

# CCRI PROCEDURES

## Student Groups

Office of Student Life

COMMUNITY COLLEGE OF RHODE ISLAND | 400 East Avenue, Warwick, RI 02886

[www.ccri.edu/osl](http://www.ccri.edu/osl)



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## Introduction

This procedures manual\* is designed to help student leaders and group advisors navigate the complex, changing and often confusing policies & procedures to make things happen at the Community College of Rhode Island. As student leaders and advisors, we understand that you want to create a dynamic and active agenda to benefit your group as well as other students, and actively endorse and support such activity. However, to be planned properly, to ensure funding is available, and to coordinate logistics, students and advisors must follow and become familiar with how the college conducts business.

The key to all of this is early planning and frequent communication. Failure to follow CCRI's procedures could result in an event not happening, being delayed or even costing your group extra money if you cannot be reimbursed for expenditures you already made. This isn't what you want to happen, and we don't want it to happen, either.

To help you, the college has established an Office of Student Life. The Office of Student Life will represent the college and assist with the management of your group, as needed, including pre-approving events and purchases.

All group advisors and officers are required to review the Procedures Manual each year for new information and to ensure compliance. Things change regularly. If you are uncertain about anything, please direct your questions to the Office of Student Life.

## Forms

Forms referenced in this manual are available on the Office of Student Life website: [www.ccri.edu/osl](http://www.ccri.edu/osl)

***\*Information contained in this manual is subject to change without notice.***

Please refer to the Office of Student Life website for the most current policies.

## Recognition of Student Groups

Recognized groups may be afforded the following privileges:

- Use of campus facilities
- Use of campus agency accounts
- Participation in the Student Government Association
- The opportunity to participate in college activities and the ability to use "Community College of Rhode Island" as part of the group name (Groups not recognized may not use "Community College of Rhode Island" as part of the group name.)

College recognition in no way implies that the Community College of Rhode Island condones or supports any or all activities of a recognized group. For a group to be recognized on campus, the following procedures must be followed:

Prior to making application to receive recognition, the group must meet the following criteria:

1. Groups must have a permanent full-time faculty member, staff, or administrator as an advisor. The advisor must submit a statement of willingness to serve as an advisor.
2. To qualify, members must be currently enrolled students (either full or part time) in good standing with the college. Groups must submit a membership list of at least ten (10) qualified students (i.e., students who are not on any academic or disciplinary sanction)
3. Officers of each group are to have a minimum cumulative GPA of 2.5. The group must have at least a chief executive officer (i.e., president) and a financial officer (i.e., treasurer). Other officers may be defined in the groups constitution but are still required to follow this policy.

4. Groups are to operate under a constitution approved by Student Life and Student Senate. A copy of all the constitutions must be kept on file in the Office of Student Life. The Constitution must include:
  1. The name of the group
  2. Statement of purpose that includes: the mission of the group, objectives, and the social value to the Community College of Rhode Island
  3. List of officers' responsibilities
  4. Procedures for election, selection, recall or removal of officers
  5. Procedures to amend the constitution
  6. Procedures for scheduling and conducting meetings
5. The group must comply with the nondiscrimination policy set forth by the college.
6. No group will be recognized that serves a similar function as the Student Government Association.
7. No group will be recognized if their mission, objectives, social value and activities are similar to another group already in existence.

After the group has been formed and meets the above criteria, the group should adhere to the following steps to achieve recognition:

1. At least one group officer and the group advisor must meet with the campus Student Government advisor and the campus Student Government president or his/her designee to review the constitution and any bylaws of the group. Student Life will then review and make final comments.
2. The campus executive committee shall review the recommendation of the Student Government president and the Student Government advisor. They shall bring the constitution before the campus Student Government Senate for a vote of the recognition status of the group.
3. After the meeting of the senate, if the group desires to receive funding or other privileges from the college, if funding is available, they can request money through Student Life.

**Points to be considered when considering recognition of a group:**

- The structure and content of the constitution and bylaws
- Purpose of the group, and if it is beneficial to the college community
- How well the group meets the criteria of recognition
- Whether or not the groups' purpose is already being adequately accomplished by another entity on its campus

## Re-Registration Process for a Group

After a group has gone through the recognition process, it must re-register with the Office of Student Life at the end of the spring semester and attend a mandatory student group meeting at the beginning of the fall semester. When re-registering, the group must continue to adhere to the criteria stated in the recognition section of these procedures.

The deadline for filing registration forms is **Spring/Summer** (the same day as agency budget requests is due). Failure to meet this deadline is cause for probation. Failure to comply within two semesters is the cause for suspension. Steps for reregistration:

1. Complete a group registration form and send it back to the Office of Student Life at [studentlife@ccri.edu](mailto:studentlife@ccri.edu). A completed form must also include a current membership roster with student ID numbers.
2. Submit a current list of officers' names, emails and/or phone numbers to the Office of Student Life.
3. Submit a written statement from your group's advisor indicating that your groups' funds have been reviewed and are in good order.

