



Emerson College SGA

Treasury Handbook
2024-2025

Welcome

Dear Student Leader,

Congratulations for being selected to this position of trust and confidence by the members of your student organization finances! As a leader of your student organization, you have the responsibility of accurately maintaining your organization's financial records, properly managing operating budget, and authorizing expenditures. Your signatory power and general responsibility as Treasurer requires time and effort to ensure that your organization remains in good financial standing.

This guide provides basic policy and procedure information pertinent to the Treasurer's position and financial management of your organization. Student organizations must operate in accordance with Emerson College policies and procedures. For any questions you can reach out to the SGA Executive Treasurer (sga_treasurer@emerson.edu) or the Student Engagement and Leadership (SEAL) (seal@emerson.edu) office.

The following are general responsibilities of the Treasurer:

1. Read and understand the Treasurer's Handbook
2. [Maintain adequate and accurate records of organization accounts and spending.](#)
3. Collect and deposit all funds into your organization's account within 24 hours of collection at the Campus Life Office in Walker 411
4. Oversee all organization expenditures. It is highly advised that the treasurer keep digital copies of every form their organization submits for the entire year AND notes the date in which the form(s) was/were submitted.
5. Ensure all income and expenditures comply with Emerson College policies and procedures as well as federal, state, and local laws.
6. Keep track of any equipment or materials the organization purchases or owns, and has an updated inventory on file with the SGA Executive Treasurer for insurance purposes
7. Submit all paperwork and documentation including ABR allocation via EmConnect.

A few things to know:

1. Every organization must have a treasurer and this student can not hold other leadership roles in the organization
2. You must attend **ALL REQUIRED** trainings (including but not limited to SGA Treasurer Training)
3. All funds allocated to Student Organizations are **student fees**. Be mindful of your spending (share resources with other organizations, rent instead of buy, etc).
4. Use all your operating funds before requesting additional funds from Student Government. Your operating funds do not roll over if you do not use them.
5. Communicate regularly with the SGA Executive Treasurer and Director of Student Engagement and Leadership about possible expenditures.
6. Reimbursements will be limited this year so please plan accordingly.
7. Plan in advance to avoid any delays

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Annual Budgetary Requests (ABR)

Each Spring, the Financial Advisory Board (FAB) reviews Annual Budgetary Requests (ABR's) from each SGA-funded organization and recommends Organization Allocations for the upcoming academic year to SGA Assembly meetings. This is the only time during which standing SGA-funded organizations can be considered for annual funding.

ABR will be handled electronically via EmConnect and will be made available to organization Presidents and Treasurers shortly after spring break. It is essential that your organization participates in the ABR process. If you choose to not participate or turn in the form late, your organization may not receive funds for the upcoming school year. Please remember your current operating budget **DOES NOT** roll over.

What the FAB takes into account when reviewing ABR's:

- If the numbers provided in the request are concrete and well-researched.
- Benefit of organization's proposed budget spending to the student population.
- The organization's historic ability to spend funds wisely and responsibly.
- Actual and anticipated spending that supports the mission and purpose of the organization and of the College.
- Attention to detail and specifics in quoting for budget priorities.
- Adherence to guidelines that are presented at the outset of the ABR process.

Each organization is responsible for completing their ABR form on time. Specific information will come in the Spring semester.

We recommend having elections before the ABR process is completed so new leadership will receive their operating budget for the academic year. Rosters must be updated by the last day of classes to ensure communication over the summer is being sent to new leadership.

Additional Information

It is the sole responsibility of the organization to follow the ABR process correctly. The FAB reserves the right to

penalize any SGA funded organization for failure to provide a complete and thorough accounting of its request.

If your organization's ABR has not been submitted, you will not be offered an ABR hearing with the FAB. These hearings are encouraged as they give student organizations a prime opportunity to professionally present themselves to ensure that the Board makes an educated decision regarding the organization's annual funding. It is recommended that one incoming and one outgoing officer attend the hearing.

The [SGA Treasurer](#) is available to answer any questions about the ABR process. ABR Workshops will be held in the Spring semester by the SGA Treasurer to aid organizations in the ABR process and how to fill out the paperwork necessary to participate.

Upon review, the FAB will create a budget proposal for all organizations and submit it to the SGA General Assembly Meeting, which they will review and vote on the proposal before the end of the spring semester. Notification letters will follow this decision.

Notes:

- The Board does not compare organizations when allocating funds; a larger budget allocated to one organization does not reflect on a like organization that may have received a smaller budget. Requests are reviewed on an individual basis to prevent bias on behalf of the Financial Advisory Board.
- Organizations may submit an Appeal Request for more funds the following academic year for a specific event, project or trip but not an Annual or Operational Allocation, unless there is a demonstrated need. See the section on Appeal Requests for more information.
- The initial consideration by the SGA involves a 10% increase, with the determination of exceeding this threshold left to the joint discretion of the FAB and SGA. Any increase beyond 10% necessitates the submission of documentation to support the request.

**The amount approved through the ABR process is your operating budget for the entire next academic year.
Please note: These funds DO NOT roll over.**

General Procedures

Overview of Emerson College Financial Procedures

Emerson College is a tax-exempt institution. To maintain this status, we ask that you follow certain rules and business procedures that are set forth by the IRS as outlined below:

- All SGA Funded organizations must manage their finances through a college account (no outside bank accounts are permitted).
 - ◆ This includes restrictions on crowdfunding, personal bank accounts, petty cash usage or any external operations.
 - ◆ Organizations are allowed to collect funds. Please see [Fundraising policy](#) in this handbook for more information.
- All Officers of Organizations which handle organizational funding are **required** to attend treasury workshops in order to access their organizations budget.
- All Financial paperwork must be submitted on EmConnect.
- All paperwork must be filled out clearly, completely, and accurately. All fields on forms are required each time you fill them out. Incomplete paperwork will be rejected.
- All forms must be reviewed and approved by Student Engagement and Leadership
 - ◆ Forgery of any signatures or names will result in disciplinary action, including loss of signatory authority and loss of organization funding.
 - ◆ Any instances of logging into another person's EmConnect account will be treated as forgery.
 - ◆ All purchases will be approved by SGA/SEAL.
 - ◆ Reimbursements are limited and are **NOT** guaranteed. Please refer to the reimbursement policy in this handbook.

There are a number of resources where payment can be procured instead of students having to be reimbursed. Not all students have the financial means to make a purchase on behalf of an organization. For that reason, no student should be expected or feel pressured to make a financial commitment to their organization.

Reimbursements will be **limited** this year and are **not** guaranteed. Please plan ahead. Organizations who request over 25% of their total budget on reimbursement over the course of the semester will be required to meet with SGA Treasurer and SEAL to discuss financial management of your organization.

There is a minimum FOUR WEEK turnaround time for all submitted paperwork.

Please leave additional time for any purchases or checks requested by forms to be delivered. Always submit paperwork far in advance of any deadline you have. Paperwork with rush charges without prior approval may be rejected, please make sure to plan in advance.

Deadlines for submission are determined based on the [academic calendar](#) and will be communicated to the organization in advance.

Paperwork submitted late is NOT guaranteed to be processed.

