

Spending \$\$\$

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Goal: To provide tools and resources for success.



Activity: Thumbs up (YES) or Down (NO)

1. Can you always stop by the SGA office or galaxy space during business hours?
2. Can you email sgapayments@uvm.edu to ask about money, spending, etc.?
3. Do you need to plan ahead?
4. Do we always need a receipt?

Please ask questions throughout the presentation!

“Where is our money, and how much do we have?”

WHERE?

- Fund 130: Budget allocated by SGA
- Fund 131: Fundraised dollars
- Funds 310 & 311: Foundation-managed donations
- Supplemental fund: Approved by Finance Committee

HOW MUCH?

- Starting balances are found on UVM clubs
 - <https://clubs.uvm.edu/organization/sgabusinessoffice>
 - You can also go to <https://clubs.uvm.edu/> and search “Hub” to find the ClubSigner Support Hub. (MUST BE SIGNED IN.)
- Expense reports posted biweekly
 - Titled, "Actuals 11.05.25"
- Use the ‘Club Budgeting Tool’

See what I'm talking about: Find your starting balances

Documents VIEW ALL DOCUMENTS

- ACTUALS_11.05.25.xlsx
- SGA Payment Portal.xlsx
- Referee Pay Sheet 2025-2026.pdf
- Spending Workshop Fall 2025 with FAQ.pdf
- FY'26 Financial Policies
- FY26 Fund 311 Starting Balances.xlsx**
- FY26 Fund 131 Starting Balances.xlsx**

1. Go to Clubsigner support hub and scroll down to 'Documents.'
2. Download the documents titled, 'FY26 Fund **311** or **131** Starting Balances'.

3. Find your club source # and look in column 'O' to see your starting balances for the schoolyear.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Oper U	Dej	Fu	Sour	Funci	Progra	Purpo	Prope	Account Description	Budget Peri	Budget	Expens	Encumbran	Pre-Encumbran	Available Budge
2	1	30456	131	800001	701	0	0	0	Other Operating & Services	2026	-1,353.36	0	0	0	-1,353.36
3	1	30456	131	800002	701	0	0	0	Other Operating & Services	2026	-857.79	0	0	0	-857.79
4	1	30456	131	800002	701	0	0	0	Other Operating & Services	2026	5,199.51	0	0	0	5,199.51

4. Your **130** budget will be in your club's own page in the 'Documents' section.

“How do we spend our money?”

Step 1: PLAN AHEAD

- Purchasing timeline:
 - Credit card approval:
2 weeks
 - Purchase order approval:
4-6 weeks
- Paying individuals takes longer and **needs to be approved PRIOR** to accepting services.
- Always ask our office for help in advance!

Step 2: Submit Spending Request

- Submit request in UVM Clubs:
<https://clubs.uvm.edu>
- A request is needed for ALL payments.
- Purchase types:
 - Credit Card
 - Purchase Order
 - Gas Card
 - Orange Card

Which Spending Type to Use?

Credit Card-

- Can pay the company with an online payment under \$2500
- NEVER Paypal or Venmo

Purchase Order-

- Paying an individual (not company) and need to pay with a check
- Over \$2500
- Contracts, insurance, and/ or other docs required

Activity! (Shout out the answer)

Which category: Credit card or purchase order?

- Theater club is purchasing a FANCY new microphone on Amazon. The total will be \$1200.
- Will this be CC or PO?



Fun Fact: SGA has tax exempt accounts already set up. These include Amazon, Walmart, Michaels, Staples, and others. Just ask for the passwords during your appointment!

Which category: Credit card or purchase order?

- Basketball club is paying Jamie O. for officiating their game next month. Jamie doesn't work for a company and will only be working for 1 hour and paid \$60. Jamie said the club can pay with Venmo or check.
- Will this be CC or PO?