4. The president and/or vice president, of the group, with the advisor, should meet annually with Student Life and campus Student Government executive committee to review and evaluate activities of the past year and those planned for the upcoming year.

Any changes of officers or advisor should be reported in written form to the Office of Student Life and Office of Student Government within 10 days of the change(s). The same is true of all constitutional changes, which are subject to approval by the Student Government Senate.

## New Group Budget Dollars

When a new group receives recognition from Student Government and the Office of Student Life, funding may be available. To apply for funding, an itemized list of expenditures must be sent in writing to the campus Student Government director of finance/treasurer with an explanation of why money is needed. The campus Student Government executive committee will coordinate with the Office of Student Life to supply this funding, **if available**.

## Student Group Advisor Qualifications

An advisor must be a permanent full-time faculty, staff, or administrative member of CCRI. An individual should not serve as advisor to more than one group.

## Role of Advisor

Advisors play an important role in the extracurricular experience at CCRI. It is their guidance and participation in the group that assists and encourages the students to become involved and to gain valuable experience in how to function in an organizational environment. It is important to remember that the advisor acts as an “agent” of the college and encumbers some legal and fiduciary responsibilities.

Advisors are also considered a campus security authority (CSA) under the Clergy Act and must be trained. Advisors will also be trained in the Code of Conduct. Advisors also sign an agreement that they understand the procedures required by the Office of Student Life.

CCRI views the advisor as an individual who serves as a function pertinent to the preservation of the existence of the group. The advisor also is responsible for:

1. Advising the group on college policy including educating the members and assisting them in their work within the college structure.
2. Providing direction and planning for managing the group budget, e.g. approving all expenditures (Please see financial procedures.)
3. Assisting with planning and implementation of group programs and the use of college facilities for those programs.
4. Attending meetings and activities involving the group as frequently as possible.
5. Assisting the group in setting realistic quarterly goals and objectives and then keeping the group focused on them.

There are some other functions of the advisor that include providing continuity, facilitating growth, and serving as a teacher. These are equally important. If any assistance is needed, please contact the Office of Student Life.

# Expectations of Student Groups

All Student Groups and their members are subject to the College's policies and procedures, including the Student Conduct Code, Nondiscrimination policy and complain procedures and Title IX policy on sexual harassment and sexual assault. Questions concerning these processes and procedures should be directed to the Dean of Students.

## Suspension of Student Group Recognition

After consultation with the Student Government President, the College (through Student Life as it's agent) may suspend the recognition of any group with due cause.

## Reasons for Suspension

1. Failing to meet any of the criteria required for recognition at any time.
2. Violating the Code of Student Conduct, college policies, local, state and/or federal laws.
3. Failure to complete all steps for re-registration for one (1) academic year.
4. Failure to show a reasonable amount of activity in promoting the ends and purposes specified in the group's constitution (e.g., evidenced by meetings and other activities). All recognized groups are required to submit a written activity report to Student Life upon request.
5. A group may voluntarily relinquish its recognition at any time by delivering to Student Life and Student Government president a written notice signed by the officers and advisor stating that they are disbanding and explaining why.

If suspended, the group immediately loses its privilege of being a college group. All accounts of the suspended group will be placed on hold. After one calendar year of inactivity, all group funds will be re-allocated to the general funds.

A group may reapply for recognition by following the recognition process required of any student group. If a group is suspended by Student Life, the members may appeal to the associate vice president for Student Services.

## Signage Policy

### Sign policy rationale

The Community College of Rhode Island's sign policy establishes standards for all interior signs on all campuses. It provides guidance about the placement and location of directional signs, event signs, departmental signs, and student signs, as well as provisions for their approval and removal. This policy is designed to recognize the needs of the college's distinct campuses while promoting an uncluttered and more attractive environment.

## Scope

This policy applies to temporary signs and other displays on the Community College of Rhode Island campuses. For the most part, such signs will be event related. It does not apply to college signs produced and installed by the college or college subcontractors and intended for display on a continuing basis, such as:

- exterior building names
- traffic signs
- official college identity signs or banners
- building directories or maps
- room identifiers
- classroom emergency procedure placards/signs
- no-smoking signs
- out-of-order signs

Also, this policy does not apply to non-public areas of the campus, such as individual administration, faculty or student group offices, or to personal effects, such as clothing.

