



Idaho State
University

ASISU FINANCIAL WORKSHOP

2025-2026

ROAR



Idaho State
University

INTRODUCTIONS

Val Davids
Student Activities Coordinator
208-282-3451

Theresa Brissette
Program Specialist
208-282-3885

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GENERAL INFORMATION

- All transactions are processed in the Student Leadership & Engagement Center (1st floor PSUB)
- Hours are 8am – 5pm / Monday – Friday
- Club account balance, authorized signatures and current student status must be verified before disbursing funds along with presenting a current Bengal ID card
- Clubs are required to have an ISU campus account
- Funds in club accounts can be used at the discretion of club members
- Firearms, ammunition, and alcohol are not allowed to be purchased with club funds
- Money raised by or donated to student organizations must be deposited into the club account



CLUB CHECKLIST

August:

- ___ Check your mailbox for the Club Registration Form and Authorized Signature Sheet
- ___ Sign up for a booth at the Fall Involvement Fair (held during the first week of the school year)

September:

- ___ Turn in Registration Form at the Office of Student Involvement and Orientation (always due the 5th Friday of the school year)
- ___ Turn in Authorized Signature Sheet at the Office of Student Involvement and Orientation
- ___ Attend the Club Financial Workshop (check mailbox for information and workshop dates)
- ___ Attend the New Officer Training (watch for more information in your club mailbox)

November:

- ___ Turn in Incentive Point Checklists to the Office of Student Involvement and Orientation. These are always due the 2nd Friday of November

January:

- ___ Sign up for a booth at the Spring Involvement Fair (held during the first part of Spring Semester)

March:

- ___ Email the C.E.A.S.A.R. Initial Deposit Request Form (deadline is always the 3rd Thursday of March)
- ___ Turn in Incentive Point Checklists to the Office of Student Involvement and Orientation (always due the last weekday in March)



CLUB CHECKLIST

Throughout the Year:

- __Apply for C.E.A.S.A.R. matched Funding as you make deposits into your club account (ASISU will match your deposits on a pre-determined ratio)
- __Complete an Event Registration Form for every event on or off campus, that your club holds (fundraisers, workshops, concerts, dances, serviced projects, performances, etc.)
- __Fill out an Incentive Point Checklist at every event your club holds on or off campus / attends (except club meetings)
- __Check your club mailbox regularly to find out about workshops, trainings, or other events happening around campus
- __Update Registration Form if club officers change during the school year

Don't Forget...

In order to be eligible for C.E.A.S.A.R. Funding, your organization must complete 3 requirements:

1. Attend the New Officer Training
2. Attend the Club Financial Workshop
3. Host a booth at one of the Involvement Fairs



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CLUB REGISTRATION FORM

Student Organization Registration Form 2024-2025

THIS FORM MUST BE COMPLETELY FILLED OUT FOR YOUR ORGANIZATION TO BE CONSIDERED AN ACTIVE, REGISTERED ORGANIZATION. Organizations must be activated every year to receive funding and benefits. Please complete & return this form by September 20, 2024. If your officers change it is the club's responsibility to complete a new registration form with the updated information. Please print clearly and fill out the following form completely. This form will not be accepted without a signature from the advisor and president. **WE CANNOT ACCEPT NON - ISU EMAIL ACCOUNTS!**

All organizations have a mail box in the Student Leadership & Engagement Center. Pick up your mail frequently. Your organization mailing address is: 921 S. 8th Ave. Stop 8170, Pocatello, ID 83209

ORGANIZATION NAME AS PRINTED ON CONSTITUTION

CLB	
CLUB NAME	INDEX NUMBER
President: _____	Email: _____@isu.edu
Bengal ID: _____	Phone: () _____
Vice President: _____	Email: _____@isu.edu
Bengal ID: _____	Phone: () _____
Secretary: _____	Email: _____@isu.edu
Bengal ID: _____	Phone: () _____
Treasurer: _____	Email: _____@isu.edu
Bengal ID: _____	Phone: () _____
Advisor: _____	Email: _____@isu.edu
Department: _____	Box #: _____ Phone: () _____

It is understood that violation of any University policy, including the ISU Student Code of Conduct, may be cause for withdrawal of recognition by Idaho State University. This also acknowledges that you have read and agree to follow the guidelines stated in the Student Organization Manual. It further acknowledges the right of the University to release the above information about your organization unless otherwise arranged.

