

Club Funds Information

1. Bills

1. Clubs and other student-campus organizations may request funding from the ASMCC Clubs fund through the Student Senate. A bill requesting funds from the Student Senate must be submitted to the ASMCC VP of Fiscal Affairs *at least* one month (30 Days) before the date the funds are needed.2. A completed Official Function Form must accompany any funds request bill at the time of submission.
2. All fund requests will be reviewed by the Senate Fiscal Committee **before** being placed on the Senate Agenda for approval.
3. Clubs are required to supply all necessary information and paperwork to the VP of Fiscal Affairs and the Senate Fiscal Committee prior to consideration of the request in Student Senate.
4. The Senate Fiscal Committee shall verify that
 - a. The club is in good standing within ASMCC
 - b. All necessary information/documentation is obtained and accurate
 - c. The expense is necessary and prudent.
5. Following approval from the Senate Fiscal Committee the bill shall be placed on the next Senate agenda as a “Consent Item” unless a motion is otherwise made by the commission or a member of Senate.
6. If the bill passes, please allow two weeks for administrative approval.
7. See the attached bill format and example.

2. Vendor Registration Form

The Vendor Registration form is used to register vendors into CFS that have never been registered with MCCD before.

1. Your Advisor or the ASMCC Program Advisor can check in CFS to see if the vendor has been registered.
2. If it the vendor not registered, fill out the form from <http://www.dist.maricopa.edu/purchasing/VRF.pdf> and have your advisor submit it.
3. You do not have to do a Vendor Registration form if the vendor is already registered.
4. Your advisor will fax it to:
Maricopa County Community Colleges, District Office Purchasing Department
(480) 731-8190
Street Address:
2411 W. 14th Street, Tempe, AZ 85281-6942.
5. Questions on filling out the form? Contact the MCCD Purchasing Department at (480) 731-8520 or the ASMCC Program Advisor at (480) 461-7277

3. Requisition

This is handled by your advisor in CFS or through the ASMCC Program Advisor.

4. Official Function Form

The Official Function Form is used to initiate all Club funds requests. It must be signed and submitted anytime your club needs money. The Official Function form is used to “properly document expenditures covered by MCCD Governing Board policy for Official Functions. This documentation must be made available in the District Office Accounts Payable records to demonstrate to any independent party (for example the Auditor General’s Office) the public purpose of such expenditures.” Remember: If in doubt, use an official function form.

1. Download the form from <http://www.dist.maricopa.edu/legal/blc/#off>
 - a. Download either the PDF or Word file
2. Have your advisor sign where it says “Requisitioner” and make a copy for your records.
3. Attach official quotes from vendors.
4. Attach a Petty Cash form if needed.
5. Submit the O.F.F. with your Bill to the Senate Fiscal Committee.

5. Petty Cash

Petty Cash is used to get cash for small orders, usually less than \$100.00 and no more than \$200.00 and is used in place of purchase orders. Your Club Advisor can get this form from the Office of Student Life and Leadership and he or she must fill it out and handle the money at all times. Receipts must be kept from all items purchased and turned into the Cashier’s Office with exact change.

Extensions: (add these to the end of the account code)

54100	General Supplies (Supplies, materials, parts)
53210	Professional Services
53300	Printing/Binding
53500	Advertising
53550	Official Functions
55400	Organizational Dues
56510	In-State Travel
56515	Registration
56520	Out-Of-State Travel
56530	Field Trips

6. Facilities Request

This is handled by your advisor in CFS or through the ASMCC Program Advisor.

7. Fundraising

This form is required for clubs that will be conducting an event intended to raise funds for any purpose. This form should be submitted prior to making any other arrangements for this event. The fundraiser must be approved before it is planned and executed. Please submit no later than 2 weeks prior to the event.

1. The Funds must be deposited into club accounts as soon as the funds are received by your advisor.

- The Funds should be deposited through the College Development Office so they can be tax-deductible.
- See the Food Guidelines if you are serving food as a fundraiser.

8. Sample Bill

Sample Bill Club Senator Requesting ASMCC Funding for a Club

8/1/1778 Associated Students of Mesa Community College SB 76-77 F4

1 A bill requesting funds from Associated Students of Mesa Community College
2 Whig Club

Both the sponsor and the cosponsors must be voting members of Senate.

The preambular clauses or 'Whereas' statements are simple declarations of why this legislation should be passed.

The operative clauses or "therefore" statement is a specific action to be taken. It is often divided into sections in order to divide the action and thereby be less confusing.

The bottom sections are for administrative use. The recording of the vote and essential signatures.

3
4 BY: John Adams, Whig Club Senator; Ben Franklin, Kite Club Senator; James Madison, Press Club

5
6
7 WHEREAS, for Spring Fling, field trips, volunteering and symposium, the Whig Club would like to have a strong established presence on campus, and

8
9
10 WHEREAS, the banner and T-shirts will create a sense of pride and fellowship with MCC and the Whig program, when students see the unity and understand clubs present this great opportunity they'll be more likely to connect and contribute to MCC clubs and activities, and

11
12
13
14 WHEREAS, this leads student to take an active role in their academic success, benefiting clubs, MCC and the community as a whole, therefore

15
16
17 BE IT ENACTED THAT:

18
19 SECTION 1 \$480 be allocated from the Student Activities budget of the 2008-2009 school year for the Whig Club to purchase a banner and t-shirts;

20
21
22 SECTION 2 Total cost \$600.00
23
24 1. T-shirts (Qty 25) \$300.00
25 2. Banner (Qty 1) \$300.00;

26
27 SECTION 3 \$120 will be supplied by the Whig club of Mesa Community College.

28
29
30 Senate Vote: 1/1 Date: 8/1/1776 Chairman's Initials _____

31 X

Earl Guenther

32
33

I hereby veto this legislation, or the above marked lines.

34 Reasons:

Date presented to senate. (Remember that all legislation must be submitted at least 8 days prior.)

Legislation Number
SB Senate Bill
YY-YY School year
F/S Fall/Spring Semester
Legislation number

You will notice that Legislation is one long run on sentence. Each "whereas" ends with a coma and each "section" with a semicolon only the last "section" ends with a .

The ASMCC logo must be present on all official documents.

Club Name



Whig Club

SB 76-77 F#

1

If you need assistance with any of these procedures, feel free to contact us:

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