

### **Prohibited Expenditures**

The following items are prohibited from use through the Convocation Fund. Those are:

- Alcohol (can contact OSA regarding Event Host role)
- Capital Projects (cannot invest in infrastructure, without approval of OSA)
- Compensation for running a club (such as payroll or stipend) (exemption for Central Assembly members)
- Customized items for club members (can be subsidized 50%)
- Fog Machines (could set off fire detection systems and impact those with breathing problems)
- Strobe Lights (could impact those with light sensitivity)
- Club Facilitated Off-Campus Overnight Retreats (exemptions approved by OSA for conference invitations)
- Private food for students (all events where food is provided **must be publicized** and take place on Annandale Campus)
- Posters and website design (provided by OSA Marketing Interns) (exemption for specialized logo)
- Gift cards (they are considered taxable income) (exemption made when purchasing items at Hannaford, students are given Hannaford gift card to purchase exact list of items) (exemption given for purchasing gift cards to be used as prizes in up to \$50 increments, but must provide rationale and proof of event)

## Tracking the Club Spending:

**Clubs are responsible for keeping track of their budgets to ensure they are not overspending.**

Clubs should appoint a Club Treasurer responsible for approving these forms and keeping a ledger. For assistance with creating a ledger, please contact the Office of Student Activities.

## Printing at Central Services

Email a PDF indicating the club to be charged for printing, whether the attachment(s) is color or B&W, paper size, quantity to be printed, and date needed by to: [printjob@bard.edu](mailto:printjob@bard.edu) and [studentactivities@bard.edu](mailto:studentactivities@bard.edu). The Office of Student Activities will email Central Services the club's account number and you will receive an email when your attachment(s) are ready to be picked up at Central Services in the Carriage House.

If using Canva for creating posters, **do not use the poster setting**. Please size to 11 x 17 only.

## Questions?

For questions about spending, please contact the Student Government Treasurer at [bsgtreas@bard.edu](mailto:bsgtreas@bard.edu). Club remaining balances are available via the public ledger online. The link will be updated after the Budget Forum each semester. The budgets will be updated every Wednesday after the Treasurer processes requests each week. Additional questions can be directed to the Office of Student Activities.

## Helpful Links:

Want to know your club's current budget? (updated every Wednesday)

Want to Transfer Funds to another club or department on campus?

<https://tinyurl.com/Transfer-Request-Fall-2023>

Want to Request Additional Funds?

<https://tinyurl.com/Stimulus-Request-Fall-2023>