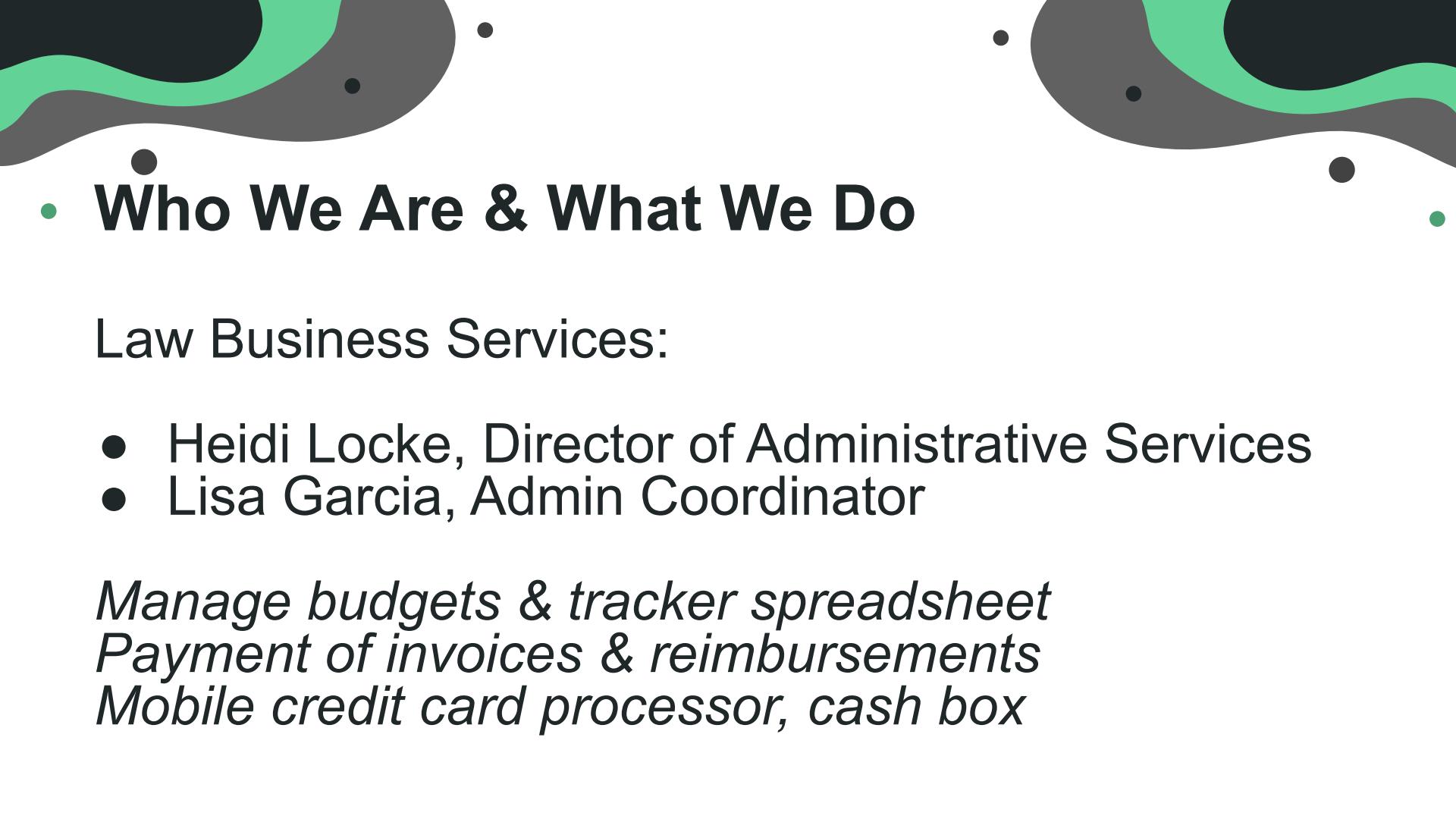


# Student Org Treasurer Training

---

2025-2026 Academic Year



## • Who We Are & What We Do

### Law Business Services:

- Heidi Locke, Director of Administrative Services
- Lisa Garcia, Admin Coordinator

*Manage budgets & tracker spreadsheet  
Payment of invoices & reimbursements  
Mobile credit card processor, cash box*



## • Who We Are & What We Do

Law Events Office:

- Heidi Judge, Director of Law Events
- Madison Hogan, Events Coordinator

*Event scheduling & coordination*

*Fundraising link setup*

*Assist w/budget tracking & new budget allocations*

# In this session:

- General Funding Rules
- Making Purchases & Spending
- Ways to Collect Money
- Tracking Your Org's Budget

# General Funding Rules

- \$300 Baseline Funding Allocation (year)
- Additional funds can be requested for events
- No Rollover of Unused Funds
  - Includes fundraised dollars
  - Includes donated dollars

# General Funding Rules

- No sharing allocations between orgs
- Alcohol limitations:
  - Only on-campus events
  - Only beer and wine
- Honoraria now allowed

# **Making Purchases & Spending**

## **Definition:**

**Goods**

(tangible items)

VS.