Venmo is **never** allowed

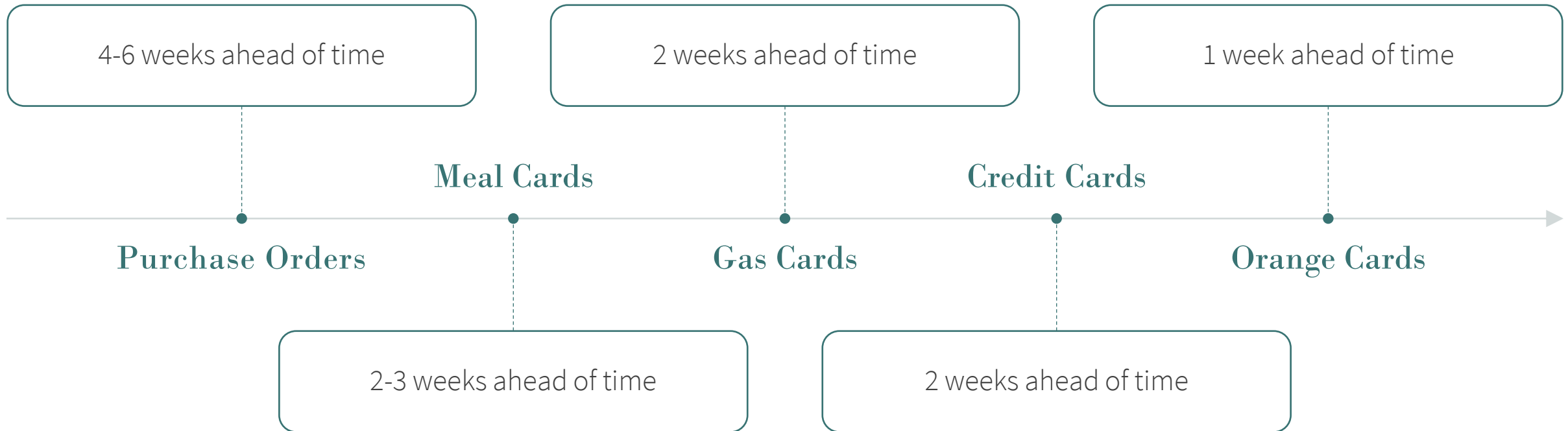
Which category: Credit card or purchase order?

- Popcorn club is travelling for the annual Popcorn convention and will need to rent a Hertz or Enterprise van.
- Will this be CC or PO?



Vans can only be rented from SGA, other UVM departments, or Hertz

When to Submit Spending Requests



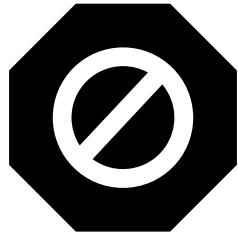
CREDIT CARD PURCHASES



STEP 1:

Do you have the money?

- NO? STOP!



- Yes



PRO TIP: Turn on email notifications for UVM clubs to see comments!

STEP 2:

- Submit spending request (UVM Clubs)
- Review any comments from the Business Office on your request. **For large \$ events (with hotels, travel, reg.) - need to include full budget.**

STEP 3:

- If approved, you'll receive a link to schedule a spending appointment

STEP 4:

- See front desk student employees to make purchase during your appointment
- Reminders:
 - *Tax free, collect receipts - we will walk you through this!*

STEP 5:

- Track expenses!!! (see *Club Budgeting Tool*)

The process is complete when we have the receipts!!!

RECEIPT REQUIREMENTS

A receipt should include...

- Vendor name
- Item details and quantity
- Price for each item
- NO TAXES
- Total \$ amount paid



HOW DO I GET A RECEIPT?

After your purchase, **check your email** or **call** the company to request a receipt.

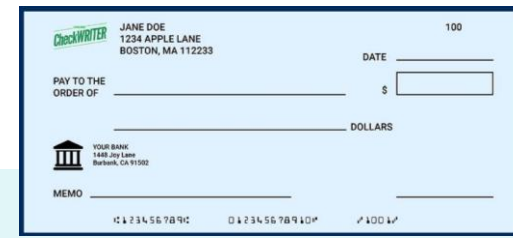
- The Business Office will email you daily to request receipts
- If a club has outstanding receipts more than 7 days after purchase, future spending may be at risk

Send all receipts to sgareceipts@uvm.edu

Activity: Thumbs up (YES) or Down (NO)

1. Can you make a purchase without submitting a spending request?
2. Do you need to plan ahead?
3. Can you make a purchase without scheduling a spending appointment?
4. Do you always need a receipt?
5. Are we tax exempt?
6. Does Doug approve the credit card requests?

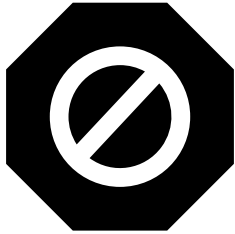
PURCHASE ORDERS (CHECKS)



STEP 1:

Do you have the money?

- NO? STOP!



- Yes



STEP 2:

- Submit spending request (UVM Clubs)

STEP 3:

- **Review comments** from the Business Office and upload the requested supporting documents
 - *Can include contract, W-9, COI, alcohol waiver etc.*

STEP 4:

- Once all documents have been submitted and reviewed, the Purchase Order will be created by Business Office.

