

THE STUDENT BAR ASSOCIATION

THE GEORGE WASHINGTON UNIVERSITY LAW SCHOOL



**TREASURER'S GUIDE**

FOR STUDENT ORGANIZATIONS

INFORMATION ABOUT BUDGETING, FINANCES, AND REIMBURSEMENTS

August 23, 2004

August 23, 2004

Greetings and Welcome Back to School:

This packet provides information concerning reimbursement and budgeting procedures for student group treasurers. We have tried to compile in one document everything you need to know about financial affairs here at the law school. We have also tried to make it as simple and straightforward as possible. If you have any suggestions on how to make this document better, please let one of us know.

Though the process may seem bureaucratic, and we have tried to highlight in the following pages those areas that tend to be troublesome, it is not as complicated as you might fear. Familiarizing yourself with the processes and regulations listed herein will greatly reduce stress both for you and for us. Also, to assist you in keeping track of your finances, we will provide you with a monthly report of your expenditures for comparison to your individual records so conflicts can be expeditiously resolved. If you notice any discrepancies, please contact us immediately.

The first section of the document concerns the budgeting process. This will be soon upon us, so please begin reviewing the materials immediately. We have included a sample budget, a calendar of events, and general budgeting guidelines. The second section concerns the spending and depositing funds including the reimbursement process. Reimbursements are fairly simple. Remember these four things: (1) Every reimbursement must have both A) a receipt or an invoice that indicates for what the payment is being made and B) proof of payment (cancelled check, credit card statement, etc.). Without information proving that it was the individual to be reimbursed that made the payment, the University will deny the request. (2) A list of attendees must be attached if less than 30 people were in attendance. (3) Fill out the reimbursement request form completely. If there is a problem we will be able to contact you quickly to get it fixed. (4) Make copies of everything for your own records.

Please feel free to contact us with any questions or concerns that may arise. We will both be accessible through the new SBA Treasurer e-mail account at sbamoney@law.gwu.edu or just by coming by the office at 2002 G Street. We look forward to working with each of you throughout the year.

Sincerely,

Jonathan Willingham  
SBA Treasurer, 2004-2005  
jmwillingham@law.gwu.edu

Andrew Skolnik  
SBA Assistant Treasurer, 2004-2005  
askolnik@law.gwu.edu

## Table of Contents

<b>General Information</b>	
Know Your Accounts.....	3
Keep Track of Your Accounts.....	3
<b>Section 1: Budgeting</b> .....	<b>4</b>
The Budgeting Process.....	5
Managing Your Budget.....	5
Ad Hoc Funding.....	6
Budgeting Calendar.....	7
<b>Section 2: Spending &amp; Deposits</b> .....	<b>8</b>
Methods of Payment.....	9
Reimbursement Process.....	9
Paying for Food.....	10
Depositing Funds.....	10
<b>Finance By-Laws</b> .....	<b>12</b>
Compliance with SBA Bylaws.....	13
Relevant Numbered Bylaws.....	14
<b>Frequently Asked Questions</b> .....	<b>22</b>
<b>Appendix</b> .....	<b>23</b>
Sample Budget.....	24
Budget Request Forms.....	25
Pizza Order Forms.....	26

## **Know Your Accounts**

Each Student Group has two accounts:

1. **The “C” Fund** - this account consists of the SBA allocation your group will receive at the beginning of the fall semester. These funds are subject to the rules and regulations set forth in the SBA Constitution and Bylaws. Since the SBA allocates these funds, we retain discretion over how these funds are spent. This account does not roll over to the next budget year. If the funds from the account are not spent by the end of the Spring semester (an actual freeze date will be announced by the Treasurer in the Spring) the SBA will reclaim them.
2. **The “R” Fund** - any funds that your student group independently raises (for example through membership dues) are deposited into your reserve fund, or “R” Fund. Because these funds do not come from the SBA, you may spend them as you wish.<sup>1</sup> However, the SBA Treasurer is still responsible for tracking the R fund balances for all organizations. Additionally, the SBA Finance Committee may request information on an organization’s R fund when considering budget or ad hoc funding requests. This account does roll over from budget year to budget year. It is the recommendation of the SBA Treasurer’s office that you keep a cash reserve of about \$500 in case of unexpected budget overruns. This recommendation will be kept in consideration during all budget and ad hoc hearings.