President's Signature _____	Date: _____
Advisor's Signature _____	Date: _____

Advisor:
Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a "Campus Security Authority" for the university. As such, you shall immediately report any crimes that you are made aware of to ISU Public Safety.

- Clubs must submit a Registration Form to process financial transactions.
- Transactions will be paused after September 26, 2025 until registration and Authorized Signature forms are received.
- Forms are available in club mailboxes or online at isu.edu/clubs.
- Required signatures: President and Advisor.
- Minimum requirements: 3 officers and 8 members with Bengal IDs.
- Update your registration as membership changes

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EVENT REGISTRATION FORM

Idaho State University
Student Leadership and Engagement Center
Event Registration Form

All student organization events must have a completed Event Registration Form. This form is **NOT** your reservation. To reserve space you must make a reservation with Scheduling and Events Services Office in Pond Student Union room 215.

Organization Information	
Organization Name: _____	
Index Code: CLB - _____	
Student Contact	Advisor Contact
<small>Student Responsible for Event</small>	<small>Advisor Responsible for Event</small>
Name: _____	Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Event Date(s): _____	
Start Time: _____	End Time: _____
Location: _____	Rainsite: _____

Event Name and Description: _____

Attendance Cost: Student: _____ Staff/Faculty: _____ Public: _____ Ticket Sale Location: _____

Intended Audience (Check all that apply):
☐ Organization Members
☐ ISU Students
☐ Faculty/Staff
☐ Public

Estimated Attendees: _____

Is your event suitable for minors?
☐ Yes ☐ No
If no, please explain: _____

Will food be served at your event?
☐ Yes ☐ No

Will Chartwells be serving the food?
☐ Yes ☐ No
(If no, you must submit a catering waiver to Chartwells for approval. Outside food may not be used without an approved catering waiver.)

Is food under \$100.00? ☐ Yes ☐ No
If yes, what is it? _____

SIGNATURES	
Organization Advisor - First required signature	Date
Chartwells - Needed if there is food at event	Date
Scheduling Office - Needed for events in the Student Union, Rendezvous, or Quad	Date
Other	Date
Student Activities Coordinator	Date

Reviewed by:
Date Reviewed: _____

☐ Student Organization
☐ Greek Life
☐ Student Activities Board
☐ Other: _____

For Student Organization use only.

- Form must be filled out for club activities-especially if event will be used for Incentive Points.
- Fill out entirely and obtain all signatures before turning it in.
- Scheduling Office must sign off or attached scheduling confirmation email with the form is using a room or location on campus for activity.
- Club advisor must sign the form. Typed signatures only accepted if documented as a digital signature via AdobeSign or DocuSign.
- Chartwells must sign off if using them to cater your event or provide a waiver form if you are bringing in food from off campus. Exception is unless the food is less than \$100 then no waiver form is necessary, but detail about what food is being purchased, where it is from and how it is being prepared must be on the form.
- **Form must be turned in prior to the date of the event in order to count towards incentive points.**
- Your club will receive a copy once it has been signed off by Val Davids in your club mailbox

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ALCOHOL POLICY

Any club event held on or off campus that will have alcohol being served must be pre-approved by ISU General Counsel through our office.

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PAYING EXPENSES

- Expenses for club activities can be paid by club members using a petty cash advance or paying personally and then getting a reimbursement from the club fund or by our office using a Visa Pcard or by issuing a university check.
- ISU has business accounts such as Amazon Business Prime, Dell, Fisher Scientific, Henry Schein, Office Depot and others. Our office can order supplies for the club using these accounts and/or paying for items with her purchasing card. Any purchases will be reconciled to your club account.
- A Request for Payment (RFP) form must be turned in with two authorized signatures in order to process any transaction by either the student or someone in our office.
- Do not fill out forms in pencil or light colored ink as they don't scan or copy well.
- Authorized signers are listed on the Authorized Signature form turned into the Student Leadership & Engagement Center. You can be the person being reimbursed and also sign the form if you are an authorized signer.
- Signatures are verified on all Request for Payment forms- cursive font is not accepted as a signature on any form.
- Advisors can only be one signature on the form if the club has more than one advisor.



OFF CAMPUS BANK ACCOUNT

- It is against ISU Policy for an ASISU registered organization to have an off campus bank account.
- If you believe you have extenuating circumstances please set up an appointment with the Student Activities Director and Financial Technician.