## Statement of Policy for Groups

### I. Student groups

- Because students have limited means to communicate with the general student body, certain exceptions will be made regarding the general sign policy. Students are allowed to post signs on glass doors and walls in student group areas only, as well as one sign per event per bulletin board.
- During a period of three (3) weeks prior to student government elections, candidates are not limited by the number of signs they are allowed to post. Candidates may post signs in the following areas:
  - one per bulletin board.
  - columns or pillars
  - stairways
  - stairwells
  - stainless steel surfaces
  - elevators (outside only)

### II. Prohibitions

- Any postings that have inappropriate and/or derogatory information will be removed immediately. For the sake of maintaining a sense of community and support for all members, groups are expected to refrain from using racial, gender or ethnic slurs, stereotypic depiction, or similar references in all advertising material.

## Scheduling College Facilities

College facilities may be scheduled and used by officially recognized student groups for regular business meetings, social programs and programs open to the public according to the following procedures:

- The Office of Student Life can assist groups with publicity and avoid any scheduling conflicts.
- If the group wishes to use campus space, the advisor must request space. If a group requires any special setup by maintenance, a work order must be completed.
- Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to ensure proper maintenance and order.
- Allocation of space shall be based on priority of request and the demonstrated needs of the group.
- Reasonable charges may be imposed for any clean-up, security or unusual costs resulting from the use of the facility.



- The group requesting campus space for social events or functions must register the event with the college official with whom the space is scheduled at least two (2) weeks in advance. Additional equipment needs such as microphones, podiums, etc. require separate contact with AV support. Events requiring more than a room reservation must be registered at least one (1) month in advance.
- No speaker or performer sponsored by a recognized college group shall be denied appearance on campus for arbitrary or capricious reasons. Reasons for denial include, but are not limited to, probability of disruption of campus activities or reasonable expectation of danger to life or property.
- The sponsoring group may require presentation of valid ID cards for admission to an event on the college campus.
- Functions that are held in college facilities will end no later than the established closing hours of the facility concerned unless prior arrangements are made with Campus Police and Physical Plant. Operation hours vary by campus and time of year.
- For legal and insurance reasons, alcohol may not be served or consumed at group functions.
- No group may use the college's name without written authorization by the Office of Student Life except to identify institutional affiliation. College approval or disapproval of any political or social issue may not be stated or implied by a group.

All requests will be reviewed for security and insurance needs by the Office of Student Life.

## Financial Policies

### Overview

Student groups exist for the benefit of all current CCRI students. A portion of the mandatory student activity fee is available to support authorized groups and are financed by a combination of student activity fees, funds raised and donations. Everyone connected with groups (*i.e.* student members, faculty/staff advisors and supporting staff) has a fiduciary responsibility to ensure that all expenditures of group funds are authorized, reasonable and properly documented. In addition, they are responsible for the proper accountability of all group assets under their control.

The procedures listed below are intended to provide guidance on processing requests for expenditures, safeguarding organizational assets and helping groups meet their fiscal responsibilities. As with any set of procedures, they cannot cover all possible scenarios.

## Ethical Behavior and Conflicts of Interest

Presidents, treasurers, and advisors, with control over group finances and assets, are expected to carry out their responsibilities in an honest and ethical manner that ensures that group funds are expended for lawful purposes to benefit the student body in general. Specifically, they should:

- Follow prescribed procedures and directions from the Office of Student Life and authorized Student Government representatives.
- Avoid the appearance or reality of financially benefiting from their position more than any other student.
- Avoid the appearance or reality of allowing any individual or group with whom the individual has a direct or indirect personal or financial interest that may conflict with the proper discharge of the member's duties to financially benefit more than any other student.
- Never set up or deposit money from activities into an account other than the Bursar's Office.

### Some examples of potential conflicts of interest are:

- Making or participating in group decisions that will financially benefit you, your friends or your family.
- Participating in Student Government budget appropriation decisions for the group to which you belong.

In the cases listed above, you should not participate in the discussions or decisions.

Conflicts of interest are a complicated topic. As a rule of thumb, ask how this decision would be seen by an impartial outsider. Would they think that you had acted fairly and ethically? When in doubt about the ethics of a decision or situation, consult with your group's advisor and the Office of Student Life

## Administration and Group Responsibilities with Finances

Advisors of a group have the primary responsibility for the group's activities and for its compliance with college regulations, including financial procedures. **Before expenditures are processed, preapproval from the Office of Student Life is required.** Failure to obtain pre-approval may result in the disapproval of reimbursement. There is no guarantee of reimbursement without prior approval. Students and advisors who expend their personal funds do so at their own risk. All group payment requests require the signature of the appropriate group and the advisor. Group advisors are reminded of the restricted and limited expenditures as outlined below in these procedures.

The Office of the Controller will assist in developing financial procedures for groups, will answer questions regarding financial matters and will promptly process and pay authorized expenditures.

