

# EVENT PLANNING

## SECTION I:

1. Meet with your CAO advisor about programming ideas.
2. **Complete an Event Space Request Form.**  
The Event Space Request Form is due **with your College Activities advisor's signature** in Special Events Services (14 Milbank Hall) a minimum of 10 business days prior to your event. If you need to hold a meeting or activity, and do not need a set up of any kind, you may submit an Event Space Request Form 3 business days prior to the event
3. **Complete the Security Form as necessary.**  
You must fill out a Security Form and meet with Security regarding your event if it has been advertised as a concert or party; 150 or more students are expected to attend; money is being collected; alcohol is being served (in which case you must also register your event with the Lerner Administration under the University Alcohol Policy); or the event is being advertised off campus. If schedules permit, College Activities advisors are willing to attend the meeting with you and Security to review the request. Completed security forms must be submitted to Special Events Services along with your Event Space Request Form. Security Forms are available in Special Events Services and in the College Activities Office (CAO).
4. **Complete an Audiovisual (AV) Request Form as necessary.**  
Completed AV Request Forms must be received by Special Events Services a minimum of 10 business days prior to the event. Any AV request received less than 10 business days in advance will be supported on an 'if we can' basis. (If you are unsure of your AV needs, don't hesitate to set up a meeting with an AV Technician)
5. You may contact Jessica Nuñez, the Director of College Activities, for the loan of the following equipment: karaoke machine and CDs; traveling P.A. system; megaphone and/or walkie-talkies.
6. Take completed forms to your advisor for approval. Remember to bring ALL forms to your advisor so you do not have to make a second (or third) trip!
7. Once your forms are completed (including the necessary signatures), bring them to Special Events Services.

## SECTION II: Food Services

1. Please call Purchasing at x4-5204 to obtain a food service number. Purchasing will ask you the name of the event, the date, your club name and account number.
2. Call ARAMARK's catering department at x4-6653 to order the food. Please give your name, club name, account number, food service number, event name, the date, location and approximate number of attendees. Be sure to get an itemized statement from catering two weeks before your event.
3. After the event, ARAMARK will send an invoice to the SGA bookkeeper to draw the money from your account.
4. SGA will send the check directly to ARAMARK. The club is NOT responsible for check pick up or delivery to ARAMARK.

**NOTE:** Towards the end of the year and through the summer ARAMARK bills will be sent to SGA. These bills **MUST** be paid. Call ARAMARK before the school year ends to get a copy of the bill.

# FINANCIAL INFORMATION

This financial information is prepared to help you navigate Barnard College accounting services:

- To eliminate the emergency petty cash and emergency check requests.
- To assure participating vendors that payment will be processed upon billing.
- To reduce the need for out-of-pocket expenses.

**\*\*Please remind vendors that we are tax exempt and always bring a tax exempt form with you when making purchases** (you can pick up a tax exempt form from the SGA Office or the College Activities Office).

## SECTION III: Purchasing Large Orders

Please follow these procedures for bulk purchases of \$500.00 or more. **(If purchase is less than \$500.00 see Section IV)**

1. Determine which company you will be using. Call the company to find out how much money the goods will cost and when they can be delivered.
2. Pick up a Purchase Requisition Form from CAO. Complete the form by doing the following:
3. Make sure to put club name, contact name, and phone number on the top right-hand corner box that says, "Send Requisitioner's Copy of Purchase Order To." List all pertinent information regarding the goods to be purchased: quantity, cost, etc. On the bottom of the Purchase Requisition Form write in large capital letters, 'CONFIRMING ORDER' (this means you will be calling the company back to place the order). If 'CONFIRMING ORDER' is not written on the Purchase Requisition Form, the purchasing office will just mail the order and that may take longer to process.
4. Have the Purchase Requisition Form signed by your CAO advisor.
5. Bring the form to the Purchasing Office
6. The Purchasing Office will generate a Purchase Order (PO) number the same day. You must call or stop by the Purchasing Office to find out your PO number.
7. Place your order with the company. Be sure to give them the complete PO number and proper delivery address. Also, be sure to give them your club name, and contact name and phone number.
8. You will receive a Purchase Order Form from the Purchasing Office: the yellow and pink sheets state the contract with the company and that your order has been sent out. Return these sheets to SGA bookkeeper at CAO.
9. When the order arrives, goods will be delivered to CAO. The club contact must pick up the order from CAO or the storage location as soon as possible. When you receive your order, verify its contents. You must bring the packing slip and any invoice with your order to the SGA bookkeeper.
10. Your CAO advisor must sign the yellow and pink copy of the Purchasing Order receipt in the lower left-hand corner under 'Completed Shipment.' Return the yellow copy to CAO. The bill must be paid within 30 days.
11. The money will be automatically deducted from your account.
12. Be sure to mark the purchase in your records (*The Pink copy of the Purchasing Order receipt and yellow copy of the Purchasing Requisition form are SGA receipts. Please be sure to return them to the SGA bookkeeper.*

## SECTION IV: Credit Card Purchases

Please follow these procedures **for purchases less than \$500.00**. Be sure to ask the company if they accept American Express. If the company does not work with AMEX, the SGA bookkeeper will assist you.