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REQUEST FOR PAYMENT FORM

All checks take 20 business days to process

Request for Payment Form

THIS FORM TO BE PROCESSED ONLY IN THE STUDENT LEADERSHIP & ENGAGEMENT CENTER
All appropriate fields must be completed to insure prompt payment.

Date: _____

Club Name: _____ Index Code: _____

Amount to be paid: \$ _____ Type of Payment: _____

_____ Cash Advance
_____ Cash Box
_____ Donation
_____ Honorarium
_____ Pay Vendor – attach invoice
_____ Reimbursement – attach receipts
_____ Transfer funds to another campus account
_____ Travel (fill travel section out)

Pay to: _____ Phone # _____ Email: _____

Bengal Card # for student / Social Security # for payment to non-students _____

Address: _____

Explanation of Expenditure (please include quantities, prices, dates, etc.): _____

Travel:

Are you claiming gas? If yes, Car License #: _____ Number of Travelers: _____

Names of travelers other than yourself: _____

Departure Date: _____ Return Date: _____ If Advance, Check Need by Date: _____

☐ Up to \$200 can be taken out on a cash advance. Original detailed receipts required. Receipts must be turned in 2 business days after the transaction occurs.
☐ Reimbursements over \$200 will have a check mailed. Checks take 20 business days to process and mail.
☐ Club members/advisors understand that they must disclose all family relationships between themselves/club advisors/officers and all payees on all financial documents prior to commitment or disbursement of any funds.

Two Authorized Signatures: _____ Print Name: _____ Phone #: _____

If you have any questions about this form please call 282-3596

- These forms can be picked up at the Student Leadership & Engagement Center or completed online at www.isu.edu/clubs
- Do not use pencil or light colored pens to fill out as they do not copy well.
- Must be signed by 2 authorized signers
- This form must be presented for any financial transaction for the club
- If being used for any travel funding the travel section must be filled out

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AUTHORIZED SIGNATURE FORM

New ____
Updating ____

2024-2025
AUTHORIZED SIGNATURES

CLB
ORGANIZATION NAME INDEX CODE

#1
PRINTED NAME TITLE
TELEPHONE # EMAIL ADDRESS
SIGNATURE


#2
PRINTED NAME TITLE
TELEPHONE # EMAIL ADDRESS
SIGNATURE

#3
PRINTED NAME TITLE
TELEPHONE # EMAIL ADDRESS
SIGNATURE

#4
PRINTED NAME TITLE
TELEPHONE # EMAIL ADDRESS
SIGNATURE

Additional lines on back if needed.

Date Stamp Here



- Must be officer of the club.
- Only individuals listed on this form can sign a Request for Payment form. No exceptions.
- Signatures will be verified from this form. Do not sign for another signer. **Please try to sign your name the same way each time.** We will not process forms if the signatures don't match.
- **Do not type signatures in cursive font.**
- This form can be updated at any time.
- Must have at least three signers.
- If this form has not been updated by September 20, 2024 in our office all financial transactions will be held until the updated form has been turned in.

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CASH REIMBURSEMENTS

Examples of Eligible Reimbursements

- Refreshments for club meetings
- Supplies for club events or activities

Reimbursement Guidelines

- \$200 maximum per cash reimbursement
- Receipts must be itemized and include the business name and information
- Handwritten or non-itemized receipts will not be accepted
- Requests must be submitted within 8 weeks of purchase

How to Receive a Cash Reimbursement

- Complete a Request for Payment Form
- Submit original itemized receipts
- Bring a current Bengal ID (cash reimbursements are for current students only)
- The student listed on the reimbursement must pick up the payment

Important Notes

- Purchases made using SNAP benefits are not eligible for reimbursement



CASH ADVANCES

Cash advances are when money is taken out of the club account in advance to pay for club expenses.

\$200.00 limit on cash advances with only one advance out at a time

How to get a cash advance

Before your purchase

1. Complete a Request for Payment Form and bring to the Student Leadership & Engagement Center along with current Bengal ID card
2. Complete the Petty Cash Advance paperwork in the Student Leadership & Engagement Center
3. Receive cash advance from the Program Specialist of Finance CPI

After your purchase

4. Bring all itemized receipts and leftover money back to the Student Leadership & Engagement Center within 2 business days. It must be the same student who took out the cash advance.
 - Do not use cash advances to pay for services (photographer, caterer, etc.)



