

Helpful Hints

DO:

- Completely read and understand the Student Organization Treasurer Manual. It covers the guidelines & procedures for processing disbursement vouchers, deposits, etc. It will answer most of your questions.
- Complete all disbursement vouchers thoroughly – particularly the detailed description. Incomplete vouchers will not be processed.
- Always request ITEMIZED receipts (even for pizza!). Non-itemized receipts will not be processed for reimbursement.
- Post all transactions in your ledger on a regular basis. Keep track of each & every check (even the voided ones) & deposit. Make sure to keep all receipts for auditing purposes.
- Deposit all checks and cash within 48 hours of receipt. Reimburse for purchases within 90 days of receipt.
- Balance your account monthly (account printouts are available at the Cashier's Office Student Organization window).
- Keep copies of all financial records a minimum of four years. Books need to be turned in for auditing at the end of spring quarter.
- Re-register your organization with Campus Life each academic year and submit a new signature card to the Cashier's Office Student Organization window.
- Periodically stop by the Cashier's Office Student Organization window to see if you have any mail in your organization's folder.

DON'T:

- Open an account at a local bank. All of your money needs to be deposited in your organization's account at the Cashier's Office Student Organization window.
- Keep cash on hand. Petty cash funds or slush funds are not permitted.
- Pay individuals and/or performers in CASH. Payments for any "services rendered" have to be paid from O.U. directly to the individual. **You cannot be reimbursed for payments you make to individuals for services they provided.** You need to have a written contract/agreement and a completed W-9 tax form in order to process payment.