The Office of Student Life staff is responsible for ensuring that all groups and officers:

- Are informed of their financial responsibilities and receive mandatory training necessary to complete their work.
- Have accessibility to these financial procedures ([www.ccri.edu/osl](http://www.ccri.edu/osl)).
- Are provided clarification on financial issues when requested.

In addition, the Office of Student Life will review and approve group expenditures to ensure compliance with college procedures.

Group officers will be responsible for the duties outlined in their constitution and bylaws for complying with applicable college financial procedures. Student Government officers will be responsible for the duties outlined in their constitution and for complying with applicable college financial procedures.

All groups are responsible and must account for all monies fundraised on and off campus. All groups are required to deposit all monies fundraised to the Bursar's Office no later than one (1) business day after the event. No group bank accounts, or petty-cash accounts, are authorized for any group. Cash funds are allowable with pre-approval from the Office of Student Life. Please see "Payment Orders Section". An advisor must be present for all campus events.

## Consequences for Fiscal Irresponsibility

Individuals found to be irresponsible in their custody or expenditure of group funds or other assets by the Office of Student Life will have their authority over said funds and assets revoked. Irresponsibility may be demonstrated by a failure to follow college procedures or to exercise prudent business judgment.

Any illegal activity involving agency monies or properties, gross misuse, or assets for personal benefit, or any other such illegal activity is prohibited. Any person caught engaging in such activities will be subject to punishment by CCRI and the applicable civil or criminal penalties of the state of Rhode Island and the United States.

## Payment Requests

All payment requests must be completed in full by the requestor, signed by a group officer and advisor and submitted to the respective office below for processing. **Please be sure that all payment requests have the appropriate original support documentation attached.** Expenditures must be submitted within 30 days of purchase to receive approval. With proper planning, payments and reimbursements will be processed in a timely manner.

If a change fund or other funds are needed prior to the event, the advisor of the group may be authorized by the Office of Student Life on a Payment request form to request these funds. This request needs to be made one week prior to the event.

## Deposits

Student groups are responsible and must account for all monies fundraised on and off campus. All groups are required to deposit all monies fundraised to the Bursar's Office no later than one (1) business day after the event. No group bank accounts, or petty-cash accounts are authorized for any group. Cash funds are allowable with pre-approval from the Office of Student Life. Please see "Payment request Section". An advisor must be present for all campus events. **Failure to adhere to this policy will result in termination from any group.**

## Developing Group Budgets

Groups must submit a budget request form to the Office of Student Life by Spring prior to the new academic year. Once approved by the Office of Student Life, group budgets will be available by the start of the academic year. The Controller's Office cannot reimburse student group expenses until an authorized budget has been officially approved. Group advisors and officers will be granted access to read their current Banner budget status after completing mandatory Advisor training. Expenditures exceeding the groups' approved budget cannot be reimbursed. Each student group is responsible for managing its own books and ledger.

## Expenses Not Allowed

- Any purchase not pre-approved by the Office of Student Life
- Gift cards
- Alcoholic beverages
- Rhode Island State sales tax (exemption number/letter available from the Office of Student Life or Office of Student Government)
- Reimbursement for events that take place in private residences (except with prior written approval from Student Life)
- Charges for goods or services that are available from the college without charge (e.g., rooms or other facilities, maintenance services, office equipment and IT services)
- Computer hardware, computer accessories or software not pre-approved by IT in writing
- Wages, honoraria, donations, or celebrations to/for CCRI faculty or staff.
- Wages, honoraria, donations to/for CCRI students, unless the student is providing a service that would otherwise be performed by hiring outside staff. (These services may include, but are not limited to, DJ services and filming a cultural show or a lecture.)

- Scholarships of any kind are not allowed. Any group wishing to give a scholarship must utilize the CCRI Foundation.
- Private transportation costs, such as gas money or parking fees, if public transportation is appropriate, more economical and readily available (The cost of the public transportation is allowable.)
- Lodging, per diem meals or transportation for invited speakers/performers who live in the greater Providence area.
- Movies to be shown at events unless the group can present a waiver of rights by the rights-holding organization or unless the group is purchasing the rights to show a picture from the appropriate organization.
- Nonspecific miscellaneous expenses, emergency cash or petty cash and no external bank accounts.

## Allowable Expenses

Allowable expenses must support the groups authorized activities, as described in its constitution.

Allowable expenses will be paid/reimbursed by the college as long as they do not exceed the group's approved budget.

**All expenses must be pre-approved by the Office of Student Life.**

- Properly authorized and documented per college procedures
- Reasonable in amount
- Some common examples of allowable expenses are:

Up to 75 percent of the total expenses of tickets for musical, theater or cultural events related to the student groups' purpose and/or mission as stated in their constitution. The remainder may be paid by the individual group members, out of pocket or through group fund raising.