RECEIPTS

- All receipts must show the items purchased and payment method
- Restaurant receipts must be itemized or be accompanied by a written food ticket listing the meal items (i.e. El Herradero)
- Any alcoholic beverages on restaurant receipts will be deducted off
- Receipts must show the name of the business, address, etc
- No handwritten receipts will be accepted
- Any receipt turned in past eight weeks out is not guaranteed to be reimbursed and will have to undergo an approval process including a scheduled meeting with the Student Activities Director
- Printed screen shots from phones are not valid receipts if they don't show the payment information, items purchased and company name. If you are emailed a receipt please print it in full or forward it to studentorgs@isu.edu along with your Request for Payment form
- Venmo receipts must show your name and have a description of what the payment was for and the information on who was paid that shows the receipt of payment



IMPORTANT THINGS

- Club Registration Forms and all paperwork for club must have the correct name of the club on it as it is stated in their constitution. For example: the Student Nurses Association and Student Nurses Alliance can both be “SNA”
- Club accounts are not allowed to be overdrawn. Reimbursements will not be done nor P-Card payments made if the account balance isn't sufficient. Keep track of your finances especially when you have a large event you are planning.
- You are only able to be reimbursed for your own purchases. Do not combine purchases from multiple club members in one reimbursement.
- If your club is planning a large event such as a fun run or cultural night, there must be a meeting set with the Student Activities Coordinator in advance of the event. This meeting should be scheduled a minimum eight weeks prior to the event. This will allow time to coordinate any contracts or permissions that will need to be obtained.



ON-CAMPUS VENDOR PAYMENTS

1. Complete a Request for Payment form

- Complete prior to making reservations, purchases or commitments with on campus vendors. Our office will provide the club with the "On Campus Vendor Verification slip"

- **Do not pay cash at any of these vendors on campus**

Bookstore	Total Copy Center
Mail Center	Outdoor Adventure Center
Motor Pool	Craft Shop
Games Center	Campus Recreation
The Bengal	Bengal Dining

ON CAMPUS VENDOR VERIFICATION

VENDOR: _____

CLUB NAME: _____

STUDENT NAME: _____

INDEX NUMBER: _____

DO NOT EXCEED \$ _____

ASISU AUTHORIZED SIGNATURE: _____

1. Bring receipt back to the Student Leadership & Engagement Center
2. If you pay cash at one of these vendors and present it for a reimbursement you cannot receive a cash reimbursement you will be issued a check



PAYING WITH CASH RESTRICTIONS

Cash reimbursements and advances may not be used for:

- Any Travel Expenses (including gasoline)
- Honorariums – anything that requires a contract (bands, speakers, caterers, ect.)
- Event venue and facility rentals (Wellness Complex for example)
- Campus Department Purchases – this includes the Bookstore, Games Center & Total Copy Center in the Pond Student Union



UNIVERSITY CHECK

Any Reimbursements over \$200.00 cannot be done with a cash payment

- Request for Payment Form complete with Name, Bengal ID Number & address
- Request for Reimbursement Form (not the same as Request for Payment form)
- W-9 needed for vendors or individuals not in ISU system (ex. students, non-students and non-faculty or staff)
- Check reimbursements are issued for students not on the Pocatello ISU campus
- Checks can take up to 20 days to process
- Plan ahead if you need a payment made by check by a certain date



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REIMBURSEMENT REQUEST FORM



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Reimbursement Request Form

Instructions: Employee reimbursements should be processed through Chrome River. If the category isn't available in Chrome River, you may request reimbursement via Direct Pay. This Reimbursement Request Form and **itemized** receipts must be attached to a Direct Pay Form and submitted through DocuSign. For questions, contact Accounts Payable at ext. 2511.

Name

Address City State Zip

Last 4 of SS # (Non-Employee Only) Bengal ID # (Employee or Student Only)

Total Amount of Reimbursement

Business Purpose and Description of Items

I hereby certify that all expenses listed above are true and correct to the best of my knowledge, have a legitimate business purpose, and comply with ISU policies and procedures.

Claimant Signature Date

Rev Mar 2021

- Form is available to download on www.isu.edu/clubs website on the Forms & Documents tab
- This must accompany the Request for Payment form for any reimbursement that is over \$200.00.
- This form must accompany the Request for Payment form for all financial transactions for clubs on the satellite ISU campus such as Anchorage, Meridian, Caldwell or Idaho Falls.