If any individual/organizations is requesting tax/exempt information, please contact SEAL@emerson.edu

Purchase Limitations

Certain expenditures of SGA funds are **not** permissible per College policy. Funds **cannot** be used for:

- Alcohol, alcohol paraphernalia, cigarettes, e-cigarettes or tobacco products
 - This includes any paraphernalia or items which promote or advertise these items, **including props**
- Any items which are illegal to possess or prohibited on campus
- Any types of citations, fees, or fines, including but not limited to:
 - Legal Fees (speeding tickets, parking tickets, etc.)
 - School Fees (late fees, space cleaning fees, etc.)
 - Admission/Submission fees for Emerson events (individual EVVYs submission, etc.)
- Cash awards of any kind, including **gift cards**
- Door prizes and drawings where the prize is over \$50 and/or where more than \$200 is awarded per event
 - Raffles are not permitted without a gambling license
- Tips of more than 20% on any purchases
- Any form of furniture (**including props**)
- Power tools including blades
- Personal items such as deodorant, perfume, medication, etc (exemption first aid supplies)
- Your operating budget can not be donated to an external organization. Only funds raised can be donated to external organizations
- Individual Membership dues
- Expenditures for meals exceeding per diem rates (see travel policy)
- Live animals (**used as props or otherwise**)
- Academic, departmental, or classroom related activities
- Items not permitted within Emerson College residential halls. [See HRE policy](#) for a detailed list of prohibited items
- Any form of spending that is inconsistent with an organization's purpose as stated in its constitution
- Any large/excessive purchases that require space your organization is not able to accommodate through locker or office space
- Payment to current Emerson Students
- SWAG/Merchandise/Marketing materials that uses inappropriate or derogatory language

Advance permission from SEAL is required for purchases of:

- Airbnb/apartment sharing (we are able to draft contracts with the owners of the space not Airbnb or any apartment sharing websites)
- Door prizes or other awards
- Items with rush charges
- Gifts for organization members or advisors

Definition of Payment Methods

Please note that certain types of purchases and businesses will allow Purchase Card transactions or Purchase Order/Invoice transactions, this is at the discretion of the Office of Procurement Services and SEAL. Purchase Cards are not used by anyone except the card holder (this includes SEAL staff and selected advisors).

The Payment Request Form on Emconnect is used for any purchases. After the request is approved by SGA/SEAL, SEAL will determine the best course of payment. Recurring purchases such as subscription services can be requested in EmConnect by submitting login information and can be paid by an Emerson Purchase Card.

Definitions

Purchase Order: A purchase order (PO) is a legally binding document created by a buyer and presented to a seller

Purchase Card: A corporate purchase card, or p-card assigned to an Emerson employee

Invoice: A document that maintains a record of a transaction between a buyer and seller

Contracts: Contracts are used to bind vendors and Emerson College to services offered in exchange for payment. All contracts must be drafted/pre-approved/signed by the Director of Student Engagement and Leadership before services are rendered. **No contracts may be signed by a student or an advisor!**

W9/W8: Tax forms are required for any payment that is not made through credit card. The W9/W8 confirms a business' federal tax ID# or a person's SS# and their current address. SEAL will inquire about these documents.

Additional Information:

- Emerson College is a tax-exempt institution; any checks withdrawn from an SGA-funded account may not include taxes.
- Always complete all required information on submitted forms. Incomplete forms will be placed on hold or denied and will cause a delay in processing.
- Students will not be reimbursed if they paid for a service out of pocket. (e.g.. pay a speaker)
- All contracts must be signed by the Director of Student Engagement and Leadership. **Students or Advisors CANNOT sign contracts.**

Required Information

Please keep in mind as you complete this form that all requested information is required.

Required Documents:

To properly complete your form on EmConnect you must determine what attachments are required based on who is being paid. Please see the outline below for a guide on what supplemental documents are required.

Payment to a Vendor (amazon, home depot, michaels, target, etc):

We recommend you use [share-a-cart](#). If not, please use Excel/Word to link each item including cost, quantity, and link.

Online Order/Over the phone paid by College Procurement Card:

Itemized price quote showing the items to be purchased and all related costs (including shipment and any customization costs). Any additional information required for placing an order (traveler info for airfare, etc.) must also be submitted.

Payment to a Business for or non-Emerson individual (for service/goods/performance):

Invoice, Contracts, Liability Waiver, and W9/W8 forms are required for all payments to non-Emerson vendors and individuals. Include Name of Business/Company, Phone Number, Email Contact, and amount of compensation.

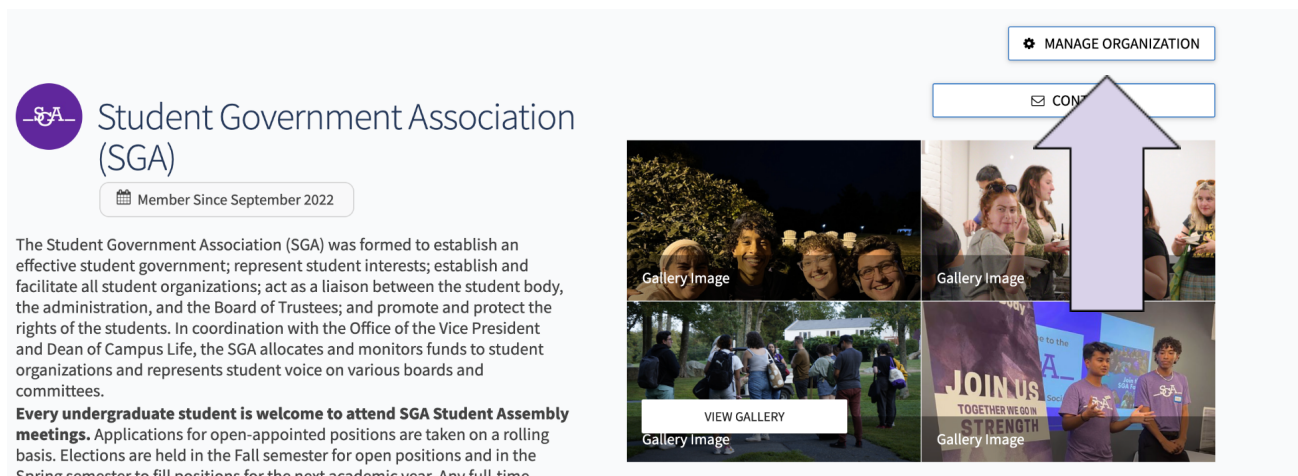
- SEAL will communicate with them to receive documentation for processing. If you have any invoices, please upload on EmConnect. **Please note: students and advisors CANNOT sign any contracts. All contracts must be approved and signed by the Director of Student Engagement and Leadership.**
- Contact your speaker/performer/non-Emerson Guest to obtain a quote for the requested services then submit this quote on EmConnect.
- Payment requests are processed through Workday Emerson's official financial system. The check will be made payable to the company or individual for the amount specified. We recommend the company or individual to submit an electronic payment agreement to deposit their payment.
- Emerson has a 30 day window for payment. Please do not promise any payment timeline.
- Contracts over \$3,000 or off campus contracts must be reviewed by SEAL, Procurement and/or General Counsel. This process will take some time. Please plan in advance.
- Off Campus Venues must be in a form of a contract and reviewed and approved by SEAL, Procurement and/or General Legal Counsel

Using EmConnect

[EmConnect](#) is an organization's go-to accounting resource as all funded organizations have an account built in. Organization leadership including financial officers will have access to this part of their organization through the "Manage Organization" console. Inside the manage console you will have access to extra features for your organization such as the ability to edit your about section, upload photos, host elections, etc. Please take the time to familiarize yourself with the features of EmConnect.

