ASNDNU Financial Policy

All Clubs and Organizations that requests funding from ASNDNU are required to complete the following proposal procedures:

*Before any club/organization can be permitted to request funding from ASNDNU, there must be an appointed student club Senator who will be required to attend at LEAST 2/3 of the Senate and Financial meetings.

Financial Guidelines:

1. All purchases must be approved by ASNDNU and must abide by the ASNDNU Constitution and Bylaws.

2. Clubs/Organizations requesting funding must be officially chartered and/or within their probationary period through ASNDNU and the Student Life & Leadership Office.

3. Every ASNDNU club must fundraise at LEAST 25% of their total approved allocation each semester and provide accurate records of the fundraising efforts present to the executive board and senate.

4. All chartered/non-chartered clubs, organizations, and honor societies are required to provide one program a semester that incorporates the main aspects of Notre Dame de Namur University’s mission statement.

5. Funding will be allocated to clubs/organizations for individual events/programs that will most directly benefit the Notre Dame de Namur University students.

6. Budget requests (located in the SLLO and AS office) must be submitted to ASNDNU Treasurer by the next Senate meeting by 2:00pm to be put into the agenda.

7. The requesting club’s Senator must be present at the Financial meeting to have request voted upon by the Senate or it will be amended to be tabled or dismissed.

8. All requests must be discussed at the Financial meeting by the requesting Senator to explain the event in detail before Senate vote.

9. Any changes to the original budget request requires a new Budget Request Form and must be submitted by the next Senate meeting to the ASNDNU Treasurer for discussion and Senate vote.

10. Budget Request Forms that have been approved by the Senate at the Financial meeting must be voted upon as a packet at the next Senate meeting.

11. Failure to fill out the ASNDNU Budget Request Form completely will be denied.

12. All approved Senate Budget Requests must be signed by the ASNDNU Treasurer and the Director of Student Life & Leadership and kept in a binder in the SLLO to prevent over expenditures.

13. If a Senator requests money from ASNDNU (and it is approved) to pay for a seminar, class, or any type of educational experience outside of NDNU, the students attending the seminar must give a presentation of:
a. What they learned
b. How it effect NDNU and its students
c. How it can be incorporated in the University

The participating students must give a presentation during the following ASNDNU meeting after their seminar and inform the executive board at least 2 days before the presentation. The requesting Senator must also sign a contract that will be available in the SLLO and AS office that states their agreement to do or have the students involved give a presentation.

14. The ASNDNU Senate shall NOT spend more than 60% of the total annual financial budget before the last Financial Meeting of the Fall semester.

Allocation vs. Approval
An “allocation” is when ASNDNU approves a budget request. An “approval” is when ASNDNU approves a budget allocation item (i.e. approval of a cash/check request).

Methods of Payment/ Reimbursement

1. All NEW vendors, entertainers, and/or companies must complete a W-9 form and contract/invoice prior to processing or receiving payment. All forms and requests are available in the SLLO Office.

2. Purchase Orders (PO): A purchase order must be approved before the date of purchases at or exceeding $1,500.00. The ASNDNU Treasurer and Director of Student Life & Leadership must approve PO before the date of purchase.

3. Personal Cash and/or Credit Cards: If you or a club/organization member utilizes personal funds, reimbursements can only be approved and processed by submitting all receipts with a Check/Petty Cash Request. Allow at least (2) weeks for Check/Petty Cash payments or reimbursements.

4. Invoices: If a company invoices/bills your club/organization of the University, only the invoice must be submitted to the ASNDNU Treasurer and Director of Student Life & Leadership.

5. University Checks: If your club/organization plans to pay a company with a University drafted check, requests must be turned in at least 2 weeks in advance.

6. The ASNDNU Treasurer must sign all receipts for reimbursement or the Director of Student Life & Leadership will deny the reimbursement and no reimbursement will be made.