**Budget Process:**
- Certification by JB
- Submit Budget to Committee
- Submit Revised Line Item Budget with Letter of Explanation
- Committee Meeting – COC/ES
- Council Meeting
- Association Meeting – Final Approval
- Meet conditions (if applicable)
- Secure space with Student Activities

**Budget Change Process – Clubs <10%**
- Complete Change with Student Activities
- Provide Letter of Justification
- Complete Budget Change Form
- Submit form with letter to Student Activities

**Budget Change Process – Clubs >10%**
- Confirm Expenses with Student Activities
- Submit new Budget with expenses to Committee
- Allocating Committee Meets – COC/ES
- Council Meets
- Association Meets – Approval sent to Student Activities

**Contractual Services** – Payments to CUNY
- Full Time Personnel, Alumni and Students is prohibited.
- Contracts greater than $1000 requires Board of Directors Approval
- Agreement for Personal Services – 2pp
- W9 Form – Taxpayer ID Number
- Resume, Curriculum Vitae or Performance History (Mission Statement or News Article)
- Signature of the Vice President of Student Development and the Dean of Student ONLY

**Purchasing** – Students are Prohibited from placing orders or authorizing orders.
- SAA Purchase Requisition (list club name, item or model number(s), stock number(s), quantity, price, vendor contact information – phone and fax numbers authorized signatures and state contract number if applicable)
- For State Contract – Attach hard copy of contract
- Oral Bid Form indicating vendors contacted
- Quote(s) from Vendor verifying price
- Complete Check Request
- Submit above to Student Activities (SA) for budget Verification – SA will forward to purchasing if >$250
- SA receives items – Items may be subject to inventory

**MBJ Food Service**
- Secure space with Student Activities for event
- Verify available funding with Student Activities
- Acquire price on MBJ Requisition
- Secure authorized signatures and deliver form to MBJ
- Submit Check Request, Flyer/Memo and Requisition to Student activities for processing
- Student Activities Receives invoice from the Budget and Expense Manager
- All documents are submitted to the Accounting Office for payment

**JJC Bookstore**
- Secure space with Student Activities for event
- Verify available funding with Student Activities
- Acquire price on JJC Bookstore Requisition
- Secure authorized signature – deliver to Bookstore
- Submit Check Request, Flyer/Memo and Requisition to Student Activities for processing
- Student Activities Receives invoice from the Bookstore
- All documents are submitted to the Accounting Office for payment

**Print Shop Services**
- Secure space with Student Activities – if applicable
- Acquire quotes from Print Shop
- Verify available funding with Student Activities
- Secure and deliver authorized signatures on appropriate form to Print Shop or NH Copy Center
- Submit Check Request, Flyer/Memo and requisition to Student Activities for Processing
- Student Activities Receives invoice from the Budget and Expense Manager
- All documents are submitted to the Accounting Office for payment

**Check Request Form – ALL DOCUMENTS MUST BE ORIGINAL**
- Attach Requisition (as indicated above) & quotes
- Attach event flyer, announcements, invitations, or memos justifying expense
- Original Invoices – faxes are not accepted

**NOTE**
- Checks are mailed to all vendors.
- Students are not entitled to reimbursements of any kind.
- All paper work should be in 15 business days prior to an event and 5 business days for a meeting to the Student Activities Office.
- All forms are available in the Office of Student Act. Rm. 1106N

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**STUDENT ACTIVITIES ASSOCIATION CHECK LIST OF FORMS**