1. Determine which company you will be using.
2. Fill out the SGA Credit Card Form.
3. The club treasurer and your CAO advisor must sign the Credit Card Form.
4. Request final approval from either the SGA Bookkeeper or Director of College Activities when vendor needs actual card.
5. Provide the vendor with the following information:
  - i. Your Name
  - ii. Identify as a Corporate Purchasing Card Order for Barnard College
  - iii. Billing Address
    1. Barnard College
    2. 3009 Broadway
    3. NY, NY 10027
  - iv. Location for delivery (e.g., building room number)
  - v. Shipping Address
    1. Barnard College
    2. 76 Claremont Avenue
    3. NY, NY 10027
  - vi. Corporate Purchasing Card Account Number
  - vii. Expiration Date
  - viii. Tax Exempt Number (on the back of the card)
6. When the purchase is completed, ask the vendor for the total order amount (including shipping charges) and Vendor Reference Number (i.e. Invoice or Order Number)
7. When you received your package verify its contents against the packing slip and your order information. If the order is incorrect contact the vendor. It is **MANDATORY** that you bring the packing slip and any invoice with your order to the SGA bookkeeper.
8. Monies for the purchase will be automatically deducted from your account.
9. Be sure to record this purchase in your journal to keep your records.

## **SECTION V: Pre Approved Local Vendors**

1. If you are working with Famiglia (Marosa), Morton Williams, Columbia Hardware, Ivy League, Dunkin Donuts, or Apple Tree you may obtain a voucher from the SGA bookkeeper or a CAO advisor.
2. Give this form to the vendor instead of paying cash.
3. Please bring the receipts from your purchase to the SGA bookkeeper.

**NOTE:** Towards the end of the school year and through the summer Vendors' bills will be sent to SGA. These bills **MUST** be paid. Please let the SGA bookkeeper know about any outstanding invoices. If the invoice comes in after the Fiscal Year has closed, monies will be deducted from the next year's budget.

## **SECTION VI: How to Request a Reimbursement for any miscellaneous expenses**

Please note that the *original receipts* must be attached. If paid with credit card, you must attach a detailed invoice and copy of the credit card payment. **Please remember to bring a tax exempt form when buying goods for your events. You will not be reimbursed for any tax charges.**

1. Fill out the "SGA Check Request Form"
2. The treasurer of your organization and the CAO advisor must sign the form in order for it to be processed.
3. Return the form to the College Activities Office in the bookkeeper's mailbox.

4. The SGA VP Finance or bookkeeper will bring the completed "SGA Check Request Form" to the Controller's Office on Tuesday. The Controller's Office will prepare checks by Friday afternoon.

**NOTE:** It is best to drop off your completed "SGA Check Request Form" by noon on Tuesday, so that it will be ready for pick-up on Friday after 2 PM in the College Activities Office. Otherwise the check will be processed the following week.

## **SECTION VII: Contracts**

Contracts are good for any service for which the vendor cannot provide an invoice (Speakers, Musicians, Dancers, etc). A Social Security Number or Federal Tax ID Number is required in all instances. **No exceptions.**

Attach the completed contract to a completed SGA Check Request Form (for the amount that you will be paying the vendor) and submit the forms to the SGA bookkeeper. **Remember that it takes the Controller's Office a few days to process check requests so please plan ahead to ensure that the check is ready in time to pay the vendor.**

Contracts are not binding for services rendered by Barnard College students. Student must fill out an employment contract at the Office of Career Development.

## **SECTION VII: Petty Cash**

Petty Cash will be given for emergency use ONLY. See the SGA bookkeeper first. If she is unavailable, see your CAO Advisor. **Please bring all receipts from your petty cash purchases to the SGA bookkeeper as soon as possible.**

## **SECTION VIII: Reconciliation**

Reconciliation is for your previous month's expenses. **You must fill out a Monthly Reconciliation Form even if you do not spend any money that month.** Monthly Reconciliation Forms are available in the SGA Office and can also be downloaded from the SGA website. Monthly Reconciliation Forms are due by the **FIRST OF EACH MONTH**; failure to hand in the reconciliation form will result in the freezing of your account.

1. Fill out the Monthly Reconciliation form.
2. Return it to the SGA office in the bin marked Return Reconciliation Forms Here or email the form to the SGA VP Finance, Lara Rosner, at [lr2168@barnard.edu](mailto:lr2168@barnard.edu).
3. Be specific in your expense and income entries (describe transactions).
4. Please sure to include the name of the vendor / person next to each entry (e.g. Morton Williams) Co-sponsorship, Purchase Order, Credit Card, etc.

## **SECTION IX: How to Make a Deposit.**

All cash or check gifts, co-sponsorships from non-BC organizations, and any other revenue (from ticket sales, etc) must be deposited into your organization's account. **Deposits must be made within 24 hours of the event.**

1. Fill out a Deposit Form and bring the form, along with the money, to CAO and give it to the bookkeeper. **DO NOT LEAVE THE MONEY UNLESS THE BOOKKEEPER IS THERE!** The bookkeeper will **NOT** be held responsible for money left unattended or with someone else.  
If the bookkeeper is not there, put the money in an envelope (please put the name of your organization and the name of the event on the envelope) and put the envelope in the CAO safe. Then return when the bookkeeper is in to count and deposit the money. If the event will occur in the evening or on the weekend (when the College Activities Office is closed) make arrangements with your advisor ahead of time to deposit the money in the CAO safe.
2. After the money has been counted, the bookkeeper will fill out a Cash Receipts Voucher and forward it to the Controller's Office. It will then be recorded in the SGA Journal under your organization's budget records.

**NOTE:** Be sure to mark the deposits in your records for reconciliation purposes.