



Western  
University  
OF HEALTH SCIENCES

# Club/Class Treasurer Training

University Student Affairs

[studentaffairs@westernu.edu](mailto:studentaffairs@westernu.edu)



# Agenda

- **Reimbursements**
  - Forms
  - The Process
  - Delays
- **Deposits**
- **Account Balance**
  - Reading your statement
- **End of Term Responsibilities**

# Reimbursements

Getting to Forms page: [www.westernu.edu](http://www.westernu.edu)

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MENU

Search...



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PROSPECTIVE STUDENTS



CURRENT STUDENTS

MAKE A GIFT TO THE  
UNIVERSITY



COLLEGES



RESEARCH


# Reimbursements

Getting to Forms page: [www.westernu.edu](http://www.westernu.edu)


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**Contact Us**

**UNIVERSITY STUDENT AFFAIRS (USA)**  
Pomona: [SSC, Room 101](#)

 [USA](#) guides students through their club and SGA activities and manages the various student benefits.

**COMP-NORTHWEST STUDENT AFFAIRS (OSA)**  
Lebanon: Near Administration Area

 [OSA](#) guides Lebanon, OR students through their club and SGA activities

4

I WANT TO...

Manage My Club/Class Finances ▾

- [Review Treasurer Training](#)
- [Submit a Deposit Form](#)
- [Complete a Student Reimbursement Form](#)**
- [View my FUND on YouPortal \(Treasurer Only\)](#)
- [Complete a W-9 Form](#)

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Students

Mission & Tenets

Clubs

SGA

**Forms**

Housing

Health Insurance

Fitness

Discounts

Contact Us

# Reimbursements

## Student Reimbursement Form



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- **Original and itemized** receipts are required for all reimbursements
- Attach approval e-mail if requesting reimbursement for personalized (logo) t-shirts, mugs, etc.
- Payee will receive an email when the direct deposit has been processed or when your check is ready
- Direct deposits will post to your personal bank account in approximately one week
- Reimbursement requests should be submitted within 10 days of the purchase; travel reimbursements within 30 days of travel or by June 15<sup>th</sup>
- Travel form required for all student travelers: <https://jprod.westernu.edu/studenttravel/>

### PAYER INFORMATION

Class/Club Name:  Payer Fund #:

### PAYEE INFORMATION

Pay to:

Check here if transferring to another FUND. Payee FUND#/FOAPAL:

Address

City  State  Zip Code

Telephone  Student ID# @  (Required if funds are payable to a student)

Please process my reimbursement as:  Direct Deposit (Preferred) OR  Check  Mail Check to Payee (address must be provided)  
 Return Check to University Student Affairs (California)  
 Return Check to COMP-NW Student Affairs (Oregon)



# Reimbursements

## DESCRIPTION OF PURCHASE/REASON TO TRANSFER:

Event/Guest Speaker Name:	Date:	Amount

Total Spent:

**Reminder! Attach Original & Itemized Receipts!**

Total to be reimbursed if different from total spent:

### Signatures

I hereby certify that the above goods, services or expenses have been received, rendered or incurred to my satisfaction. Invoice(s) and/or itemized original receipt(s) are attached.

Club/Class President or Off-Campus Class Rep 1

Print Name

Date

Club/Class Treasurer or Off-Campus Class Rep 2

Print Name

Date

## WHERE TO SUBMIT THIS FORM

Submit this completed form and receipts to the Office of University Student Affairs (USA) in SSC, Room 101, or to COMP-Northwest Student Affairs.

