Money Management 101
Training

Office of Student Orientation, Leadership and Engagement
956.326.2280
www.tamiu.edu/SOLE
Your Role as a Student Leader

- You represent TAMIU in everything you do.
- You are role models to Laredo youth.
- You are a role model to the Laredo Community.
- You are role models to your organization.
- You are leaders at TAMIU.
Treasurer

- Responsible for keeping track of all expenditures and deposits for the organization
- Each organization has 2 accounts (fundraising and SGA funded)
- Should provide a treasurer’s report at each organization meeting
- All fundraising monies/dues must be deposited with business office no later than 48 hours after receiving them/collecting
- Responsible for working with the secretary to submit appropriate documentation for withdrawals
Money Talks

- Fundraising
- Bucket Brigades
- Benefit Giveaways (Raffles)
- 094 Account
- 270 Account
- Depositing Funds
- Withdrawing Funds
Fundraising Regulations

- One fundraiser per month
- Two benefit giveaways per year
- Donations/Solicitations
Bucket Brigades

- Not allowed
- Safety
- Liability
Benefit Giveaways

• Not raffles
• Submit Event Form
• Must provide sample ticket to SOLE (include ticket number, contact information, estimated value of each item)
094 Fundraising Account

- Housed on campus
- Used to deposit all fundraising monies
- Used to deposit all membership monies
- Fundraising/membership monies should be deposited within 48 hours of collection
270 SGA Funded Account

- Recognized student organizations can request grant monies from SGA
- Application available at SOLE>Student Groups>Workshops and Forms
- Attend meeting
- Report on use of monies
- Use this account at copy center, but make sure you have funds
Depositing Funds

• Deposit at Bursar’s Office (ZSC 137) within 48 hours

• Provide student organization names and account number

• Request and keep receipt for record keeping
Withdrawning Funds

- Manual Requisition Form
- Meeting Minutes with approved withdrawal amount and which members approved motion
- Original receipts or invoice
- W-9
- Checks mailed to companies or deposited into students’ HigherOne Account
- Start two weeks ahead of time to ensure everything is in place
# Manual Requisition Form

**TEXAS A&M INTERNATIONAL UNIVERSITY**  
A Member of The Texas A&M University System  
Office of Student Affairs  
Departmental Requisition for Student Organizations

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Item (detailed information)</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
</table>

For Office Use Only

<table>
<thead>
<tr>
<th>Requisition No.</th>
<th>Purchase Order No.</th>
</tr>
</thead>
</table>

Authorized  
Officer:  
Advisor:  
Student Affairs:  

Agency Verification for Disbursement of Funds  
I certify that the above services were rendered or goods received; that they correspond in every particular with the contract under which they were procured; that the invoice is true and correct; and that the claim was presented to the State within the applicable limitations period.

NOTE: Meeting minutes approving said expense must be submitted with this form.

5201 University Boulevard, Laredo, Texas 78041-1900, (956) 326-2210, Fax (956) 326-2153
Meeting Minutes

- Student Organization Name
- Date of Meeting
- Start Time
- Those in Attendance
- Motion and second by who
- Amount motioned and to who will money go to
- Approved/disapproved by
- End Time
Receipts/Invoice

- Provide original receipts to be reimbursed or when items have been purchased

- Provide invoice when check or money is being requested ahead of time

- No original receipts = no more money
W-9

• Available at TAMIU>SOLE>Student Groups>Workshops and Forms

• Needed to add vendors into TAMIU system
Where’s the $$

• If checked being mailed, touch base with company to inform them (typically takes 3-5 business days to arrive from time of mail out)

• Check your HigherOne, deposits go in every Friday

• If nothing, check with SOLE so we can help track progress or location
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