It is important to note that the balance in this account is NOT a 100% reliable accounting tool as things such as catering orders or print and copy charges may not match your organization's spending. It is imperative your organization keep their own ledger. It is highly recommended that you use [this ledger](#) to keep track of purchases/spending.

CLICK MANAGE ORGANIZATION



Student Government Association (SGA)
Member Since September 2022

The Student Government Association (SGA) was formed to establish an effective student government; represent student interests; establish and facilitate all student organizations; act as a liaison between the student body, the administration, and the Board of Trustees; and promote and protect the rights of the students. In coordination with the Office of the Vice President and Dean of Campus Life, the SGA allocates and monitors funds to student organizations and represents student voice on various boards and committees.

Every undergraduate student is welcome to attend SGA Student Assembly meetings. Applications for open-appointed positions are taken on a rolling basis. Elections are held in the Fall semester for open positions and in the Spring semester to fill positions for the next academic year. Any full-time

MANAGE ORGANIZATION

CON

Gallery Image

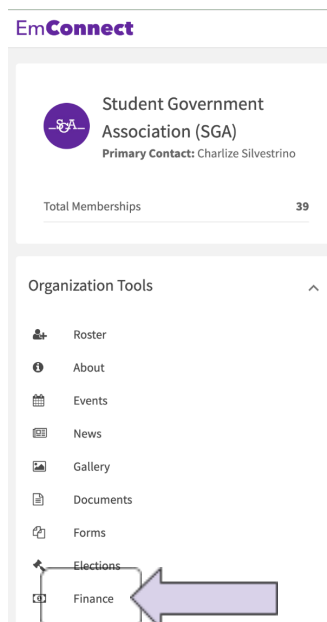
Gallery Image

VIEW GALLERY

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Gallery Image

CLICK FINANCE



EmConnect

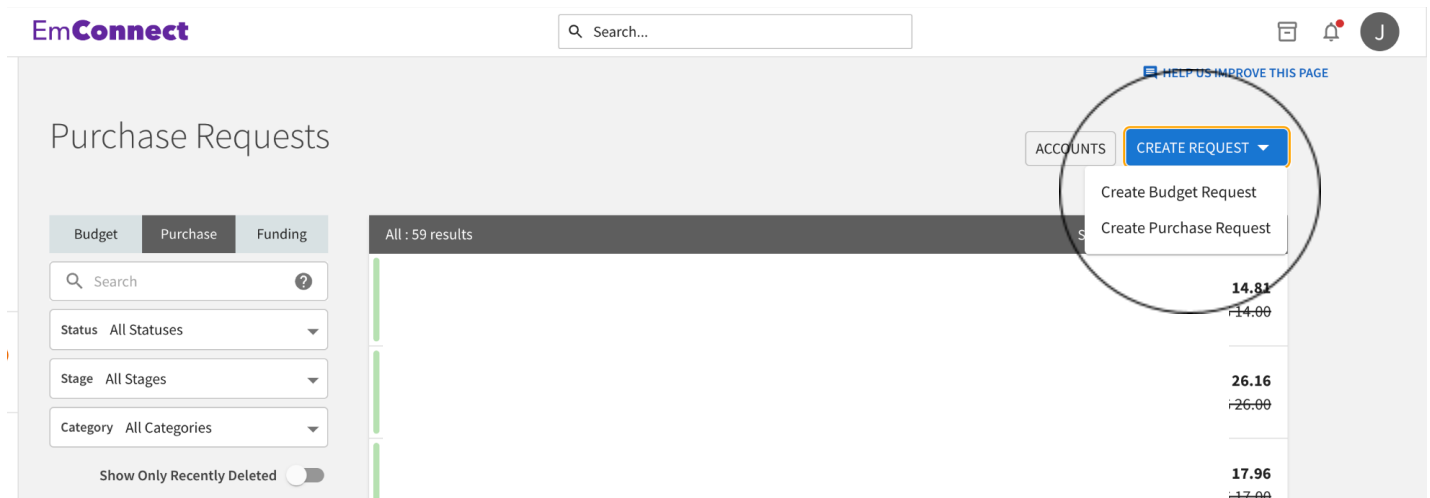
Student Government Association (SGA)
Primary Contact: Charlyze Silvestrino

Total Memberships 39

Organization Tools

- Roster
- About
- Events
- News
- Gallery
- Documents
- Forms
- Elections
- Finance**

CLICK CREATE REQUEST



Organizations cannot exceed their allocated budget or can be in jeopardy of losing financial privileges.

Definitions

- **Create budget request** is the request you make when you are submitting your ABR
- **Create purchase request** are purchases needed throughout the fiscal year
- **Appeals** are request to SGA for additional funds (see appeals section)
- **Operating Budget** is your budget approved by SGA for the next fiscal year 2023-2024. These funds do not roll over.
- **Institutional advance accounts** are funds donated or fundraised directly to your organization. Based on the agreement with the donor, these funds may be requested for a specific purpose. These funds roll over.
- **SGXXXX** all organizations have a unique account code. You would need this code for Bon Appetit, print and code, and all security expenses.

Assessing your Organization's Balance

To access your organization's balance and transaction history, click the "Accounts" button on your finance console (see above for steps on accessing the finance console). Select the account to access your transaction history. As purchases are made and processed they will appear here. You can also find your unique SG workday account ID in the accounts page.

Note: transactions here may be reversed or canceled if errors in the forms are noticed.

Submitting Purchase Requests in EmConnect

(Purchase request form has been updated Summer 2023 - Please review carefully)

Treasurers of each organization should be responsible for submitting Purchase Requests on EmConnect. Other leaders will have access but it is important that this responsibility is completed by the Treasurer.

Review resources before submitting purchase request

- [Budget Student Org Template](#)
- [Purchasing Guideline](#)

Submitting Purchase Request

1. Go to the finances section of EmConnect
2. Under the purchase requests tab, click the “Create Requests” button and select “Create Purchase Request” from the drop down menu.
3. Enter information into the required fields

Subject: [What you are requesting and for what event/meeting]

Description: [Briefly describe the items you would like to purchase and why]

Categories: [Choose either Payment to Vendor OR Reimbursement]

Account: [Select your organization]

Date need materials by: [please be mindful of shipping delays]

Check Box: [indicted if this purchase was made by your advisor]

Purchase Category: [select category that best matches your purchase]

4. There are several sections pending on what you are purchasing:
 - Vendor Request [Are any amazon, home depot, michaels, equipment, etsy, etc.]
 - Please do not include any of the categories below as they have a separate section
 - Share-a-cart - [Here is a link on how to use this feature](#)
 - [Fill out this form to include name of item, cost, quantity, and links](#) and upload it
 - Outside Catering (Not Bon Appetit)
 - Production/Film Rights
 - Contracts
 - Subscriptions

- SWAG/Merch
- Reimbursements [Must be approved by SEAL, itemized receipt, proof of payment, purchase must have been made within 30 days of submission]

Outside Catering (Not Bon Appetit), Production/Film Rights Request, Contracts/Performers, Subscriptions, SWAG/Merchandise, Reimbursement are SEPARATE sections please do not include them in the Vendor Request section on EmConnect.