STEP 5:

- Send all invoices to sgapayments@uvm.edu.
- **Payment is mailed to vendors via check** within 30 business days after receiving invoices

STEP 6:

- Track expenses!!! (*see Club Budgeting Tool*)

If an invoice is not sent to sgapayments@uvm.edu the vendor will NOT be paid!



INVOICE REQUIREMENTS

SOLD TO:

GROUP UVM CLUB NAME _____
EVENT April 16-19, 2026 _____
CONTACT _____
EMAIL _____

SALES MANAGER _____
PHONE _____
COORDINATOR _____
PHONE _____
INVOICE NUMBER 198
INVOICE DATE 02/17/2026
TERMS Due 3/17/2026

YOU MUST SEND TO:
sgapayments@uvm.edu

- Invoice number
- Date
- Itemized Details
- Amount Due
- Address to Send Payment

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
7	Ski & Stay Two Bedroom Cottages from 4/16/2026-04/19/2026 at 6 per	\$2,081.40	\$14,569.80
42	Waterpark for one day for \$30 each	\$30.00	\$1,260.00
	Initial \$500 Deposit		\$500.00
		SUBTOTAL	\$8,414.90
		TAXES	\$0.00

MAKE ALL CHECKS PAYABLE TO:
Jay Peak Pacific, Inc.
Attn: Group Sales
830 Jay Peak Road
Jay, Vermont 05859

TOTAL AMOUNT DUE
\$8,414.90

GAS CARDS

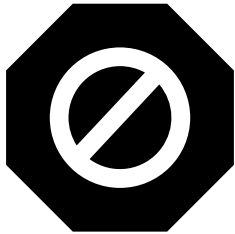


STEP 1:

Do you have the money?

Can only use supplemental, fundraised (131 fund), or donations (310/311 fund)

- NO? STOP!



- Yes



STEP 2:

- Create an **event submission** in UVM Clubs
- Answer all questions and ensure it's approved prior to leaving campus

STEP 3:

- **Submit spending request** and review any comments from the Business Office

STEP 4:

- If approved, use link to book a Gas Card Pick-up appointment (next day is the soonest)
- Gas cards are picked up at the front desk

STEP 5:

- Return card and receipts the next business day after returning from trip

STEP 6:

- Track expenses!!! (*see Club Budgeting Tool*)

APPOINTMENTS ARE REQUIRED TO PICK UP GAS CARDS!



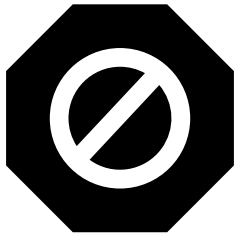
ORANGE CARDS

Used for: UVM Bookstore, Print & Mail

STEP 1:

Do you have the money?

- NO? STOP!



- Yes 

STEP 2:

- Submit spending request (UVM Clubs) and review any comments from the Business Office

STEP 3:

- Once approved: Orange Card can be picked up at the front desk during regular business hours (Monday – Friday, 8: 30 a.m. – 4:30 p.m.)
- *No appointment necessary*

STEP 4:




- Track expenses!!! (*see Club Budgeting Tool*)

Activity: Thumbs up (YES) or Down (NO)

1. Do you need to plan ahead?
2. Do you need to schedule an appointment to pickup a gas card?
3. Do we need all receipts for gas?
4. Can you use 130 budgeted funds for gas?
5. Should you be tracking your gas expenses for each trip?
6. Do you need to schedule an appointment to pickup an orange card?
7. Can you use the orange card at the bookstore or print & mail?

TRAVELING MEAL CARDS

Forms

-  FY'26 SGA Spending Request Form
-  SGA Payment Portal
-  Traveling Meal Card Request

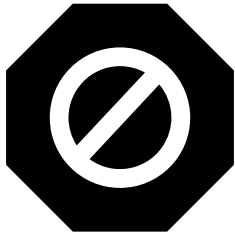
THIS IS USED FOR TRAVELING MEALS

STEP 1:

Do you have the money?

Can only use fundraised (131 fund), or donations (310/311 fund)

- NO? STOP!



- Yes



STEP 2:

Request mealcards in UVM Clubs:

- a) You can go to <https://clubs.uvm.edu/> and search “Hub” to find the ClubSigner Support Hub (MUST BE SIGNED IN)
- b) Scroll to the ‘Forms’ section
- c) Click on ‘Traveling Meal Card Request’
- d) Complete the form and answer any comments

STEP 3:

You will receive an email to pickup cards when they’re ready.