Note: If your group has not deposited funds and/or you do not have an “R” fund, you will need to ask us to create an “R” fund for you. As each group is required to do a fundraising activity, there will be money in your “R” fund at some point during the year.

## **Keep Track of Your Accounts**

1. The Treasurer of each student group should maintain records of each account. Staying within your budget is nearly impossible if you don’t know how much you’ve spent or how much you have left. These records will also assist your group when budgeting for the next year
2. The SBA Treasurer and Assistant Treasurer keep track of each group’s “C” Fund and “R” Fund. Updates will be placed in the student groups’ mailboxes in the Records Office on a monthly basis. Should you need to know the balance of your account, you can contact the SBA Assistant Treasurer via email ([sbamoney@law.gwu.edu](mailto:sbamoney@law.gwu.edu)). Please make sure to compare the monthly SBA updates to your own records and notify the Treasurer’s office of any inconsistencies as soon as possible. Using our records to conduct a monthly audit will allow us to avoid major problems later in the year and ensure an accurate budgeting process.
3. A computer loaded with Quicken will also be made available to all student organizations in the new Student Organization Resource Center next door to the SBA office. All groups are encouraged to use this software to maintain and track accounts and will be provided space to keep a permanent record on the hard drive.

---

<sup>1</sup> Subject to university-wide restrictions. The university will not reimburse for flowers, candy and things that you would normally give to someone as a thank you or to someone in a hospital.



**SECTION 1: BUDGETING**

## **THE BUDGETING PROCESS**

In the first two weeks of the school year, the SBA Finance Committee will be soliciting budget requests from student organizations. These will be due by 5:00 PM on Wednesday, September 7<sup>th</sup>. A electronic sample budget will be emailed to all the treasurers and your budget must be returned in electronic form, via email to sbamoney@law.gwu.edu. You will then need to sign up for a hearing time. The sign up sheet will be posted in the soft lounge on the SBA bulletin board. Hearings will be before the SBA Finance Committee on Saturday, September 11<sup>th</sup>. The committee will release the proposed budget allocations that evening via email. Any organization wishing to appeal their allocation must notify the committee by Sunday, September 12<sup>th</sup> at midnight. Appeals hearings will be held on the afternoon of Monday, September 13<sup>th</sup>.

In order for the process to go as smoothly as possible and for each organization to get the most out of the appropriations process, please be as specific as possible and provide as much detail as possible with each itemized request. Final appropriations will be voted on by the Senate on Monday, September 13<sup>th</sup>. Immediately thereafter, all organizations will have access to their C funds.

## **MANAGING YOUR BUDGET**

Rather than have each group request a lump sum, the SBA Finance Committee requires that student organizations provide an event-by-event breakdown of the upcoming year. This format:

- ensures that groups use SBA funds in accordance with the SBA bylaws and the organization's stated mission;
- encourages student groups to plan ahead;
- promotes fair allocations among the student groups.

The SBA realizes, though, that even a thorough and well-planned budget cannot predict the upcoming year with 100% accuracy. Events get cancelled, speakers back out, and events end up costing more than expected. Here's how to handle these unexpected changes, using the sample budget below:

Event A	\$200
Event B	\$200
Event C	\$200

If Event A is cancelled, you may use the \$200 allocated for that event to pay for Events B and C.