## FOR OFFICE USE ONLY

Pay/Transfer from Account Number	Fund	4099	70850	40	\$	
		Org	Account	Program	Prior Account Balance	Date
Transfer to Account Number	Fund	4099	70899	40		
		Org	Account	Program		

**Travel Only:**

Signature of USA/COMP-Northwest Student Affairs Representative

Date

Date Student Travel Notification Form Approved

# Reimbursements

## Student Reimbursement Form

- **Paying a Vendor Directly**
  - Complete the Student Reimbursement Form
  - Attach an itemized invoice or contract that indicates the amount that will need to be paid and by when
  - A check will be cut directly to the vendor
- **Pay Out of Pocket & Be Reimbursed**
  - Use your personal credit card or checkbook to pay
  - Obtain an **itemized receipt**
  - Complete Student Reimbursement Form & attach receipt
  - The amount will be direct deposited to your bank account

# Reimbursements

## The Process

- **Complete a Reimbursement Form**
- **Attach Receipts or Invoices**
  - Original & itemized
  - Make sure it includes the sales tax
  - No Alcohol Reimbursements
- **Submit to USA or COMP-Northwest Student Affairs**



# Reimbursements

## The Process

- **Reimbursement checks & direct deposits take one to two weeks to process so plan accordingly!**
- **Checks**
  - Cut on Wednesday and Friday after 2 pm
  - E-mail will be sent to you when ready for pick up at University Student Affairs (Pomona) or COMP-Northwest Student Affairs (Lebanon)
  - Bring your student ID to pick up
- **Direct Deposit**
  - Electronic Fund Transfer e-mail

# Reimbursements

Delays

- **Missing Receipts**
- **Receipt missing details of purchase**
  - Not itemized
- **Missing logo approval e-mail**
- **Form not signed**
- **Missing Student Travel Notification Form**
- **Missing W-9 (if required)**
- **Student signed the contract with vendor**

# Reimbursements

Student Travel

- **Pre-Travel: Fill out “[Student Travel Notification Form](#)”**
  - Two weeks prior to departure
  - Good academic standing
  - Required to get reimbursed
- **During Travel: Keep ALL original itemized receipts**
- **Post-Travel: Submit Student Reimbursement Form**
  - Mileage (Federal rate)
  - Food
    - \$12/breakfast
    - \$18/lunch
    - \$36/dinner

# Reimbursements

W-9

- **May be required when reimbursing a business or individual**
- **W9 - Available on Forms Page**

## **Most Common Reason:**

- **Guest Speaker Fee**
  - Money **MUST** come directly out of the club account
  - Speaker **MUST** provide a contract (detailing their fee) and a W-9
  - The contract, invoice and W-9 must be attached to the reimbursement and the check be cut in their name

# Reimbursements

## Contracts

- **Make sure you do not sign ANY contracts - this will hold you personally responsible**
- **Contracts can be signed by your Student Affairs Professional or College Official**
  - Differs by college – check with your SAP
- **You will still be the Liaison, however, you will not be held personally responsible**

# Deposits

- **Form: USA & COMP-Northwest Forms Pages**
  - USA Form: [www.westernu.edu/students/students-forms/](http://www.westernu.edu/students/students-forms/)
  - COMP-Northwest Forms: [www.westernu.edu/students-or/students-forms-or/](http://www.westernu.edu/students-or/students-forms-or/)
- **Make your deposits at:**
  - Pomona → Anderson Tower, 4<sup>th</sup> Floor → Bursar's Office
  - Lebanon → Student Affairs – OR
- **Deposit any funds collected for your club within 72 hours**
  - e.g. from fundraisers and membership fees
- **Do not deposit funds collected for an external organization (legally not allowed – IRS issue)**
  - e.g. if you raised money to donate to Red Cross





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Deposits are made at the Bursars Office,  
Anderson Tower – 4<sup>th</sup> Floor  
100 W. Second St. Pomona, CA 91766  
[BursarsOffice@westernu.edu](mailto:BursarsOffice@westernu.edu) | 909-469-5403



Date:  Subject: Deposit Summary

Your Name:

Club or Class Name:

Total number of checks for deposit – DO NOT INCLUDE AMOUNT

Total amount of cash for deposit – INCLUDE AMOUNT

Club/Class Fund#	Org	Account	Program	Amount of Checks/Cash	Description
	4099	70899	40		
Notes:					
<ul style="list-style-type: none"> <li>You do not have to list each check individually. Put a total and a brief description. (e.g. Membership-Dues)</li> <li>List total amount of cash and checks separately</li> <li>For fundraisers (Bake sale, etc.) include the event date</li> </ul>					
<b>Total</b>					