- Costs associated with bringing an approved outside speaker or performer to campus
- Costs for costumes, dry cleaning, and other costume/clothing costs
- Some travel expenses for group field trips (See Travel section for more details.)
- Donations to outside charitable (nonprofit) organizations or individuals are allowed only utilizing fundraised money by the group
  - Newsletters, agendas, calendars, and other pre-approved items
  - Giveaways, such as T-shirts or goodie bags for special campus events

In any case where there is a question about whether expenses are allowable or not, call the Office of Student Life for clarification. If necessary, the controller will make the final determination on whether an expense is in accordance with federal, state and CCRI regulations, and policies.

## Fundraising and Donations

Student groups are strongly encouraged to fundraise to help subsidize costs related to the operation of the group. Student Government may have specific requirements regarding fundraising. Please contact them for further information.

When wishing to make a donation to an outside charity (non-profit) organization or individual, only fundraised monies from the group may be utilized (notice of this must be posted at the event), after expenses have been taken out (please see next section). To send a donation, monies fundraised must be deposited into the agency account to which the donation is coming from. A payment request must be submitted with two copies of the donation letter from the group to the organization to whom the donation is being sent. The donation letter shall include the intent of the donation as well as a request for receipt. One copy of the donation letter will be sent to the Controller's office and the other copy will be mailed along with the donation. As a reminder, the donation must be pre-approved by the Office of Student Life.

The payment request must be submitted and processed with the *Special Authorization* line signed by a Dean in Student Life.

When the donation has been received by the organization/individual, a letter of receipt should be returned to the group. A copy of the letter received should be sent to the Office of Student Life as well as to the Controller's Office.

## Fundraising Net Expenses for Events

- Fundraising activities can have two components: fundraising deposits and fundraising expenses. The calculation for determining fundraising revenue is fundraising deposits less fundraising expenses.

## Purchasing Policies

### General

All purchases for student groups must comply with standard college procurement procedures and be included on the group inventory form. Specifically, this means that:

- The CCRI Purchasing Department should be used to procure required goods and services to ensure the most competitive prices.
- Any activity or service that requires a contract that includes an outside vendor must have the approval of the group officer, advisor and the Office of Student Life. In some cases, prior approval may require review by the college's attorney. Approved contracts must include a signature of the group advisor. All outside vendors will be required to furnish current W-9 forms prior to reimbursement and insurance forms as necessary. An outside vendor is defined as any company or individual who is not a CCRI employee.

If the CCRI Purchasing Department is not used, **competitive bidding** procedures must be used, i.e.:

1. For purchases of \$500 or more, a minimum of three (3) bids/bid requests (same items) is required. The bids must be attached to the payment request.
2. For purchases of \$2,500 or more, a minimum of three written bids/bid requests (same items) is required. The bids/bid requests must be attached to the payment request.

When the lowest bidder is not selected, the purchasing documentation and payment request must thoroughly explain why the lowest bidder was not chosen. All payment requests should indicate that the appropriate bidding process has been followed and that the documentation is on file.

All questions regarding purchasing should be directed to the college purchasing office.

## Purchases of Goods and Services

CCRI is bound by the policies and practices as set forth by the state of Rhode Island and the Office of the Postsecondary Commissioner. All student groups are strongly encouraged to follow best practices for purchasing goods and should utilize and review the Master Price Agreements (MPA's) already set forth by the State of Rhode Island and/or CCRI. The purchasing manual and information on MPA's can be found on the CCRI website

(<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/>). Inquires related to existing MPA's can be filtered through the Office of Student Engagement (for student groups) or through the Office of Athletics (for athletic teams). All purchases must be added to the group or team's inventory forms.

To comply with standard college procurement procedures, the following must be followed:

The CCRI Purchasing Department should be used to procure required goods and services to ensure the most competitive prices:

- For pre-approved purchases up to \$5000 the CCRI Purchasing Department can bid in-house
- For pre-approved purchases for \$5000 or more, RI State Purchasing will process bid requests

If the CCRI Purchasing Department is not used, competitive bidding procedures must be used as described below:

- For pre-approved purchases of \$0-\$499 competitive bidding is not required but is strongly encouraged.
- For pre-approved purchases of \$500 or more, a minimum of three written bids are required. Please know you cannot split the purchase to avoid this requirement

Any activity or service that requires a contract that includes an outside vendor (any company or individual who is not a CCRI employee) must have the approval of; the respective group officer (groups only), and group advisor/team administrator, and the Office of Student Engagement/Office of Athletics. In some cases, prior approval may require review by the college's attorney and all contracts must be signed and approved by the Controller. All outside vendors will be required to furnish current W-9 forms prior to payment and insurance forms as necessary. In addition, the bids/bid requests must be attached to the purchase order or payment order form. Vendors will be flagged as independent contractors and payments will be tracked for form 1099.