4. Upload any supporting documentation (PDF/Word/Excel)
5. Under **Additional notes**, add any additional information needed to make the purchase
6. Submit your payment request form

SAVE YOUR PURCHASE REQUEST NUMBER. You may need this to follow up on the purchase request. Please include the purchase request number when you email SEAL or SGA. Complete your purchase requests to your organization [budget ledger](#).

Approval Stages/Timeline

After you submit your payment request, you can see the status of your purchase on EmConnect. Please refer to the following definitions:

Terminology

APPROVED = SGA/SEAL has approved your purchase (but your request has NOT been purchased)

COMPLETED = SEAL has approved your purchase AND your request has been purchase/submitted

DENY/REJECT = Purchase is not approved - this could be for various reasons

Every DENY/REJECT will have a comment on why it was denied/rejected. You must open EmConnect to see comments. Feel free to contact SEAL for more information.

Please note that prices may fluctuate between form submission and order placement. You will be contacted in the case of major price fluctuations.

Last-minute (within 48 hours) purchases will not be accommodated. Please plan ahead.

Reimbursements

Reimbursements will be limited and are not granted. Please plan in advance.

It is preferable that an organization utilizes the purchase request form available to them to make purchases, rather than through reimbursements, for the financial security provided to the organization and its members. **No organization member, including executive officers and organization advisors should be expected to spend personal money on organization expenses.**

Reimbursements are Never Guaranteed.

The process outlined below covers the standard requirements for reimbursements, but adhering to these policies **does not** guarantee payment. Spending money out of your pocket comes at your own risk.

Reimbursements will not be issued for:

- Purchases including any of the items listed in the “Purchase Limitations” section.
- Travel that has yet to occur or is not registered/approved with the Office of Student Engagement and Leadership (SEAL).
- Campus catering charges including EC Cash or Board Bucks charges.
- Print/Copy charges, including the use of individual student print credits.
- Food or catering purchases from BonAppetit.
- Payment to a vendor for products or services in lieu of going through the SGA/SEAL
- **Purchases more than 30 days old.**

Additional Notes:

- Please submit receipts as JPEGs or PDFs on the EmConnect
- Bank statements will not be accepted to show proof of payment without the approval of the SGA Treasurer and SEAL.
- Keep your own ledger and every copy of all paperwork submitted for your records.
- Always complete all required information on submitted Payment Request Forms.
- Submit digital, itemized and detailed receipts.
- Purchase Request for Reimbursement must include the Student’s Name and Emerson ID
 - If a staff/faculty needs to be reimbursed, please contact SEAL asap.

Proper Receipts

All receipts must meet the requirements of the college as outlined below:

- **Itemization** — all receipts must be itemized, meaning they list all items purchased per transaction. See below for example receipts.
- **Proof of Payment** — all receipts must include some sort of proof of payment such as “Cash Tendered” or “Credit - XXXX-1234”. See below for example receipts.
- **Date of Purchase** — all receipts must be submitted within 30 days of the transaction date in order for reimbursements to be accepted.

Example Receipts:

This receipt meets all the requirements of a proper receipt.

Box 1:

An itemized list of all products purchased in this transaction is included with the receipt totalling to the full amount paid.

Box 2:

Proof of Payment is included in the form of cash on this receipt. A credit alternative would say "Credit XXXXXXXXXX1234".

If any of the above requirements are missing or a purchase is more than 30 days old, the receipt will not be accepted without prior approval from the SGA Treasurer/SEAL

Reimbursement must be approved by SEAL before purchases are made.

Organizations who request over 25% of their allocated budget over the course of the semester will be required to meet with SGA Treasurer and SEAL to discuss financial management of your organization. Orgs may lose access to certain financial privileges.

All Reimbursement must be approved by SEAL before making the purchase.

NEW In order to request for a reimbursement, you must fill out a reimbursement form on EmConnect. We will no longer accept request reimbursements by email.

Step 1 - Log into EmConnect

Step 2 - Click your organization (on the left side of the screen)

Step 3 - Click on Finance

Step 4 - Click Create Request - Budget Request

Step 5 - Fill out reimbursement form

Fundraising & Deposits Form

Update Summer 2024

Please see more information here: [Student Organization Fundraising Policy](#)

Please note: Emerson College is a 501 (c) (3) nonprofit corporation, and all gifts made to the College are tax deductible.

Fundraising is defined as the activity of seeking financial support for a charity, cause, or other enterprise.

All student organizations fundraisers need to be approved by Student Engagement and Leadership as well as the organization Advisor. [Student Organization Fundraising Approval Form](#) must be filled out **at least 30 days** prior to soliciting donations/funds. All collected funds must be deposited into an on-campus account.

Only registered student organizations or department-sponsored groups may fundraise for themselves or outside organizations. Allocated Budget Request (ABR) funds are not permissible to donate directly to an organization/company. However, ABR funds can be used to purchase materials that would be then sold to fundraise (ie. baked goods, organizational merch and swag, etc.). [All purchases must follow the SGA Treasury Guidelines](#).

A Step by Step Guide to Hosting a Fundraiser

1. Decide what type(s) of fundraising you would like to have
2. Fill out this [Student Organization Fundraising Approval Form](https://forms.gle/1P8oSj2dBYhptX2L7) (https://forms.gle/1P8oSj2dBYhptX2L7) with details of your fundraising for approval
3. Schedule a time to meet with a representative from [SEAL](#) to discuss your fundraiser and logistics
4. Create an event for the fundraiser your organization is conducting using the “Create Event” button on your org’s EmConnect page.
 - a. Upload your approval from SEAL and advisor
5. After approval, have a great fundraiser!
6. Once your fundraiser is completed, all funds collected must be deposited by bringing funds to Campus Life/Office of Student Engagement and Leadership (Walker 411) unless agreed upon with SEAL.
 - a. Complete this form and put Cash/Check in an envelope to be deposit into your organization account
 - b. Please note - it will take up to 2-3 weeks for funds to be become available
 - c. If using the college-created website, your funds will be directly deposited into your organization’s account

Using Fundraising Funds

- Create Purchase Request on EmConnect
- For Accounts - select [your org] Rollover/Income Account
 - If you do not see this account please contact SEAL
- Fill out the purchase request

Please note - only fundraised funds roll over. ABR budgets do not roll over.

Categories of Fundraising

- **Gifts/Donations** - An individual or company makes a direct donation to your organization without any expectation of receiving goods or services in return
- **Exchange of Goods/Services** - A financial transaction occurs when an organization and a company or individual engage in an exchange, whereby the organization provides a service or good in return for payment.
 - Examples are bake sales, hosting an event with fee, donation bins, sponsorship with local businesses etc.