# Funding

- **Start fundraising on campus first!**
- **Collaborate with another club**
- **Ask club members for support**
- **Approach local restaurants & small businesses**
- **Apply for SGA & Alumni Affairs funding**
- **With permission from the Office of Annual Giving, approach corporations**

# SGA Fund Requests

[www.westernu.edu/students/students-forms/](http://www.westernu.edu/students/students-forms/)

- **SGA is the LAST source of funds**
- **Requirements for Financial Request:**
  - Attempted fundraiser
  - Attempted to get financial support from club/class
  - Attempted to get financial support from college
- **Maximum: \$200/person and \$600/event**
- **LAST day to request for 2019-2020 academic year:**
  - **April 7, 2020**
- **Reminder: must request to be placed on Senate agenda BEFORE travel or event**

# Account Balance

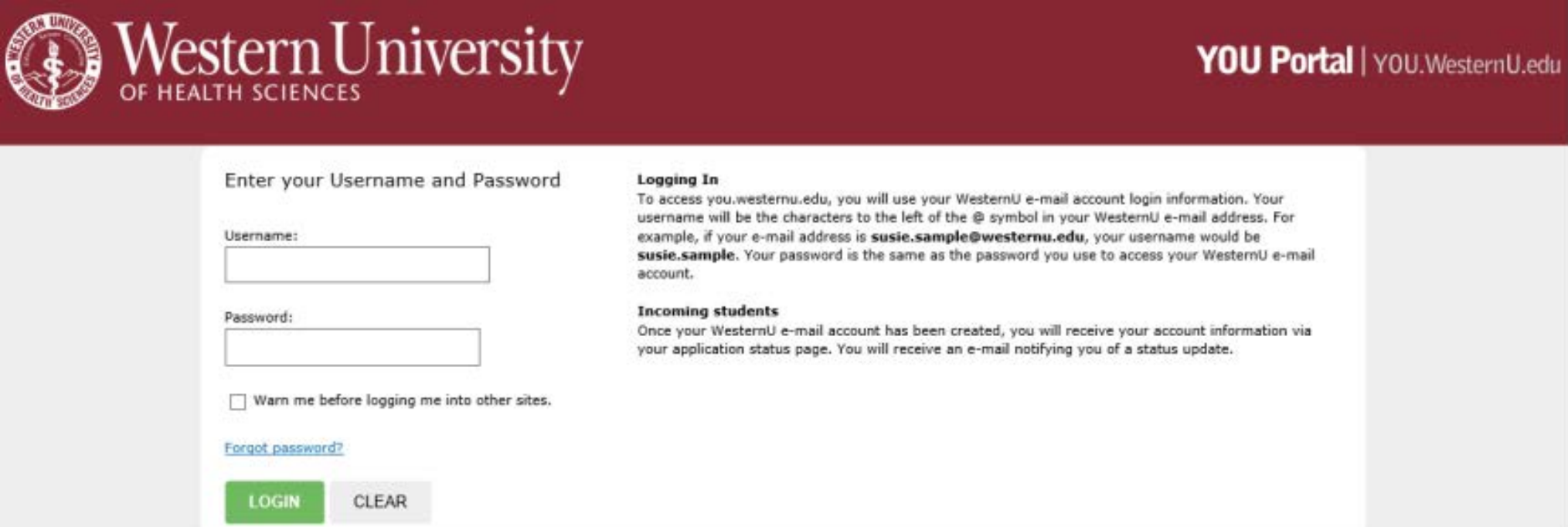
## How to Receive a Statement

- **View account balance on Banweb**
  - Only treasurers have access
  - Watch for an e-mail with instructions
- **Student Affairs**
  - Pomona – University Student Affairs
    - Jared Greene [greenej@westernu.edu](mailto:greenej@westernu.edu)
  - Lebanon – COMP-Northwest Student Affairs
    - Maryam Hubbard [hubbardm@westernu.edu](mailto:hubbardm@westernu.edu)