If Event A costs more than expected, you must use funds reserved for Events B and C to cover Event A. You may decide to skim some funds from both Events B and C, reduce the funds available for either Event B or C, or cancel one of your remaining events altogether. Regardless, you would not utilize the ad hoc process in this situation because you still have funds available in your budget. You do not need prior approval from the SBA Treasurer to reallocate funds in this manner because Events A, B, and C were pre-approved during the budget process in the fall.

If your group suddenly decides to host Event D, an unbudgeted event, the same reallocation of your budget described above still applies. However, you must first clear Event D with the SBA Treasurer to ensure that SBA funds may properly be used for this new event.

Although reallocation is allowed, the SBA strongly encourages student groups to conform as closely as possible to your approved budget. Conformity to your budget may contribute to your group receiving an increased allocation next year!

Sticking to your budget is impossible unless you KEEP RECORDS! The SBA keeps track of your account balances, but only you keep track of your budget!

## **AD HOC FUNDING**

### **A. When to Use the Ad Hoc Process**

Use the ad hoc process when your group wants to hold an event or make purchases, but:

1. your group has spent at least 80% of its entire SBA allocation, or
2. your account does not have enough left to cover the event or purchases, or
3. your account has enough left to cover the event or purchases, but the money in the account has already been committed to other events or purchases. "Committed" does not mean that you "intend" to spend the money on an event, but rather, that you have already contracted with a vendor to spend the money. For example, if you have \$200 remaining in your account, and you have already contracted with a vendor for a \$200 event next month, although the money is still in your account, it is "committed."

**NOTE:** Ad hoc funding is also the only means of obtaining appropriations for groups that are currently on probation, which maintains for one year following the approval of a group's charter. Such organizations are ineligible to participate in the regular budgeting process and thus must seek funds through ad hoc hearings.

### **B. How to Use the Ad Hoc Process**

1. Ad hoc requests are handled by the Finance Committee immediately following SBA meetings, held every other Tuesday night.
2. In order to have your request processed, you must submit a written request to Jason Dutil (2L Eve), Chair of the SBA Finance Committee, and Jon Willingham (2L Day), SBA Treasurer, via the email account at sbamoney@law.gwu.edu by the Thursday before the next SBA meeting.
3. The request should describe the event or purchase, its purpose, and how much it will cost in as much detail as possible. Please provide a breakdown of costs, as well as the total cost, for your event.
4. The Finance Committee will review your request and make its recommendation at the next SBA meeting. The Committee considers, among other factors:
  - a) The nature and purpose of the event or purchase;
  - b) The size of your group's initial SBA allocation;
  - c) How your initial SBA allocation has been spent - i.e. did your expenditures conform to your budget?
  - d) The amount of funds available in the SBA budget;
  - e) The amount of funds available in your student group's reserve fund ("R" Fund);
  - f) The amount and nature of revenue events;
  - g) The extent to which a group has sought co-sponsorship.
5. The ad hoc request, along with the Committee's recommendation, will be presented at the next SBA meeting. An officer of your group must attend this meeting to provide any additional information that the SBA voting members may require. After discussing the matter, the voting members of the SBA will vote to approve or deny the Committee's recommendation. Failure to do so will result in a denial of your ad hoc request.

### **C. Disclaimers**

1. The SBA does not guarantee that ad hoc funding will be available. Our own budget constraints may not allow us to allocate any money beyond what was initially allocated during the budget process.
2. The Finance Committee will NOT accept ad hoc requests presented at or immediately prior to SBA meetings. All

requests must be submitted in writing by the Thursday before the next SBA meeting. This allows the Committee time to convene and review your request.

3. Ad hoc requests are less likely to be approved if you have a substantial amount available in your group's reserve fund. You should consider using these funds before requesting additional SBA funds.

4. Do not use the ad hoc process if you wish merely to reallocate your group's budget. See page \*\* for more details on reallocating funds internally.