For more information on Gift giving please visit [Gift Acceptance Policy](#)

Acceptable Method of Payment

- Cash and check made out to Emerson College - Campus Life/[Your Organization Name]
- SEAL can set up a electronic payment website for collection of funds
- Campus Department sponsorship - internal transfer (must email SEAL)
- Outside organizations: You can use the direct link to your external organization.

Please note: Outside payment platforms (e.g. PayPal, Venmo, the Square etc.) as a means of collecting donated funds are **prohibited**.

All funds must be deposited into your student organization account by delivering the cash/check to Campus Life Walker 411 within 24 hours of collection, unless it is a weekend, in which case you have until the following Monday.

Donation Bins

Fundraise collection that requires placing donation bins in certain areas of campus must be approved by SEAL and the appropriate offices. To register for a donation bin to be placed on campus, students must [complete this form](#) on EmConnect. Once complete, a representative from SEAL will reach out to you to connect you with the appropriate offices. Students should not be reaching out to these offices without the connection from SEAL.

- Residential spaces including lobby entrances. - Housing and Residential Education: HRE@emerson.edu
- Dining spaces (Lion's Den, Dining Center, etc.) - Business services: business_services@emerson.edu
- 172 Tremont - Campus center: campuscenter@emerson.edu

Fundraising Guidelines

- All student organization fundraisers **need to be approved** by Student Engagement and Leadership prior to the event or activity.
- The purpose for which the funds will be raised must be consistent with the purpose of the registered student organization and the College's educational mission.
- The student organizer is responsible for ensuring the collection, reporting, and payment in coordination with Student Engagement and Leadership.
- Student organizer is responsible for ensuring that proposed activities comply with all applicable College, federal, state, and local laws, rules and regulations.
- In order to protect the privacy of the student residence, no solicitation may be conducted in the living area units of College students on College property, unless approved by the Housing and Residential Education Office.
- Keep a copy of all paperwork submitted for your records.

Sanctions:

- Failure to obtain permission to engage in or sponsor sales or fundraising, or failure to adhere to College policy regarding activities for which permission has been granted, will result in the cancellation of the event/fundraiser.
- Sanctions for violation of this policy by students and/or registered student organizations will be determined by Community Standards or the Office of Student Engagement and Leadership. Sanctions include, but are not limited to, fines and/or restitution, loss of the right to use College facilities for activities, loss of recognition for registered student organizations, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances.

Exemptions

Students enrolled in the Business Studies and Entrepreneurial Studies programs (E3 program) are exempted during specific program-related events upon notification of, and approval from the Director of the Office of Student Engagement & Leadership directly. Further information is available from the SEAL Office and the director of business and entrepreneurial studies.

Fundraising Matching

In lieu of submitting a formal appeal, an organization leader may email **SGA Treasurer** and **SEAL @emerson.edu** to discuss the possibility of fundraising. FAB will match donations up to \$1000 of raised funds, provided that the opportunity will benefit the greater Emerson community. There is no minimum amount for donation matching.

Publishing Policy

Any organizations looking to print publications can work with Flagship Press Inc.

Flagship Press and SEAL Semesterly Meeting Requirement

To place an order with Flagship, organization representatives must attend the meeting with Flagship at the beginning of each semester. This meeting will explain the logistics of the ordering process and deadlines. If there is not at least one Executive Board representative from a student organization at this meeting, your organization will not be able to place any orders with Flagship.

This meeting will review:

1. Design basics with Flagship Press to ensure publication proofs are submitted correctly to the company with minimal to no bleeding issues
2. Process for sending art files and deadline to submit
3. Timeline/deadlines for purchasing process
4. Any other important guidance and reminders

Guidelines

- Must have the funds in your account.
 - Please note: we recommend overestimating to cover unexpected/unforeseen expenses that may increase Flagship's initial order quote
- In order to be mindful of over-purchasing of publications and in an effort for more sustainability with print orders, organizations may not order more than 200 publications total.
 - Organizations should purchase 50-100 magazines for public distribution along with 2 publications per organization member.
 - **Purchase requests submitted with quotes for more than 200 magazines must be approved by SEAL**

Print/Copy Orders & Machines

Student organizations are expected to do all organization related printing (with the exception of large print publications) with Emerson Print and Copy. When making purchases through the Print/Copy center, provide your **SG account code** to the representative you are working with, and they will directly charge your organization.

Please ask for invoices/receipts to keep for your own organization's records. **NEW* you do not have to submit Print and Copy invoices on EmConnect.*

Copy Machines: Organizations are able to make copies on the copy machines located at 172 Tremont and Campus Life (Walker 411). These copy machines are accessible by entering your **SG account code**.

Remember:

- Reimbursements will **not** be processed for Print/Copy charges as well as the use of personal Print Credits. Your organization's account should be charged directly.
- Personal use of copy machines using an organization's copy code is not permitted.

Contact Information

emersoncopy@gmail.com - 617-824-8593 - **Hours:** M-F, 9a-5p - 98A Boylston Street

Office Supplies via WB Mason

Emerson College uses W.B. Mason exclusively for ordering office supplies. To place an order from W.B. Mason, please utilize the Purchase Request form on EmConnect. [Fill out a form](#) or share-a-cart for orders from W.B. Mason and upload it on EmConnect.

W.B. Mason is to be used for the purchase of office supplies only. Computer equipment, paper, and anything that requires electricity should be purchased through the appropriate vendors

Food Policy/Catering

External Catering: If you do not wish to purchase catering through Bon Appetit, please contact SEAL to discuss appropriate Vendors to use.

Submit a purchase request with the following information: Order details, link to website, quantity of each item, delivery or pick up (date/time/location or delivery or pick up), student contact information for order

Cooking for your organization: Student organizations are **not permitted** to prepare food for their organization members without **prior** approval from SEAL.

Bon Appetit Catering: One of the most convenient means of providing food at an event is to utilize the College's on-campus vendor, Bon Appetit. When placing an order with Bon Appetit, visit the [Catertrax website](#) at least **two weeks** in advance to select your menu, obtain prices and check availability of certain menu items. Bon Appetit will also work with you to fit catering into your allocated budget. **SEAL will not submit your Bon Appetit order.**

Steps for Submitting a Catering Order:

These are the standard steps for submitting a Bon Appetit catering order.

1. Visit the [Catertrax website](#). Create an account (or login).
 - a. Only organization Presidents and Treasurers may submit catering orders.
 2. Assemble a cart full of the items you wish to purchase.
 3. Proceed to checkout to confirm your order. If your order is correct, provide event information.
 - a. When selecting the event date, **red** means not enough notice to complete the order, **yellow** means you must contact [Catering services](#) directly, and no color means you can proceed as normal.
 4. Review and confirm your selection and proceed to payment.
 5. Select "Workday Number" as payment method, select your organization from the dropdown menu and provide your organization's SG account code.
-

For menu assistance, contact Bon Appetit at (617) 824-8065 or by emailing Jorge Saavedra [email](#). Also, you may consult the catering/student catering menu, which is available [online](#).