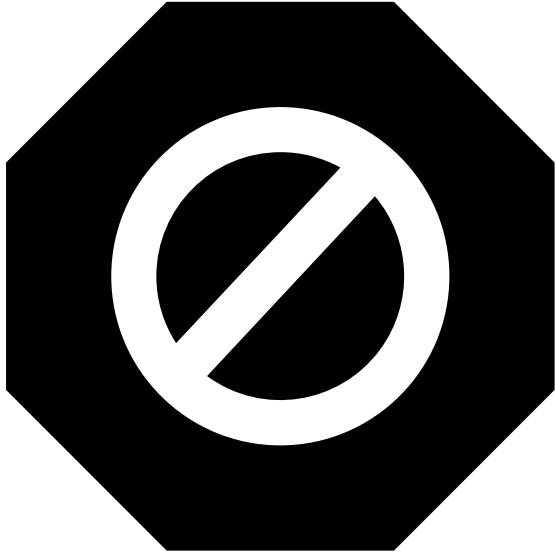
STEP 4:

- Track expenses!!! (*see Club Budgeting Tool*)

CARDS ARE FOR INDIVIDUALS AND ONE TIME USE.



“What if we don’t have the funds?”



Funds **MUST** be in accounts BEFORE spending requests will be approved (including funds from other clubs/departments)– request supplemental, fundraise early, and **PLAN AHEAD!**

- Request supplemental funding via UVM Clubs:
 - Go to <https://clubs.uvm.edu/> and search “Supplemental” to find the ‘FY’26 Supplemental Request Form’. (MUST BE SIGNED IN.)
- Meet with finance committee (sga.finance@uvm.edu) to discuss fundraising ideas
- Email sgapayments@uvm.edu to schedule a meeting to review funds

REMINDERS:

- Purchases on credit cards can’t be split between accounts
- Purchases on P.O. can be split; provide exact dollar amount for each fund
- Use your budgeting tool to ensure account accuracy!

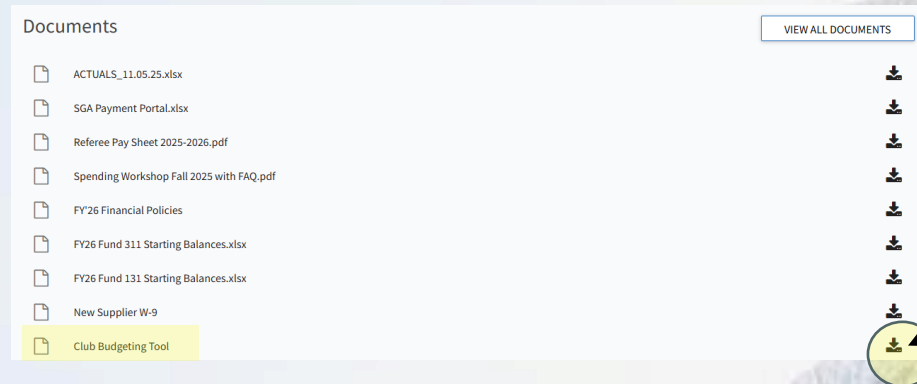
TRACKING EXPENSES

WHY IS THIS IMPORTANT?

- It's THE MOST ACCURATE way for you to track your real-time revenue and expenses
 - Reallocations occur **monthly** from credit cards and invoice payments
 - Gas expenses may post up to **90 days** after purchase
- **Compare** your budgeting tool info (revenue & expenses) to **expense reports** in UVM Clubs
- Reach out to sgapayments@uvm.edu if you see discrepancies more than 60 days old

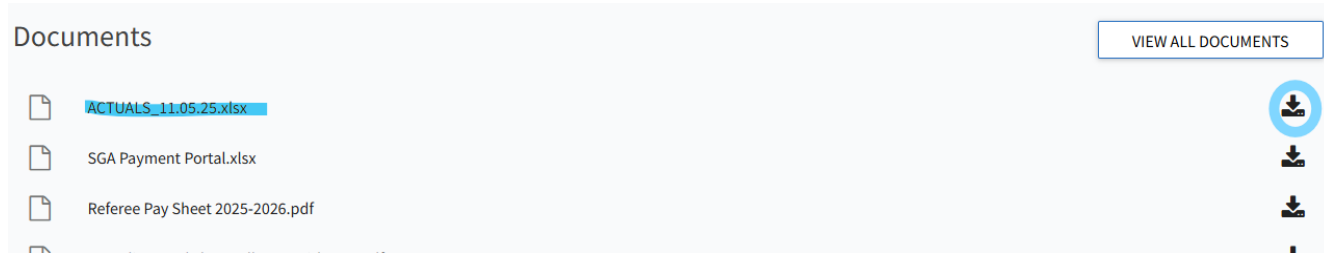
WHERE TO FIND THE TOOL:

