



Club Travel

- The most important thing to know about club travel is *that this process takes time!* Please ensure you start the paperwork **at least 4 weeks** prior to travel. If not, there is no guarantee that your trip will be approved.
- If you are planning a club trip (out of town or out of state), please contact Student Life or visit our website for the travel planning packet and forms.
- If you are using club money that has been given to you by MCC, or are using any MCC resources, the trip must have an educational purpose.

Timeline for Fiscal/Travel Processes

Please ensure you have allowed enough time for the following processes to be approved:

- ◇ Sandwich Boards: 1 week
- ◇ Petty Cash: 2 weeks
- ◇ Requisitions: 2 weeks
- ◇ Official Function Forms: 2 weeks
- ◇ Vehicle reservation: 2 weeks
- ◇ Travel: 4 weeks
- ◇ Entertainment: 4 weeks

ASMCC– Student Government

- All clubs are encouraged to participate in Student Senate. You are allowed one Senator as a voting member. Funding opportunities available.
- Senate meets every Tuesday at 3:00 in AS-121 and M-213 at Red Mountain.
- www.mesacc.edu/students/asmcc

Student Life & Leadership

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Please contact us with any questions, or for help with these procedures. We are here for you!

**Mesa Community College
Office of Student Life & Leadership**

www.mesacc.edu/students/life

Located in the Kirk Student Center (Bldg 35)

Phone: 480-461-7285 Fax: 480-461-7953

Located in Mesquite 210 at the Red Mountain campus

Phone: 480-654-7759 Fax: 480-654-7201



Student Club Officer & Advisor Quick Guide



Your resource for:

- Fiscal procedures
- Travel procedures
- Timelines
- Student Life contacts



* Fiscal Procedures

Official Function Forms

What is it be used for?

- * REQUIRED anytime your club spends money

How do I get it?

- * Available on the Student Life website under the Forms tab.
- * Official Function Form must be completed and signed by club advisor, Director of Student Life, Dean of Student Affairs, Vice President of Student Affairs, and the College President.

What else should I know?

- * Must be submitted along with all petty cash vouchers.
- * Must be on file prior to approval of any requisitions.
- * Must be written in a thorough manner that justifies the need to spend the money. Samples for your referral are available in Student Life.

Vendors

What should I know?

- * Any vendor you plan to use **MUST** be in the Maricopa vendor system before payment can be processed (Purchase Orders/Requisitions).
- * Vendor must complete W-9 and submit it to us to be entered into the system.
- * There are thousands of vendors currently in the system, and Student Life can check the list for you.

Petty Cash

What can it be used for?

- * Purchase of GOODS under \$200
- * Not to be used to pay for services

How do I get it?

- * Official Function Form must be completed
- * Petty Cash voucher (available in Student Life) must be completed and signed by club advisor, Director of Student Life, Dean of Student Affairs, Vice President of Student Affairs. If the request is over \$100, it must also be signed by the Fiscal Office.
- * After all signatures are in place, the Cashier's Office will contact your advisor to notify that it is available.
- * Club advisor must take out the money, but they can give it to students to spend.

What else should I know?

- * You can only have ONE petty cash voucher out at a time.
- * Your paperwork will automatically be routed 'up the ladder' to the appropriate person for signatures, but it is your responsibility to follow up.
- * Original receipts and any remaining money must be submitted to the Cashier's Office within 5 days.

More in-depth club information is available at the Student Life website. Please feel free to contact us with any questions. We are here as a resource for you!

Purchase Order/Requisitions

What can it be used for?

- * Services (DJ, T-shirts, banners, etc.)
- * Travel and conferences
- * Anything over the \$200 petty cash limit
- * Cash Advance

How do I get it?

- * Get quote from your preferred vendor and ensure they are in the MCCD vendor system
- * Official Function Form must be completed (see OFF section for procedure)
- * Club advisor or Student Life must do complete a requisition using the college CFS online system.
- * Requisition is approved by Director of Student Life, Dean of Students, VP of Student Affairs, and Fiscal Office.
- * Purchase Order will be mailed to your vendor.

What else should I know?

- * This process can take up to 3 weeks. Plan ahead!
- * Payment will be made to your vendor in the form of a check after an invoice is submitted
- * Certificate of insurance is often required for vendors who visit campus, and requisition will not be approved until proof is available. Check with Student Life for specific examples.

Club Statement of Activity Form must be on file with Student Life to be considered an active club!

Club Advisor must be present at **ALL** official club meetings/activities on and off campus.