If there is only one vendor who produces, distributes or provides the required goods or services (sole source), a memo documenting the circumstances must also be attached to the payment order. Copies of a Sole Source waiver form can be obtained from the Office of Student Engagement.

When the lowest bidder is not selected, documentation must thoroughly explain why the lowest bidder was not chosen.

Before processing payment for goods or services, the Office of Student Engagement (for student groups) or the Office of Athletics (for athletic teams) must approve this exception. All agency payment forms should indicate the appropriate bidding process has been followed and the documentation is on file.

**ATTENTION:** No student group, or team advisor, member or stakeholder can be involved in the bidding process if a bidder is a relative, family member or him or herself. Anyone who stands to benefit from an existent or pending interest in a bidder's finances may not participate in the bid process.

Pre-approval of purchases must be authorized by the respective student group officer and advisor or team administrator as part of the planning process. All purchases and processing for payments should be completed no later than May 30.

## Food

### On-campus Food Service

Under the terms of the contract signed by the Community College of Rhode Island and our current on campus food vendor, student groups must get a quote for food service from the vendor.

**Please keep in mind that events will have to be planned at least two to three weeks in advance to guarantee that the groups food order will be delivered.**

To order refreshments from the campus food service vendor:

1. Group advisors will have to submit an event registration form. Once approved the advisor would complete the Cater Trax order copying Student Life to approve.
2. Contact numbers:

Flanagan (Lincoln) Campus: ext. 7020

Knight (Warwick) Campus:	ext. 2395
Liston (Providence) Campus:	ext. 6041
Newport County Campus:	ext. 1645

**The food services vendor will NOT provide food service without an approved payment request or requisition.**

## Activity and Travel Procedures

All travel must be approved by the Office of Student Life in conjunction with the Controllers in writing, to ensure proper reimbursement. All travel must be completed by graduation; any exceptions need to be preapproved and an advisor must travel with the group. Traveling or transporting others to off-campus locations incurs some risk of liability to the college and/or the driver. Volunteer drivers should be aware of their personal liability and potential effect on their insurance should there be a claim. All travel arrangements, after being approved by Student Life (i.e., flights, trains, buses, hotel reservations, etc.) should be handled through the Controller's Office using Chrome River. Travel expenses are defined as transportation, lodging and meals.

The following procedures must be followed depending on the nature of the travel.

### In-state Travel

- Approval for all trips must be submitted at least 45 days in advance. However, it is preferred that requests be submitted earlier to ensure completion of all details. Failure to submit before 45 days of trip may result in denial of travel request.
- The advisor and president of the group must submit proper documentation with a detailed budget along with the travel plan. The college liability waiver forms must also be completed in advance by each traveler.
- An agency account may cover up to 75 percent of travel expenses (up to a cap of \$1500 per person for the year), providing the account has sufficient funding to cover the costs.
- The group member must pay the remaining amount (25%) that is not sufficiently funded by the agency account.
- This may be paid either through fundraising activities or out-of-pocket expenses. A copy of the deposit slips listing the student name and CCRI ID number proving that the fundraising dollars have been deposited must be attached when submitting for approval from the Office of Student Life.
- Rental vehicles require special approval in writing in accordance with state policy. All rental vehicles need to have a justification as to why they are necessary and must be pre-approved in writing.
- Current mileage reimbursement rates are available from the Controller's Office website.
- Local mileage and public transportation expenses should be submitted in Chrome River

### Out-of-state Travel

- All out-of-state trips must be approved in writing by the Office of Student Life.
- Approval for all trips must be submitted at least 60 days in advance. However, it is preferred that requests be submitted earlier to ensure completion of all details. Failure to submit before 60 days of trip may result in denial of travel request.

- The advisor and president of the group must submit proper documentation with a detailed budget along with the travel plan. The college liability waiver forms must also be completed in advance by each traveler.
- Travel expenses for group related conferences, workshops, conventions, etc., outside of Rhode Island and nearby Massachusetts and Connecticut may be authorized.
- An agency account may cover up to 75 percent of travel expenses (up to a cap of \$1500 per person for the year), providing the account has sufficient funding to cover the costs.
- The group member must pay the remaining amount (25%) that is not sufficiently funded by the agency account.
- This may be paid either through fundraising activities or out-of-pocket expenses. A copy of the deposit slips listing the student name and CCRI ID number proving that the fundraising dollars have been deposited must be attached when submitting for approval from the Office of Student Life.
- Groups must attend the function at the location nearest Rhode Island or request an exception from the Office of Student Life.
- Claims for reimbursement must be approved and submitted via Chrome River. Expenses for out-of-state trips will be reimbursed in accordance with CCRI and state travel procedures. These procedures also list the documents that must be attached to the travel expense claim for it to be processed and paid. These include original:
  - ✓ Airline/train/bus ticket
  - ✓ Meal receipts (if allowed – Check with the Office of Student Life about meal costs.)
  - ✓ Car rental form
  - ✓ Hotel receipt (The state does not allow hotel stays within fifty (50) miles of Providence, R.I., including Boston, Mass.)
  - ✓ Shuttle, cab fare, parking fees and toll charges
  - ✓ Conference agenda
  - ✓ Itinerary issued by travel agent
  - ✓ Other supporting receipts