- 1) Go to <https://clubs.uvm.edu/> and search “Hub” to find the ClubSigner Support Hub. (MUST BE SIGNED IN.)
- 2) Scroll down to the “Documents” section.
- 3) Download the ‘Club Budgeting Tool’



Must click here to download

See what I'm talking about: Checking your expenses



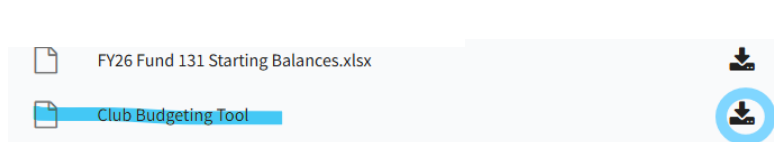
1. Go to Clubsigner support hub and scroll down to 'Documents.'

2. Download the Actuals report.

3. Find your club name and see all charges.

Description	Line Descr	Acct Descr	Amount	Fund	Source	Source Descr
AMAZON.COM*JG5391653-09/23/2025	AMAZON.COM*JG5391653	Other Supplies	\$ 29.08	130	800001	Channel 12
AMAZON.COM*XL1CX0SH3-09/23/2025	AMAZON.COM*XL1CX0SH3	Other Supplies	\$ 119.97	130	800001	Channel 12
ADOBE INC-09/24/2025	ADOBE INC	Non-Cap Software Gen Purp <\$5K	\$ 449.27	130	800001	Channel 12
GOOGLE*GSUITE UVMTV.OR-09/24/2025	GOOGLE*GSUITE UVMTV.OR	Non-Cap Software Gen Purp <\$5K	\$ 20.99	130	800001	Channel 12
Biweekly Payroll-	Biweekly Payroll	Student Wages	\$ (2,728.91)	130	800003	Outing Club
VT DEPT OF MOTOR VEH A66774-07/07/2025	VT DEPT OF MOTOR VEH A66774	Repairs & Maintenance Svcs	\$ 33.00	130	800003	Outing Club
VT DEPT OF MOTOR VEH A94117-07/07/2025	VT DEPT OF MOTOR VEH A94117	Repairs & Maintenance Svcs	\$ 33.00	130	800003	Outing Club
SemiMonthly Payroll	SemiMonthly Payroll	Temporary Wages	\$ 200.00	130	800002	Outing Club

4. *** Check these charges with your personal tracking tool to make sure they're accurate***

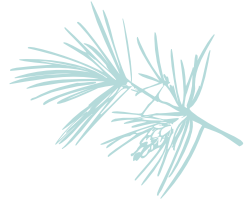


We have a 'Club Budgeting Tool' for you to download and use. (See photo to the right for preview.)

CLUB ____ FALL 2025 - SPRING 2026 BUDGETING TOOL								
Enter your club name and starting balance for each account. For each purchase, enter the date, vendor, item description, and a negative \$ amount. For fundraised money, enter the same details in the 131 funds column with a positive \$ amount. For donations (Luv My Club), enter them under the 311 account as a positive \$ amount. Enter supplemental funding in 130 account. For POs, input total \$ amount requested below but be sure to complete PO section (to the right) as well.								
130 BUDGETED ACCOUNT			131 FUNDRAISED ACCOUNT			311 DONATIONS ACCOUNT		
Starting Balance	\$	-	Starting Balance	\$	-	Starting Balance	\$	-
Total \$ Remaining	\$	-	Total \$ Remaining	\$	-	Total \$ Remaining	\$	-
Date	Vendor & Item(s)	Amount	Date	Vendor & Item(s)	Amount	Date	Vendor & Item(s)	Amount
		\$ -			\$ -			\$ -

Activity: Thumbs up (YES) or Down (NO)

1. Do you need to plan ahead?
2. Do we need all receipts?
3. Should you be tracking EVERY expense?
4. Is your personal tracking tool the most accurate?



QUESTIONS?
Reach out to
uvmsga@uvm.edu