Additional Catering Information:

- Consult with the manager of the particular space (such as the Campus Center) as to whether food service is permissible in the venue.
- Reimbursements will not be processed to reimburse any catering orders from Bon Appetit charges. **No exceptions.**
- Reimbursements will not be processed for ingredients for self-prepared catering without pre-approval from the SEAL
- You can cancel orders within 48 hours of the event without being charged for the event.
- If you are looking for a custom order, or want to order items off the posted menus, you will need to contact the [Catering Manager](#) directly to place an order. The same goes for discussing price adjustments for “out of the ordinary” orders.
- Keep a copy of your email order for your records.
- SGA Funded Organizations may **not** purchase alcohol (with the exception of the Senior Class Council).
- An order will be denied if the organization’s budget cannot handle the charges as outlined in the order, or if the event you are hosting is not approved by SEAL.
- If you are not satisfied with the order you received, please contact the vendor first then notify the SGA Treasurer/SEAL after the event.

Trip Financial Protocol

Trips are considered any official registered student organization travel outside of Emerson College grounds (including domestic, international travel, retreats, conferences, and sports tournaments/competition)

****All trips that require transportation are required to be registered and approved through the Trip Registration Process outlined below****

Trip Guidelines

- I. Students must be currently enrolled at Emerson College
- II. Have an advisor/faculty present at all times/accompany the group
 - A. If a faculty/staff advisor wishes to bring a relative on the trip, they must get approval from SEAL and assume liability and risk of that individual
 - B. Alumni are not eligible to participate in trips unless approved by SEAL
- III. Be in good disciplinary standing
- IV. [Submit a Budget to SEAL](#)
 - A. You must have funds in your account in order for the trip to be approved
 - B. Appeals is available for additional funds and must be secure **4 weeks** before your trip in order to purchase any travel expenses
- V. Complete a [Trip Registration form](#) (located in myEmerson under “Housing and Student Life” tab)
 - A. Local Trip (Greater Boston area) at least **14 days/two weeks** prior to Travel
 - B. Out-of-state trip – at least **30 days/One month** prior to Travel
 - C. International Trip – at least **90 Days/Three months** prior to Travel
 - D. **Please note: All trip requests submitted in less than this time frame will NOT be approved unless approved by SEAL.**
 - E. **Once approved, all participants must complete a Assumption of Risk and Release form that will be sent to them directly**
- VI. Begin making travel arrangements

Travel Arrangements

- Set up meeting with SEAL to plan travel arrangements
 - Hotel and Flight accommodations are **ONLY** purchased by SEAL
 - Air travel: students would need to fill out a form that will be sent after trip has been approved
 - Lodging: Must be a commercial hotel
 - Apartment or House Sharing services, like AirBnB & VRBO, are not permitted (Students who choose to use these services without prior approval by the appropriate parties will not be reimbursed)
 - Ground Transportation (if applicable)
 - Car Rental must be approved by SEAL and only will be reimbursed
 - Bus/Train tickets can be purchased by SEAL
 - Meals
 - Meals (per diem per student):
 - Breakfast \$17.00, Lunch \$18.00, and Dinner \$34.00

Students must submit ALL purchase requests on EmConnect after travel expenses have been approved. **Only pre approved reimbursement will be honored (including approved rideshares, car rentals, per diem or other expenses approved by SEAL)**

Save original itemized receipts
(these MUST be submitted to SEAL 48 hours after your trip)
(You will need itemized receipts to receive a reimbursement related to the trip)

In case of an emergency, please contact 911. Please then notify ECPD [\(617\) 824-8555](tel:6178248555). ECPD, Student Engagement & Leadership and ECPD will have a record of your trip itinerary and a list of all participants and their emergency contacts.

Before You Go

1. **Research Your Destination:** Understand the local customs, laws, and any potential safety risks.
2. **Keep Important Documents Safe:** Make copies of your passport, ID, travel insurance, and other important documents. Leave a copy with someone you trust and keep another copy separate from the originals.
3. **Emergency Contacts:** Have a list of local emergency contacts, including the nearest embassy or consulate.
4. **Health Precautions:** Get any necessary vaccinations and bring any required medications, along with a basic first-aid kit.
5. **Secure Your Belongings:** Use a money belt or a concealed pouch to carry your valuables. Avoid carrying all your money and cards in one place.
6. **Stay Aware:** Be conscious of your surroundings, especially in crowded or unfamiliar places.
7. **Avoid Flashing Valuables:** Keep your valuables out of sight and avoid wearing expensive jewelry.
8. **Use Reputable Transportation:** Use registered taxis or ride-sharing services, and avoid hitchhiking.
9. **Stay Connected:** Keep in touch with family or friends back home and share your itinerary with them.
10. **Hydrate and Rest:** Keep hydrated and get enough rest to avoid fatigue, which can make you more vulnerable.

Vehicle Use

Rental Cars

Unfortunately, Emerson College does not offer the ability to reserve a car on behalf of a student/student organization for risk and liability. However, car rentals can be reimbursed **ONLY** with approval from SEAL.

Taxi and Ridesharing

Taxi and Rideshare services are permitted for reimbursement **ONLY** with approval from SGA/SEAL. If the taxi and rideshare service was utilized on a trip, the trip must be registered with SEAL before SGA will approve the reimbursement.

U-Haul / Truck Rental

Your organization is permitted to rent U-Hauls provided you have prior approval from SEAL.

Zipcars

Your organization is permitted to travel using Zipcar rentals provided you have prior approval from the SEAL. Emerson College does not have a ZipCar membership and will not reimburse for memberships. The college may reimburse for rentals but will not provide insurance coverage for Zipcars.

When submitting a reimbursement for vehicle use - make sure that your receipt adheres to the reimbursement requirements outlined in the “Reimbursement” section. A quote is needed for approval and a receipt for reimbursement. Reimbursement will not be permitted without approval from SGA/SEAL.

Film Shoot Financial Policy

All Emerson College students must adhere to the policies and procedures associated with shooting film/video and/or recording audio as dictated by the Office of Media Technologies and Production (MTP) and the Office of Visual and Media Arts. Any information regarding Shooting Policies and Procedures and forms may be found on the [MTP website](#) and [VMA website](#). Please contact MTP, VMA, or SEAL with any additional questions.

Production Portal is the online platform through which the students may complete their safety forms and apply for Emerson on-campus production permits and submit their insurance certificate requests for all productions.

VMA's new Production Portal which can be found online at

<https://workflow.emerson.edu/Runtime/Runtime/Form/Instruction+Form+for+snaplogic/>

Contact Homa_sarabidaunais@emerson.edu and Leonard_Manzo@emerson.edu at VMA with questions regarding the portal.

Note: *Location film and video production carry risk. While you may make every attempt to exercise safety precautions on a location shoot, you may be held legally and financially liable in the event of an accident that happens as a result of that shoot.*

- The College does not provide insurance for equipment on loan from the Equipment Distribution Center (EDC).
- The College does not provide insurance on equipment rented outside the College.
- The College does not provide workman's compensation insurance for talent including members of SAG and AFTRA.
- **This is your financial responsibility.**

Penalties:

Violations by students of the following policies and procedures may result in:

1. Suspension of production activities.
2. Formal charges and disciplinary action by the College as outlined in the [Student Handbook](#).