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PRIZES & AWARDS

- All gifts, awards or prizes are considered taxable to non-employees and students and must be reported. When the total provided to an individual equals or exceeds \$600 in a calendar year a 1099 MISC Form for taxes will be issued by ISU Accounting.
- Prize Reimbursements - ie. gift cards, tablets, tablets, other prizes
 - W-9 MUST be filled out by the WINNERS. A W8-BEN form must be filled out by International Students instead of the W9 form.
 - Complete the Non-Cash Prize or Award Documentation (available on the www.isu.edu/clubs website or in the Student Leadership & Engagement Center)
- Have the forms ready to fill out at the event by the winners BEFORE they receive the prize and double check the forms to make sure the prize form and W-9 are completely filled out. They must have their social security number on the W9 and signed or it is not complete.
- Students will not be reimbursed for the purchase of the prizes using club funds until the completed documentation is turned in. This is ISU policy. No exceptions! If documentation is not turned in the reimbursement will be frozen until documentation is received. If you don't collect the forms when the prize is given out you will be responsible to fill out the forms and take the tax liability yourself.



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PRIZE & AWARD FORM

 Idaho State University 921 S 8 th Ave. Stop 8219 Pocatello, ID 83209-8219 Phone: (208) 282-2511		<table border="1"><thead><tr><th colspan="2">Required</th></tr></thead><tbody><tr><td>Employee</td><td><input type="checkbox"/></td></tr><tr><td>*Student</td><td><input type="checkbox"/></td></tr><tr><td>Non Employee</td><td><input type="checkbox"/></td></tr></tbody></table> <p><small>* If work done as student employee, mark employee.</small></p> <p><small>W-9 must be attached for Non Employee.</small></p>	Required		Employee	<input type="checkbox"/>	*Student	<input type="checkbox"/>	Non Employee	<input type="checkbox"/>
Required										
Employee	<input type="checkbox"/>									
*Student	<input type="checkbox"/>									
Non Employee	<input type="checkbox"/>									
IN PERSON PRIZE, AWARD AND RESEARCH INCENTIVES FORM										
Bengal ID# <input type="text"/>										
Date: <input type="text"/>										
Name: <input type="text"/>		Phone: <input type="text"/>								
Address: <input type="text"/>										
City: <input type="text"/>	State: <input type="text"/>	Zip Code: <input type="text"/>								
E-mail: <input type="text"/>										
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>										
Event: <input type="text"/>		Event Date: <input type="text"/>								
Description: <input type="text"/>										
Award Amount: \$ <input type="text"/>										
Prepared By: <input type="text"/>										
Department: <input type="text"/>										
Phone #: <input type="text"/>										
Signature: <input type="text"/>		Date: <input type="text"/>								
<small>Individual Receiving Prize, Award or Research Incentive</small>										
<p>Federal law requires that we have on file a W-9 form with the Social Security number and signature for each individual or business to which the University makes a non-payroll payment. The IRS may impose a penalty of up to \$500.00 for non-compliance or supplying false information.</p>										
This form must be completed each time an individual receives a prize or award.										

- Have a copy of the prize form and W-9 or W-8BEN form at the event for EACH prize or award
- Make sure the W-9 form or W-8BEN form is filled out and signed before giving the prize or gift card
- W-8BEN form is for International students only
- If you don't have the Prize & Award Form for items purchased from club funds you will have to fill out the form yourself and be liable for the tax if you go over \$600 at the end of the year.

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TAX EXEMPTION FORMS

- Student clubs and organizations are recognized as auxiliary entities of the university and are not authorized to use the Idaho State University Tax Exemption number when soliciting donations for their club.
- Student clubs or organizations seeking a tax exemption number for businesses donating to their group must apply for 501(c)3 non-profit status with the IRS.
- If donations to the club require a tax-deductible receipt, the funds must be deposited through the ISU Foundation Office, which will provide the necessary tax documentation. Please note that the ISU Foundation Office charges a 4% processing fee.
- If donors are contributing an item rather than money and require a tax-deductible receipt, the ISU Foundation Office can provide a Gift-In-Kind form that must be completed. Please schedule a meeting with our office to review the form before receiving the donation.



PURCHASING CARD

The university Pcard at this office can be used to make purchases for your club rather than using your personal credit card. This card is not available for clubs to take and make purchases.