**Services**

(actions or work done on behalf)

# Making Purchases & Spending

- Goal: reduce out of pocket expenses for students
- Options:
  - LC Purchase Card
    - Law Business or Law Events
    - Contact to arrange for payment
    - Can use for goods -or- services
  - Invoices for Services
    - Often used for catering or space rental
    - Provide to Events Office
    - Collect federal W-9 form
    - Payment may take 2-3 weeks

# Making Purchases & Spending

- If group member spends own funds, request reimbursement
  - No later than 21 days from purchase date
- Complete Reimbursement Form
  - For Goods ONLY
  - Pick up form outside Law Business Services -or-
  - Download form from website
- Return completed form to Lisa Garcia, Law Business Services
- Include ALL itemized receipts with payment details (not credit card receipt)

# Making Purchases & Spending

Student Reimbursement Form: June 1, 2025 - May 31, 2026

Lewis & Clark Law School

---

Instructions:

- 1) Use this form for purchases that meet the criteria for reimbursement. Payment for services must be paid directly by Lewis & Clark (per IRS requirement). You WILL NOT be reimbursed for payment for services.
- 2) Fill out this form and attach original itemized receipts within 21 days of the purchase date.
- 3) If GIFT CARDS are purchased, the name(s) of the gift card recipients must be attached.
- 4) Meet with your Student Group Treasurer to obtain approval signature. Then return this form and receipts to Law Business Services (LRC 3rd Floor).
- 5) Processing time is between two to three weeks, unless additional information or documentation is needed.
- 6) A paper check will be mailed to you unless you sign up for direct deposit in Webadvisor (see instructions on page two of this form).

---

Student to be Reimbursed: \_\_\_\_\_ Student's ID Number: \_\_\_\_\_

Student Group Name: \_\_\_\_\_

*I hereby certify that all expenses on this report were incurred for LC business purposes & conform to the LC travel & entertainment policy.*

Student Signature: \_\_\_\_\_

Group Treasurer Name: \_\_\_\_\_

Group Treasurer Signature: \_\_\_\_\_

Receipt Date	Event Name	Description of Purchase	Where Purchased	Amount	Account #
<b>Total Amount Requested:</b>					

# Making Purchases & Spending

- Second page/backside of reimb. form includes Direct Deposit instructions
  - WebAdvisor
  - Separate from F.A. and Payroll

# Making Purchases & Spending

- Reimbursements ONLY for Goods
- No Reimbursement for Services
  - No exceptions
  - Tax reporting requirements
  - Collect federal W-9 form
  - Service paid via invoice or LC purchase card

# **Ways to Collect Money**

## **Definition:**

### **Fundraise**

(umbrella term, no tax benefits)

VS.

### **Donation**

(tax deductible, must go through  
Development Office)

# Ways to Collect Fundraised Money

- Goal: reduce cash collection & handling
- Options:
  - Mobile Credit Card Processor (Bus Serv)
    - 3% processing fee
  - Payment Link (Events Dept)
    - 3% processing fee
  - Cash Box (Bus Serv)
    - Deposit cash next business day w/Bus. Services
    - or put in drop slot
- Request 21 days in advance

# Ways to Collect Fundraised Money

- Do NOT collect funds in personal accounts
  - No personal bank accounts
  - No Peer-to-Peer Payment Services (Venmo, Paypal, etc)
- If LC departments plan to provide monetary support for your org, they must email Law Bus Services to document it

# Ways to Collect Donated Money

- Donations must be collected by LC (not students) to follow proper tax procedures
  - Development Web Portal (Law Giving)
    - Donor notes specific student org
    - Works well for one-time donations

# Ways to Collect Donated Money

- Contact Development Office with specific questions about receiving donations:
  - Darcie Esch ([desch@lclark.edu](mailto:desch@lclark.edu))

# Tracking Your Org's Budget

- Google Sheet
- Shared w/Org's President & Org's Treasurer
- View/Read Only access to your group's tab

# Tracking Your Org's Budget

Organization Name:	Toschi Station Galactic Law Alliance									
Organization Treasurer:	Mon Mothma									
Allocated Annual Amount:	\$300.00									
Supplemental Amount:	\$200.00									
Other Revenue:	\$500.00									
Total Spend Maximum:	\$1,000.00									
Total Remaining:	\$946.52									
GENERAL NOTES:										
Student or Entity	Date of Expense/Deposit	Description + Event Name	Where Purchased	Expense Amount	Fundraise/Donations	Trivia Event 8/28	Event B Exp. (Supp Spend)	Date Entered	Initials	Notes
Luke Skywalker	7/25/2025	Womp Rat Pie + Trivia Event	Tatooine Pizza Co.	\$42.10				8/5/25	LG	
Mustafar Heating Co.	8/1/2025	Donation for Trivia Event	N/A		\$500.00			8/5/25	DE	
Kamino Copy Center	8/7/2025	Printed Posters for Trivia Event	N/A			\$11.38		8/9/25	HL	
Total:				\$42.10	\$500.00	\$11.38	\$0.00			

# Tracking Your Org's Budget

- Lisa Garcia (primary): entering/tracking payments and deposits
- Org Treasurer: review shared budget tracker regularly
- Use stand-alone Budget Tracker Template file to track your org's spending
  - Excel file
  - Identical to shared budget tracker
  - On Law Student Org “Tracking & Spending” section of website
- Reach out to Lisa Garcia with questions or discrepancies
- Student Events/Student Affairs/Development can also enter expenses or deposits

# Tracking Your Org's Budget

- Org Treasurer Responsibilities:
  - Be involved w/planning annual spending
  - Track spending and deposits to stay within budget
  - Sign appropriate reimbursement forms (no services)
  - Inform your org members about funding processes and requirements

# Budget & Spending REMINDERS

- No loans to/from other groups
- Tableware, guest parking permits, and other supplies provided
- Only on-campus alcohol (beer/wine)
- Approved supplemental funding (event)
  - Unused portion returned to fund pool 21 days after event
- Do Not Sign Contracts for Services

# Questions?