Shoots that Require Special Permission:

- Shoots that require the use of firearms (real or prop), smoke or fog machines, live animals, or young children require special additional permission and will not be financially supported without prior approval.
- Shoots that require access to buildings or locations after hours may require special additional permission or associated fees

SGA Allocation Giveback Fund

Over the course of the school year, some organizations may realize they will not be using or needing a part of their yearly allocation. This can happen for a multitude of reasons, mainly because the Annual Budget Request is based on estimations from the previous year, and so the exact quote the next school year can often differ from the estimation that was allocated.

The SGA Allocation Giveback Fund is a process through which SGA-registered organizations can give back a part of their allocation for the given year as they see fit. These funds would be put into the SGA Appeals Account for other student organizations that need more money to be able to request. Giving to this fund would also be noted during the Annual Budget Request process, and could benefit an organization's proposal when completing the org's Annual Budget Request for the next academic year.

Guidelines

- **Organizations are strongly encouraged to have a meeting among their own executive board before making this decision, as this process is irreversible.**
- The organization's President, Vice President and Treasurer must **all** agree on the decision as well as how much of the remaining balance to give back.
 - Upon submission, the SGA Executive Treasurer will send an email with an [approval form](#) with acknowledgements and agreements.
 - Must be signed within 48 hours of receiving it. Failure to do so will result in the form being marked void, and the process will have to be repeated.
- [Submit SGA Allocation Giveback Form](#)
- Once the form is completed, the SGA Treasurer will meet with the listed contacts to discuss their proposed giveback.
- Organizations that submit an appeal after giving back funds will need to provide an explanation to the Financial Advisory Board (FAB), with any possible retribution (i.e. denial of appeal, similar appropriate action) to be decided by FAB.
- The giveback will then be reviewed and voted on by the Financial Advisory Board. If approved, the amount will be transferred from the organization's operating budget to the SGA Appeals Budget.

Financial Advisory Board (FAB)

The Financial Advisory Board (FAB) is a body of students charged with governing Financial Policy, Annual Budgetary Requests and Appeal Requests.

The Board is composed of the [SGA Executive Treasurer](#), [Vice Treasurer](#), a representative from each class, the [SGA Chief Justice](#), and the [SGA Advisor](#). An invitation to participate as a member of the FAB is at the discretion of that person's relevant Class Council and is approved by the SGA Advisor and SGA leadership.

Duties of the FAB:

- Review student organizations Annual Budgetary Request (ABR) application and make recommendations to SGA General Assembly.
- Make long-term financial policy recommendations to SGA on such issues as criteria for funding, fee increases, and vendor dealings.
- Review and approve changes to the Treasury Handbook.
- Review and approve changes to the Appeal Request form.
- Recommend Appeal Requests to SGA General Assembly Meeting.

In the event that the Financial Allocation Board (FAB) or individuals from the Division of Student Affairs have concerns about inappropriate financial conduct related to an organization's expenditures, FAB, SGA, SEAL, and/or Community Standards possess the authority to conduct an inquiry. Such investigations have the potential to lead to the temporary withholding of financial resources.

Instances from the past that have resulted in the temporary withholding of funds encompass instances such as misappropriation of finances, personal utilization of funds, stealing, creating falsified documents (including the forgery of signatures), and knowingly providing erroneous information to the FAB.

Appeals Request

[Click here for Current Appeals Budget](#)

Appeals Request will be live in September and remain open until all funds are allocated or April 23rd 2024 whichever comes first. FAB and SGA Assembly are asked to look at each appeal first come first serve. When the SGA Appeal account hits \$0.00, all upcoming Appeal Requests will be canceled and no further Appeal Requests will be accepted.

Who may submit an Appeal Request: Emerson registered organizations, recognized campus chapter FSL organizations, and student center programming (for example: ERA Awards and the EVVY awards) may submit

While organizations are encouraged to use their allocated funds and seek out additional co-sponsorships from other organizations and departments, a need for greater funding arises from time to time. Organizations may appeal for funds if the organizations meet the given criteria **once per semester**. Though organizations with special circumstances may contact the [SGA Treasurer](#) to request a second appeal if the situation is deemed necessary. SGA/FAB will be looking for organizations to practice fiscal responsibility and consider the impact that their appeal will have on the SGA Appeal account.

Additionally, Appeals will be granted with an 'expiration date' where unused funds will return to the SGA Appeals Account for use by other organizations. This date will be determined in conjunction with the SGA Treasurer based on your Appeal Requests details.

Note: There is a limited amount of funds in the SGA Appeal account each academic year and, therefore, the amount is not guaranteed and SGA reserves the right to deny any Appeal Request for any of the following reasons.

SGA FAB is looking for the following:

- Proof that the organization has exhausted all other possible ways of funding this event, trip, or project including but not limited to donations, co-sponsorships, fundraisers, and overall cost cutting.
- Adequate advance planning to ensure the success of the event, trip, or project.
- Proper SGA/SEAL permitting and approval is expected of any event being appealed for.
- Benefits for the college community as well as the students directly involved.
- Opportunities and expenses that were not included and could not reasonably have been anticipated in time for the requesting organization's annual budget request.

Any organization that has an Appeal Request denied is welcome to re-submit an Appeal packet after obtaining co-sponsorships, donations, fundraising, or after going through and cutting costs, or submit a request to cover a different opportunity or expense that is better aligned with SGA's criteria.

Steps for Submitting an Appeal Request:

1. Submit the Appeal Request form on EmConnect.
2. A Google Drive folder will be shared with you -
 - a. Must fill out Excel sheet where you will provide more details on your request - a count of all members either a) present in your organization or b) partaking in the events of the appeal in question, a ledger of your spending to date, and a line by line proposal for how the appeal funds will be spent.
 - b. Excel sheet must be completed within **10 business days** of email received. Failure to do so will result in a denied request and you will have to resubmit an appeals application.
3. Any appeal request:
 - a. Under \$500 can be approved by the SGA Treasurer
 - b. Between \$500-\$3,000 must be approved by FAB
 - c. Over \$3,000 must be approved by FAB and SGA General Assembly
 - i. Recommend a student representative to attend General Assembly not required
4. If approved, you will receive an email from the [SGA Treasurer](#) with information about your spending appeal allocation. The appeal amount will be added to your organization's Finance section of EmConnect through which charges can be made and recorded.
 - a. Approved Appeal Requests will receive an expiration date by which funds must be utilized. Unspent remaining funding will become available for future Appeal Requests.
 - b. All approved expenses must abide by SGA Financial Policy outlined in this handbook.

Note: Appeals are reviewed and approved in the order they are completed (not submitted).

SGA's capacity to grant Appeal Requests is typically not enough to meet all needs. With that context, your appeal will be subjected to a deep review. Successful appeals are usually filed at least two months in advance before the funds are needed. Recommended appeals that include travel logistics should be at least three months in advance.

Granted Appeal funds may only be utilized for the purposes noted in the Appeals request and not for any other expenses.