Must have

- Completed Request for Payment Form
- Name of website/web address and or invoice
- Description and price on items to be ordered
- Medical supplies must be purchased through approved University contract vendors – contact our office prior to ordering supplies.
- Purchases made on P-Card are tax exempt in the state of Idaho
- Purchases with the P-Card must have the ability to give an itemized receipt for the payment



PURCHASING CARD

- Restrictions:
 - ONLY our office is authorized to make P-card purchases for student clubs and reconcile purchases to club indexes.
 - *****Departments and advisors are not authorized to make purchases for the clubs.*****
 - **If they do make purchases for the club you must submit a Request for Payment form and the receipts from the purchase to be recorded in your club tracking form.**
 - **If after 10 calendar days, the proper authorization paperwork has not been provided, the charges will be reversed.**
 - The office's Pcard has a per transaction limit of \$9,999.00.
 - The Pcard is not be used for travel except to pay for registration only.
 - All transactions for clubs will be reconciled to the club account



STUDENT TRAVEL

Travel Reimbursement

Before You Travel

- Schedule a meeting with our office at least 4 weeks in advance
- All travel must be reviewed prior to the event

Payment & Reimbursement

- Travel is reimbursed after the trip
- You are responsible for paying all expenses up front

Required Forms

- Complete the Request for Payment Form
- Be sure to fill out the travel section



STUDENT TRAVEL

Travel Reimbursement cont.

Receipts (Required)

- Submit final, itemized receipts showing proof of payment
- No screenshots — full receipts only
- A spreadsheet summarizing expenses is strongly encouraged

Receipt Guidelines

- Airfare: Print full email confirmation or forward to *studentorgs@isu.edu*
- Gas: Pump receipts must include station name & address
- Ground Travel: Keep parking stubs; print Uber/Lyft email receipts
- Meals: Itemized receipts required (no alcohol — not reimbursable)
- Venmo: Receipt must show your name and include a detailed description

Final Step

- Once all signatures are collected, Accounting will process and mail your check



STUDENT TRAVEL

Travel Advance

- Complete the Request for Payment Form and COMPLETE Travel portion.
- Twenty days notice needed for advance
- Attach estimates for your travel for the following:
Airfare Registration Meals Lodging Gas Mileage Ground Transportation Parking
- Sent out for signature using DocuSign
- Pick up check in person from the Accounts Payable office in the Admin Bldg. 2nd Floor in Pocatello or set up direct deposit for satellite campuses
- After Travel, bring all final receipts within 5 days to close out the advance
- If receipts are not returned, a hold will be placed on your club account
- Receipts must be itemized and show payment method



TRAVEL RECEIPTS

Receipts needed upon return:

Airline Travel

Personal car mileage – must have the license plate and valid gas receipt

Rental car fees and gas

Lodging – indicate if lodging expense is split with other travelers and amount each is paying. If using Venmo to reimburse a fellow student for payment for lodging you must detail what is being paid to whom on the Venmo receipt. The Venmo receipt must have your name visible on it and description.

Per Diem (Meals, Tips) - Meal Money Sign Off Sheet. No receipts needed

Registration

Ground Transportation (taxi, buses, shuttle) – Uber receipts must show date, \$ amount & payment

Remember all receipts need to be itemized and show payment method.



TRAVEL MINUTES

- ISU may require meeting minutes for travel expenses as documentation
- If your club is not recording minutes, get someone to record them
- Minutes are to protect you, the club, and the university
- We don't need minutes turned in with travel paperwork, but we may ask for them anytime and will expect the club to provide them if asked



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CLERY ACT

In order to maintain our Title IV funding for ISU, The Clery Act Student Travel Form must be completed and filed with the university to comply with the US Department of Education policy.

If your travel is overnight we must be given the name of the lodging, the address and room numbers of where the club members stayed. This includes Airbnb and hotels.

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HONORARIUMS/CONTRACTS

A contract is required for anyone coming to campus to perform any of these services

Speakers or Guest Instructors Artists

Sports officials D.J.s

Bands Catering

Anyone else performing some type of service

- Do not pay cash for anything that should be paid by an Honorarium (contracts)
- Contact our office for assistance with contracts
- Students and Advisors cannot create or sign any contract
- All contracts must be reviewed and signed through the ISU contract system by authorized ISU personnel only
- Reimbursements involving agreements signed by club members or advisors require review by the Student Activities Coordinator and may be denied



HONORARIUMS

To process an Honorarium or Contract:

- Complete a Request for Payment Form
- Provide all contact information and details to our office at least two weeks prior to the event
- Include all expenses such as: Travel / Meals / Lodging / Fees

Payment will be made by an ISU issued check or Pcard payment only. No student should pay