# Account Balance

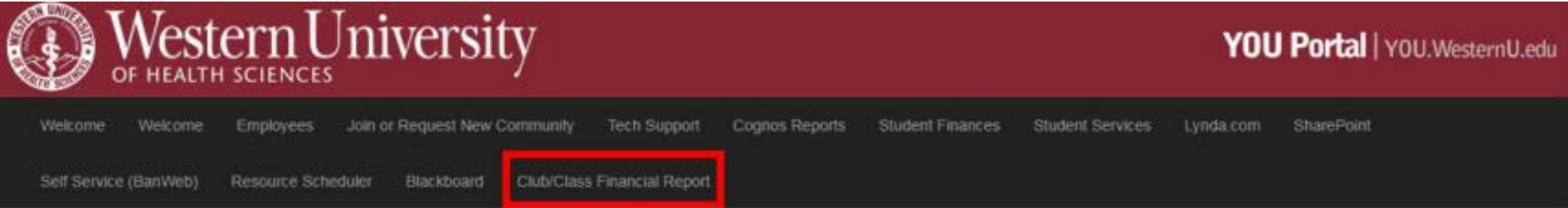
## Reading your Statement

Login to  
YouPortal



The screenshot shows the login page for the Western University YOU Portal. At the top left is the Western University of Health Sciences logo. The header text reads "Western University OF HEALTH SCIENCES" and "YOU Portal | YOU.WesternU.edu". The main content area is titled "Enter your Username and Password" and contains two input fields for "Username:" and "Password:". Below these fields is a checkbox labeled "Warn me before logging me into other sites." and a link for "Forgot password?". At the bottom of the form are two buttons: "LOGIN" (green) and "CLEAR" (grey). To the right of the form, there are two informational sections: "Logging In" which explains that the username is the part of the email address before the @ symbol, and "Incoming students" which states that account information will be sent via email upon application status updates.

Click  
“Club/Class  
Financial  
Report” in  
header



The screenshot shows the navigation menu of the Western University YOU Portal. The header is identical to the previous screenshot. Below the header is a dark grey navigation bar with the following links: "Welcome", "Welcome", "Employees", "Join or Request New Community", "Tech Support", "Cognos Reports", "Student Finances", "Student Services", "Lynda.com", and "SharePoint". A second row of links includes "Self Service (BanWeb)", "Resource Scheduler", "Blackboard", and "Club/Class Financial Report". The "Club/Class Financial Report" link is highlighted with a red rectangular box.

# Account Balance

## Reading your Statement

Club/Class Financial Report

Fiscal Year:

Submit

- 19
- 18
- 17
- 16
- 15
- 14
- 13
- 12
- 11
- 10
- 09
- 08
- 07
- 06
- 05
- 04
- 03
- 02
- 01





[Budget Queries](#) | [Budget Transfer](#) | [Club Financial Report](#) | [Multiple Line Budget Transfer](#) | [Request Report](#) | [View Document](#)

- Fiscal Year: 20** →
  - July 1, 2019 – June 30, **2020**
  
- Fiscal Year: 19** →
  - July 1, 2018 – June 30, **2019**
  
- Fiscal Year: 18** →
  - July 1, 2017 – June 30, **2018**



# Account Balance

## Reading your Statement

FUND – Club Name						<a href="#">Download</a>	<a href="#">Detail</a>
70850 - Miscellaneous						Year-To-Date \$4,770.57	
	Document Number	Transaction Date	Activity Date	Description	Transaction Amount		
					\$1,514.00		
					\$80.88		
					\$319.00		
					\$150.00		
					\$390.00		
					\$543.21		
					\$1,773.48		
70899 - Clearing						Year-To-Date ( \$8,613.69)	
	Document Number	Transaction Date	Activity Date	Description	Transaction Amount		
					-\$2,613.69		
					-\$5,000.00		
					-\$1,000.00		
Available Balance						(\$3,843.12)	
							
							

# End of Term Responsibilities

**The following must be done upon completion of your term as Treasurer:**

- Review all transactions
- Sign Certificate of Organizational Funds (CoF) indicating that the account is in good standing
- Submit CoF to the Business Office (Pomona) or Student Affairs – OR (Lebanon)

**Questions?**