Appeal Cost Limitations

Introductions

As discussed previously, appeals are primarily for opportunities and expenses that are unanticipated and as such were not included in the organization's annual budget request (ABR). The appeals budget is limited as such there are limitations on the monetary amount that FAB and SGA General Assembly will approve. These limitations are based on the average granted amount of appeals by category from the previous academic year as well as anticipated need¹. These limitations are not suggested amounts. FAB and General Assembly review all items and quotes in an appeal request when determining the necessity of it.

Categories

- Anniversary — \$10,000
- Equipment — Approval based on determination of necessity²
- Emergency — Approval based on determination of necessity. Grant typically are $\leq$ \$1000
- Events — \$5000
- Merch — \$500
- Production — \$4000
- Publishing — \$1000
- Travel — \$5500

Conclusion

If an organization's anticipated appeal falls outside of the limitations, this does not mean that the appeal will automatically be removed from consideration. Please reach out to the treasury team SGA Treasurer and SGA Vice Treasurer to discuss options.

¹ Equipment and emergency expenses are not based on this criteria.

² Equipment related appeals do not have a maximum cost. However for those totaling over \$1000, we request that you explain why the equipment is necessary.

Additional Information

Equipment / Furniture / Office Supplies: All equipment, furniture, and supplies purchased or received by an registered organization remain the property of SGA and Emerson College. No organization may trade or dispose of equipment without permission from SGA and SEAL. Organizations must keep an up-to-date inventory of all equipment and furniture in their possession and submit it during the Financial Advisory Board process, including all computer and telephone equipment. Furniture and technical equipment is for organization use only, becomes property of Emerson College, and may not be used for personal reasons. In the event that an organization becomes inactive, all property reverts to SGA ownership.

Sending Mail & Packages: All mail and packages must include the organization's name. All packages must be dropped off at Campus Life for sending packages. You must submit an EmConnect purchase request to send packages.

Computer Equipment: Most basic computer equipment purchases can be made through SEAL through Marketplace and requests submitted on EmConnect. Any purchases that include non-standard computer equipment requires the Information Technology Department to obtain bids and approve purchases. For assistance in beginning this process, or answering questions about which computer equipment to purchase, contact the IT Helpdesk at helpdesk@emerson.edu.

Room Reservations: [SpaceBook](#) is Emerson's online space reservation system. Use SpaceBook to browse existing events, check space availability and room details, request space for events, meetings, rehearsals and study and track and modify existing reservations. Some facilities such as the Bill Bordy Theater may require additional after-hours security fees. Please consider this when planning and scheduling your event.

Office of the Arts Managed Spaces: Student organizations will get information every semester to submit a proposal for OA spaces. OA will confirm dates. These dates are very limited and are processed on a first come first serve basis. Ticket sales from Office of the Arts (OA) events will be entered into your account upon receipt of a successful transfer from OA. Ticket sale funds cannot be spent prior to this deposit's completion. Additionally, ticket sales cannot be used to cover the cost of the production or space rental.

Media Services: Equipment needs for non-course related events will be charged to your organization's account. A complete listing of services is available [online](#).

Donations and Institutional Advancement: If someone would like to make a donation to your organization, they are more than welcome to do so. Donations go through the College's [Office of Institutional Advancement](#), where it can be specified that the donation is to go to your organization. Please review fundraising policies in this handbook. Please note: these funds are different from your operating budget - fundraising funds do roll over.

Information on Student Government

Purpose of the SGA Executive Treasurer

The SGA Executive Treasurer acts as the liaison between registered student organizations and the Emerson College purchasing process. The Executive Treasurer communicates with student organizations regarding the allocation and management of each organization's funding.

Responsibilities of the SGA Treasurer

- Manage the overall budget for student organizations, based on enrollment information and student activities fees with the assistance of the Financial Advisory Board.
- To act as a liaison between student organizations and the Emerson College Office of Procurement Services and Accounts Payable.
- Audit the financial records of all SGA-funded organizations.
- Monitor all charges to all SGA-funded organizations.
- Present an Executive Treasurer's report and make recommendations on financial matters to the SGA General Assembly and Emerson College officials when needed.
 - These reports will be recorded in the minutes, which are available online through the SGA official website.
- Explain the financial system to all organizations.
- Oversee organizations purchase policies and procedures.
- Chair the Financial Advisory Board, a board of student representatives tasked with representing their constituencies in making financial recommendations to General Assembly.
- Have final approval and signing authority over all SGA-related financial matters.

Purpose and Responsibilities of the SGA - please see our [Constitution](#)

For more information about Emerson College SGA, please visit <http://emersonsga.org>

***Note:** The SGA Executive Treasurer is not responsible for keeping receipts from purchases made by an organization. It is the sole responsibility of the organization to keep copies of all of their submitted paperwork and receipts on file. Neither the SGA nor the Office of Student Engagement and Leadership will keep copies of submitted receipts, bids, contracts, etc. For more information regarding your organization's transactions please refer to your organization's EmConnect page.*

Closing

Thank you for taking the time to read the Emerson College SGA Treasury Handbook (2023-2024).

If you have any questions, comments, or concerns, please feel free to reach out to the SGA Treasurer at sga_treasurer@emerson.edu or SEAL at seal@emerson.edu

Acknowledgements

Special thanks to Student Government Association Executive Treasurer and other departments who have supported student organizations in their success throughout their years at Emerson College.

Revisions of this handbook were made by the following Executive Treasurers:

<i>Oliver Katz (Present)</i>	<i>JD Dentinger (2013–2014)</i>
<i>Nandan Nair (2023-2024)</i>	<i>Tanya Flink (2011–2013)</i>
<i>Joseph Nalieth (2023)</i>	<i>Corey Starbuck (2011)</i>
<i>Juanma Suárez Teissonniere (2022-2023)</i>	<i>Stefany Tomas (2010)</i>
<i>Lindsay Debrosse (2021-2022)</i>	<i>Jenn Barry (2008–2010)</i>
<i>Thomas Coughlin (2020)</i>	<i>Katy Boungard (2007–2008)</i>
<i>Abigail Semple (2019–2020)</i>	<i>Emily Patrick (2006–2007)</i>
<i>Rachel Levin (2018-2019)</i>	<i>Katie Caponera (2005–2006)</i>
<i>Ian Mandt (2017–2019)</i>	<i>Melissa Gaynor (2004–2005)</i>
<i>John Daniel Depa (2015–2017)</i>	<i>BJ Warminski (2003–2004)</i>
<i>Paul Almeida (2015)</i>	<i>Krista M. Gundersen (2001–2003)</i>
<i>Hillary Fan (2014)</i>	

Additional thanks for their contributions to policy or additional processing of financial documents to:

<i>Administration and Finance</i>	<i>Office of Accounts Payable</i>
<i>Campus Centers</i>	<i>Office of Campus Life</i>
<i>Emerson College IT</i>	<i>Office of Purchasing</i>
<i>Emerson College Police Department</i>	<i>Office of Student Affairs</i>
<i>Emerson Office of Housing and Residential</i>	<i>Office of the Arts</i>
<i>Education</i>	<i>Organization Advisors</i>
<i>Facilities Management</i>	<i>Property Management</i>
<i>Institutional Advancement</i>	<i>SGA Student Assembly</i>
<i>Media Technologies Production</i>	<i>Student Engagement and Leadership</i>