## International/Out of the Country Travel

- International travel by student groups is a very expensive and complicated undertaking. Groups considering international travel should be prepared for significant fundraising efforts as funding from allocated student activity fees will be limited.
- Groups wishing to pursue international travel must seek preliminary written approval from the Office of Student Life to begin planning a minimum of nine (9) months in advance of the proposed travel.
- Final authorization for international approval will be made by the Vice President for Student Services in consultation with the Office of Student Life and other college staff members responsible for student safety and finances.
- The advisor and president of the group must submit proper documentation with a detailed budget along with the travel plan to the associate vice president of Student Services. The college liability waiver forms and a medex emergency evaluation form must also be completed in advance by each traveler.
- An agency account may cover up to 75 percent of travel expenses (up to a cap of \$1500 per person/per year) for international travel (see Activity section for other related expenses), providing the account has sufficient funding to cover the costs.
- The group member must pay the remaining amount that is not sufficiently funded by the agency account. This may be paid either through fundraising activities or out-of-pocket expenses. A copy of the deposit slips listing



student name and CCRI ID number proving that the fundraising dollars have been deposited must be attached when submitting for approval from the Office of Student Life.

- Changes on the global stage that may reflect an increased hazard to students, faculty or staff may be grounds for the college to cancel the trip or recall a group prior to completion of their intended travel. At all times, the safety of those traveling always will be the college's top priority.

## Activity Procedures that Involve Travel

### Advisor Expenses

When an advisor or employee designee(s) to a group attends an event that requires travel with the group, 100 percent of the expenses will be paid by the group's agency account, **if the funding is available.**

- Per college policy, employees may travel up to 5 days per calendar year without discharging time, with supervisor's approval and must contact the Payroll office at least 30 days before the trip.

### Fundraising Net Expenses for Travel

- Fundraising activities can have two components: fundraising deposits and fundraising expenses. The calculation for determining fundraising revenue is: fundraising deposits less fundraising expenses.

## Exceptions and Waiving of Group Procedures

The Associate Dean of Student Life, in conjunction with the Dean of Student Engagement may waive specific procedures in this manual. Waivers must be in written form and processed through the Office of Student Life.

# APPENDIX A.

## How to Access your Groups Funding Records

This form is used to retrieve information about your groups budget and related expense amounts. (ONLY for Group Advisors)

### ACCESSING BANNER:

Go to [www.ccri.edu](http://www.ccri.edu)

Click on the left-hand side information for “Faculty and Staff”

Under Working at CCRI click on “Banner”

Click on “Banner Login” and wait for the form to load.

Login to Banner using your User ID and Password. Leave database as Dora.

In the “Go To” Field at the top of the Main Menu page, type in FGIBDST and press Enter.

Once you are in Screen FGIBDST, type in your Organization number (55205) and Fund number in the upper right-hand corner of the screen.

Click “Next Block” (in the middle of the toolbar) and you will be given the Group Budget and related information on the lower half of the screen.

The screenshot shows the Banner FGIBDST interface. At the top, there is a navigation bar with 'ellucian' and 'Organization Budget Status FGIBDST 9.3.6 (PROD)'. Below this, there are search filters for Chart (C), Organization (55205), Fund (805270), and other parameters. The main content area displays a table titled 'ORGANIZATION BUDGET STATUS'. The table has columns for Account, Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The first row is highlighted in blue.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
514445	R	Donation	0.00	0.00	0.00	0.00
514455	R	Miscellaneous Income	0.00	11,733.88	0.00	0.00
702100	E	Operating - General	17,989.14	0.00	0.00	0.00
702145	E	Printing and Binding	0.00	98.10	0.00	0.00
702175	E	Educational Supplies	3,000.00	7,461.09	0.00	0.00
704100	E	Contractual Services	299.99	0.00	0.00	0.00
704105	E	All Other Services	886.00	5,800.00	0.00	0.00
708100	E	Dues, Memberships and Subs...	2,025.00	0.00	0.00	0.00
708110	E	Dues and Subscriptions	0.00	2,025.00	0.00	0.00
710100	E	Travel	15,036.38	0.00	0.00	0.00
710115	E	Student Travel	0.00	3,840.00	0.00	0.00
710130	E	Employee Travel	0.00	0.00	0.00	7,080.00
720100	E	All Other Operating	7,086.59	0.00	0.00	0.00
720125	E	Clothing and Materials	1,000.00	2,568.01	0.00	0.00
720150	E	Household Laundry/Cleaning ...	-1,000.00	100.00	0.00	0.00
720170	E	Miscellaneous Expense	0.00	1,474.00	0.00	0.00

