BSG CHECK SIGNING GUIDELINES AND
OTHER IMPORTANT REMINDERS

➢ RECOGNITION: Deadline is September 29th

ALL student organizations are required to complete a Recognition/Re-recognition form EVERY FALL. Organizations are not permitted to spend any of their budgeted money until the Recognition Form is received in the fall.

➢ CHECK SIGNING HOURS:

Checks are signed in the CAP Center, LC-306. Checks can be dropped off between 9am-4pm. However, checks may not be ready for pick up for two-three days.

➢ REQUIRED DOCUMENTATION:

✓ Each check must be accompanied by a white check request form and itemized receipts or invoices.
✓ If check is over $250 or made out to an officer of the organization the check and check request must be signed by the adviser.
✓ If check is made payable to a student, the student’s home address is required on the check request form and not their Bucknell box number.
✓ BSG’s signature and the signature of a CAP Center staff member are also required. Check numbers will be stamped on the check and check request form by the CAP Center.

➢ ACCOUNT NUMBERS:

Once a student organization is recognized by BSG and submits a budget, the University’s Finance Office issues the organization a BSG account number which begins with “89----”. This is the FUND number required on your check requests. Organizations can also ask for a dual account in which they deposit dues, money from fundraisers, donations, etc. This account number begins with “899---“. The organization must follow the same procedures for the dual account as they do for their BSG account. If you are writing a check which takes money from both the BSG account and dual account, you can do this on one check and white form—just put both account numbers in the “FUND” area and indicated the amount to come out of each account. Then put the total amount of the check in the “AMOUNT” line of the check request form.

➢ OFF-CAMPUS BANK ACCOUNTS:

Student organizations ARE NOT permitted to have bank accounts off campus. Any student organization found to have such an account will have their BSG funds frozen until the off-campus account is closed—verification from the bank will be required. Repeat violations could result in permanent loss of recognition.
OFF-CAMPUS DINNERS:

BSG Guidelines state that student organizations can appropriate $15/person for each member attending their membership dinner. Therefore, if you have 30 members but only 10 attend the dinner, you will only receive $150, not $450! Alcohol is not permitted! An itemized receipt is required!!! A receipt showing money was charged to your credit card will not suffice!!!

CONTRACTS:

✓ No student may request, make, or sign a contract or agreement that binds the University to any action or commits any University funds.
✓ Organization’s adviser must request and sign the contract and Bucknell’s “Standard Insurance Rider.”
✓ All contracts require the signature of Kari M. Conrad, Associate Dean of Students or her designee.
✓ Contracts over $5,000 require the approval of the Dean of Students, or Dave Surgala, VP Finance and Administration.
✓ No Deposits shall be paid per University policies!!!
✓ All performers/providers of service must provide a contract (either their own or they can sign Bucknell’s contract). Performer/provider of service must also sign Bucknell’s “Standard Insurance Rider” even if they are not being paid for their service.
✓ A W-9 completed and signed by the performer or provider of service is required before the check will be signed by BSG.
✓ DO NOT PAY the performer or provider of service with your personal money. You cannot be reimbursed for paying a performer or provider of service.
✓ Payments to Non-U.S. citizens—see section on Payments to Non-U.S. citizens below. Remember that just because they have a Social Security number does not necessarily mean they are U.S. citizens.
✓ When paying a performer or provider of service you will need to bring the following to the BSG Finance Office for payment: the check, check request, completed and signed W-9, and a 1099 form.
✓ The CAP Center staff has the training and experience necessary to negotiate contracts with agents and performers. Therefore, if you need assistance please let us know!

PAYMENTS TO FACULTY AND STAFF:

The faculty and administrative staff are paid through the University’s payroll system. When you want to pay a member of either staff you will only need to bring the check request form to the BSG Finance Office and we will take care of submitting the necessary information to the payroll office.
➤ PAYMENTS TO SUPPORT STAFF:

Occasionally student organizations will pay a member of the support staff for conducting a workshop, driving a mini bus, etc. In order to pay a member of the support staff you will need to contact Ginnie Moore in the CAP Center who will need to complete an Extra Job Notice. Support staff members are not paid through the BSG check-signing procedures.

➤ PAYMENTS TO BUCKNELL STUDENTS:

Payments to Bucknell students on payroll: A student organization check request form including the student’s B.U. I.D. number and their home address should be brought to the CAP Center, LC 306, for submission to the student’s payroll. Students on payroll will be paid through their payroll and will not receive a BSG check.

Payments to Bucknell students NOT on payroll: A student organization check request, a BSG check, a W-9, and a 1099 Form should be submitted to the CAP Center for processing. Once BSG and Ginnie Moore sign the check and stamp a check number to the check, it will be ready for the treasurer of the organization to pick up in the CAP Center.

➤ PAYMENTS TO NON-U.S. CITIZENS:

If your performer/provider of service is NOT a U.S. Citizen you will need to see Ginnie Moore in the CAP Center, LC-306 for specific policy information relating to tax laws and procedures. Please do not confirm a contract with a non-U.S. citizen until you provide the CAP Center with the Visa status of the individual(s) you want to bring to campus. Depending on how this individual is entering the country will determine whether or not we can compensate this individual.

➤ PRIZES AND GIFT CERTIFICATES:

Prizes, gift certificates, and debit cards require the organization to obtain the recipient’s name, Bucknell ID number, value of the gift/prize and home address for tax purposes. This information should be reported on a 1099 Form and given to the CAP Center, LC-306.

➤ PAYMENTS TO DEPARTMENTS OR OTHER STUDENT ORGANIZATIONS:

Checks are not issued to departments or other student organizations. Complete a Transfer of Funds form located in the CAP Center and the money will be done as a transfer.
➢ VOIDED CHECKS:

If you are not going to use a check that has been issued, you will need to bring the check back to the CAP Center so it can be voided. The money leaves your account once the check request is processed – not when you cash the check.

➢ PURCHASE ORDERS:

Instead of buying items on your credit card and getting reimbursed, you should have the Procurement Office order the items for you on a purchase order. A Purchase Requisition needs to be completed and signed by your adviser and BSG and then sent to Procurement Services. The Purchase Requisition can be picked up in the CAP Center, LC-306.

➢ MONTHLY BUDGET PRINTOUTS:

Monthly printouts of student organization budgets are available around the 12th of the month in the CAP Center.

➢ UNIVERSITY VEHICLES:

BSG’s signature is required on all vehicle requests from Transportation Services. Once you pick up the form from Transportation Services you will bring the form to the BSG Finance Office in the CAP Center, LC 306, and they will give their approval and how much you have to spend for transportation for the trip.

➢ DINING SERVICE REQUESTS:

All requests made to Dining Services require approval from BSG. Before you talk to Dining Services about your needs, you must complete BSG’s Dining Service Request Form and bring said form to the BSG Finance Office in the CAP Center, LC-306. BSG will approve the event, if you have it in your budget, and then write the amount you have approved for the event. You will then take the form to Dining Services.

REMEMBER TO CHECK YOUR BUDGET BEFORE YOU SPEND ANY MONEY—YOUR REQUEST MAY NOT HAVE BEEN APPROVED BY BSG DUE TO LACK OF INFORMATION, ETC. SUBMISSION OF A BUDGET DOES NOT GUARANTEE YOU WILL RECEIVE FUNDING!!!

PLEASE RETURN YOUR CHECKBOOK TO THE CAP CENTER, LC-306 AT THE END OF YOUR TERM AS TREASURER!!!!