- If the speaker is part of the University (faculty, staff, or students) payment **MUST** go through the payroll system
- NOT part of the University - 20 business days to process



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FACILITY/VENUE RENTALS

- Off-campus events requiring a contract or agreement must be submitted to our office at least 3 weeks prior to the event
- Contracts require a minimum of 2 weeks for vendor setup and processing through the ISU contract system
- All payments are processed through the Student Leadership & Engagement Center
- All contracts must be reviewed and signed by authorized ISU personnel
- Club members and advisors are not authorized to sign contracts, on or off campus

Examples: City of Pocatello picnic shelters, Portneuf Wellness Complex

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CHANGE FUNDS

- Change funds (\$1s, \$5s, etc.) are available for club fundraisers
- Change funds must be returned one business day after the event
- If selling tickets in advance, sales must be deposited nightly; change funds may be kept for up to two weeks
- Deposits can be made at the Student Leadership & Engagement Center or after hours in the drop safe across from Room 211 (2nd floor, PSU)
- Do not deposit change funds into your club account



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CHANGE FUNDS

At least 1 business day before your event:

- Submit a completed Request for Payment (RFP) form.
- Present the RFP to verify club information and funds.
- Submit a Change Box Check-Out Form (up to \$100 in change).

After the event:

- Deposit proceeds into the club account.
- Return change funds to the Student Leadership & Engagement Center.

Receipt for Change Box Check Out		
<small>Box can be checked out for five days. Failure to return box on the return date may result in club funds being placed on hold. Limit of \$100.</small>		
Date Requested _____	Time Requested _____	
Department/Organization _____	Index # _____	
Pickup Person _____	Phone # _____	
Event _____	Return Date _____	
Cash Denominations (enter total \$ amount not # of bills)		
20's _____	Check out cash box?	
10's _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	
5's _____	Box# _____	
1's _____		
Quarters _____		
Misc _____		
Total Amount Requested _____		
Student Signature _____	Date _____	
Printed Name _____		
Filled out by _____		
Business Office Use Only		
Desk _____	Check Out _____	Return _____
Date _____	Date _____	Date _____
Amount _____	Amount _____	Amount _____
Initial _____	Initial _____	Initial _____
<small>Failure to return the box on the return date may result in club funds being placed on hold.</small>		

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DEPOSIT FORM

DATE: _____

ASISU Student Organizations Cash Deposit Summary Sheet

Club Name: _____ Index Code: CLB

This form must be filled out completely for any deposit.

CASH COUNT

	Quantity	Total
penny	_____ X.01	_____
nickel	_____ X.05	_____
dime	_____ X.10	_____
quarter	_____ X.25	_____
fifty cent piece	_____ X.50	_____
dollar	_____ X1	_____
five	_____ X5	_____
ten	_____ X10	_____
twenty	_____ X20	_____
fifty	_____ X50	_____
hundred	_____ X100	_____
checks	_____	_____

Total Deposit \$ _____ -

Source of Revenue _____

COUNTED BY

Club Signature _____

Club Signature _____

Verification Signature _____

Revised 1/2022

All cash deposits must be signed by two club members.
Check deposits may be signed by one club member.

Deposits

- This form is located in the Student Leadership & Engagement Center and online at the www.isu.edu/clubs website
- Deposits can be made Monday – Friday 8am - 5pm

After Hour Deposits

- Drop deposit off in night drop safe located across the hall from room 211 in the PSUB on 2nd Floor
- Have two members count the deposit and sign the form

Follow instructions on the deposit bag and make sure to put club name and number on the bag

ROAR



DEPOSITS

- All deposits must be made at the Student Leadership & Engagement Center.
 - Credit cards are not accepted.
 - Make timely deposits; do not hold onto cash.
 - Checks are valid for 90 days – deposit promptly.
 - Do not pay expenses directly from cash deposits.
 - On-campus departments may transfer funds directly to your club account.
 - Please roll coins, if possible.
- Meridian Campus Only:**
- Deposits must be made at the front office, Monday–Friday, 8:00 a.m.–4:30 p.m.
For assistance, contact Ali Crane at 208-373-1706.