The Budget itself will be located on the left column with the YTD Activity located next to it. The 3rd column is Commitments and the 4th and final column shows Available Balances. You can use the vertical scroll bar on the right side of the budget screen to scroll down to see other objects of expenditure (account lines) that are obscured.

If you are interested in seeing what transactions add to a particular amount on FGIBDST, you can click next to or within the number you are interested in (this will highlight the line) and then go to Options on the Menu at the top of the FGIBDST Screen. Click Transaction Detail Information (FGITRND) and the list of transactions will appear with a total at the bottom of the page. Scroll down to see more transactions if you need to.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
514455	55205	06	YTD	1,474.00	+	CHS1	F0089460	12/02/2022	12/02/2022	Tix sale Fundraiser The Choice
514455	55205	06	YTD	73.75	+	CHS1	F0089278	10/21/2022	10/21/2022	Ticket Sales CCRI Players
514455	55205	06	YTD	1,406.82	+	CHS1	F0089149	09/22/2022	09/22/2022	Ticket Sales OTHELLO
514455	55205	06	YTD	1,401.25	+	CHS1	F0089051	08/29/2022	08/29/2022	SUMMER CCRI PLAYERS
514455	55205	06	YTD	1,978.00	+	CHS1	F0089051	08/29/2022	08/29/2022	CCRI PLAYERS SUMMER
514455	55205	06	YTD	1,799.00	+	CHS1	F0088905	07/28/2022	07/28/2022	TICKET SALES FOR SHREW
514455	55205	07	YTD	11.90	+	CHS1	F0089800	02/23/2023	02/23/2023	DEATHTRAP TICKET SALES
514455	55205	07	YTD	29.08	+	CHS1	F0089720	02/02/2023	02/02/2023	TICKET SALES DEATHTRAP
514455	55205	07	YTD	886.00	+	CHS1	F0089565	12/28/2022	12/28/2022	Cash deposit for Death Trap
514455	55205	07	YTD	552.47	+	CHS1	F0089460	12/02/2022	12/02/2022	Check for ticket Sales
514455	55205	07	YTD	71.25	+	CHS1	F0089404	11/18/2022	11/18/2022	TICKET SALES CLOWN BAR
514455	55205	07	YTD	1,990.00	+	CHS1	F0089297	10/27/2022	10/27/2022	CCRI Players - Clown Bar
514455	55205	07	YTD	14.82	+	CHS1	F0088860	07/14/2022	07/14/2022	Ticket Sales deposit
514455	55205	07	YTD	22.44	+	CHS1	F0088860	07/14/2022	07/14/2022	Ticket Sales deposit
514455	55205	07	YTD	23.10	+	CHS1	F0088860	07/14/2022	07/14/2022	Ticket Sales Deposit
			<b>Total</b>	11,733.88	+					

The above example shows the retrieval of transactions from the YTD column. Using the same procedure as described for YTD Activity amounts, you can also click on an Adjusted Budget amount you are interested in to see what transactions add to that amount. The total amount will reflect any budget transfers processed by the Business Office.

(When clicking on an amount under Commitments, instead of choosing FGITRND, you can choose “Organization Encumbrances” FGIOENC under the Options menu. This will show you all of the open commitment amounts under the Organization number you are presently in.)

#### SCREEN SHOT

## Extraction of DATA from Form FGIBDST (or FGITRND)

Banner users may use a function within FGIBDST in order to extract information from FGIBDST (or FGITRND) and download it to an Excel Spreadsheet. This function can aid you when attempting to look at your entire budget (or transactions) without the need to use the scroll bar to look at hidden lines.

1. While in FGIBDST (or FGITRND), go to Help on the above menu.
2. Press and hold the Control Key (Ctrl) on your keyboard.
3. On the Help menu, go down to “Extract Data with Key” (or Extract Data with No Key for FGITRND) and Click. Remember to continue to hold down the Control Key while you are doing this.
4. A dialog box will appear and ask you if you would like to Open or Save the document you are downloading.
5. While still holding the Control Key down, click Open and after a few seconds, you will see information appear in an Excel Spreadsheet where you can format, add totals, etc. as needed.