DEPOSITS & SALES TAX

You must remit sales tax from certain fundraisers: Idaho Sales Tax is 6%

Garage sales

Admissions

Apparel sales

Welcome/Finals basket sales

Space Rentals

Class notes sales

Food sales

Book sales

Other merchandise sales

You may include sales tax in purchase price of the item and we will separate the proper amount at the time of deposit

ISU will complete all sales tax returns for clubs



ONLINE FUNDRAISING

ISU has an online payment platform called uStore/TouchNet

- This is the only approved payment platform for clubs
 - **Use of outside payment platforms like Venmo, PayPal, Square, etc. are prohibited for clubs to receive money and will result in the club being put on probation**
- uStore/TouchNet is used for:
 - Event Ticket Sales
 - Donations
 - Raffles/Auctions
 - On and Offsite Fundraising
 - Online club dues payments
- Contact our office to start application for account
- Must have paperwork filled out at least 30 days prior to event start date
- Receipts are e-mailed to donor/customer

Funds received from uStore/Touchnet account are automatically deposited into the club account



CLUB TRANSACTION REPORTS

CLB072 Student Physical Therapist Association - Pocatello				Balance Overview	
Description	Category	Amount	Notes	07/01/2025 -	1/30/2026
Touchnet/Tshirts	Apparel-Sales	\$89.00	Fun Run Shirts	Beginning Balance	\$6,726.07
Idaho State Tax Commission	Tax Payments	(\$9.89)	Sales Tax	Total Revenue	\$2,568.00
Idaho State Tax Commission	Tax Payments	(\$5.04)	Sales Tax	Total Expenses	-\$666.72
CPH Liability Insurance	Insurance	(\$176.00)	Liability insurance	Current Balance	\$8,627.35
Club Dues	Member Dues	\$280.00	SPTA Dues		
Touchnet	Donation	\$15.00	Pocatello Marathon	30% of Current Balance	\$2,588.21
Touchnet	Donation	\$20.00	Pocatello Marathon		
Touchnet	Donation	\$30.00	Pocatello Marathon		
Touchnet	Donation	\$20.00	Pocatello Marathon		
Donations	Donation	\$524.00	Pocatello Marathon		
Little Caesars	Food for club meeting	(\$71.98)	Pizza for club meeting		
Touchnet	Donation	\$20.00	Donation		
Touchnet	Donation	\$610.00	Donation		
Copy Center	Copy Center	(\$62.30)	Flyers for fun run		
Costco	Food for Club Meeting	(\$84.38)	Food for club meeting		
Donations	Donation	\$20.00	Costume fun run		
Initial Deposit Fall 2025	ASISU Funding-Initial Deposit	\$400.00	ASISU funding		
Match Deposit	ASISU Funding-Match Deposit	\$500.00	ASISU funding		
Walmart	Food for club event	(\$9.51)	Hot chocolate mix for club event		
Walmart	Cutlery/Plates for Club Meeting	(\$9.49)	Spoon and cups for club event		
Deposit	Member Dues	\$40.00	Member dues		
	Club Supplies	(\$73.83)	For club event		
Costco	Food for club event	(\$119.71)	Food for christmas party		
Costco	Cutlery/Plates for Club Meeting	(\$44.59)	Plates, cups and cutlery		

- Reports are available upon request.
Email studentorgs@isu.edu



CONFLICT OF INTEREST

A conflict of interest happens when someone's personal interest clash with their responsibilities to the university. This clash might make an outside observer wonder if the person's professional choices are influenced by personal reasons, like gaining something for themselves, either financially or in other ways. Club Leadership is expected to be vigilant and ethical in all dealings to ensure any potential conflicts are addressed quickly and appropriately. If you might have a conflict that is okay, just make sure someone else takes care of the purchase and report it to your club advisor.



POLICY VIOLATION

Policies and procedures are in place to protect you, your club, and the institution.

Violations may result in your club being placed on probation.

Probation terms and duration are determined case by case.

Examples of probation-level violations include:

Use of non-approved no-approved payment platforms (Venmo, Paypal, Square, Zelle)

Hosting a food truck on campus without approved paperwork

Using club funds to purchase alcohol

Signing any contract or agreement



REMEMBER...

- Check your club mailbox regularly
- Get a W-9 and ISU's Non Cash Prize form for winners of gift cards and raffle prizes prior to your event
- Original itemized receipts are required for all transactions
- Contracts are required for all speakers/performers including bands and park rentals. This includes anything you have to fill out an online agreement and pay either a rental amount or purchase.
- Incentive Points Due Friday, March 27, 2026 by 5pm
- Initial Deposit Request Due Thursday, March 19, 2026 by 5pm



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QUESTIONS?

Thank you for coming!

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