### **BUDGETING CALENDAR**

Monday, August 23, 2004	Treasurer's Guide Distributed
Wednesday, September 7, 2004	Budgets due by 5:00 PM to sbamoney@law.gwu.edu
Saturday, September 11, 2004	Budget hearings all day
Sunday, September 12, 2004	Appeals due by midnight to sbamoney@law.gwu.edu
Monday, September 13, 2004	Appeals hearing in afternoon Final appropriations bill goes before the Senate
Tuesday, September 14, 2004	C Funds Available for Student Organizations



**SECTION 2: SPENDING & DEPOSITING**

## METHODS OF PAYMENT

### **A. Plan Ahead and Pay in Advance - Payment Requests**

What student wants to put a \$100, \$250, or \$500 expense on his or her credit card before enduring the often slow reimbursement process? With some advance planning, the members of your group should never have to do this.

If you have an event or foreseeable expense on the horizon, you may request that the Law School make a direct payment from your account rather than ask a student to pay. Your chief responsibility will be to supply the SBA with an invoice or contract from the vendor you will use no later than TWO WEEKS prior to either the date of your event or the date by which the vendor must be paid, whichever ever comes first. This invoice or contract should list the number of products needed, the service cost rates, and the total cost.

To submit a payment request, fill out a payment request form, which has been provided to you in hard copy and e-mail. Please supply the following information on the payment request form: the vendor's name, mailing address, and tax identification number; the name and nature of your event; the date of your event; and a breakdown of costs for your event, along with the total cost of your event. Please attach the vendor's invoice to your completed payment request form and place it in the SBA REIMBURSEMENT BOX located next to the student mailboxes.

### **B. Student Reimbursements**

For smaller items or situations where obtaining an invoice by the deadline is not possible or practical, a student can always use his or her own funds to pay for student group expenses and submit a reimbursement request. Refer to page 10 for full details on student reimbursements.

## REIMBURSEMENT PROCESS

The easiest way for a group to spend money is for a student to pay for an item and then to submit a reimbursement request. If someone in your group has purchased something, either by cash, check, or credit card, follow these steps to receive a reimbursement for him or her:

**1. Keep Original Receipts** - inform the members of your group that you must provide the SBA with original receipts or original invoices and proof of payment in order to receive a reimbursement. This is a GW policy, not an SBA policy. This means that the receipt must show the balance has been paid; it cannot have a balance remaining on it.

**Complete a Reimbursement Request Form** - these have been provided to you in hard copy and e-mail form. Fill out the form completely - a missing social security number, address, e-mail address, or phone number will most likely delay the process by several weeks! A sample Reimbursement Request form can be found in the appendix of this guide and copies are available next to the drop box on the 3<sup>rd</sup> floor of Stockton, next to the student mailboxes. Attach the following information to the reimbursement request form:

**a) "Attendees" List** - GW **requires** reimbursement requests to include a list of the students who attended the particular event toward which the purchase went. For example, if the reimbursement is for a happy hour, attach a list of the students who attended the happy hour. If the reimbursement is for expenditures such as office supplies, for which a list of attendees is inapplicable, just indicate that on the request form. If more than 35 people are attending the event an attendees list is not necessary.

**b) Original Receipts** - attach the original receipts to the reimbursement form, preferably in an envelope. Itemize multiple receipts on the back side of the reimbursement request form. **NOTE: AN INVOICE IS NOT A RECEIPT.** A receipt shows that the item was paid for. It will have a balance of \$0.00 and usually shows the last 4 digits of your credit card number. An original invoice plus a copy of a credit card receipt or a cancelled check (front and back side of the check) is acceptable. Don't pay in cash! It will be very difficult to get you a reimbursement

**2. Photocopy Everything** - for your own records, photocopy your completed reimbursement request form, the

attendees list, and the receipt(s). Should GW **or** the SBA ever lose track of your reimbursement request, this may be the only record available to you!

**3. Submit Request** - return the reimbursement request form, the list of attendees, and the original receipts to the drop box on the 3<sup>rd</sup> floor of Stockton, next to the student mailboxes.

**4. Wait** - SBA will process your request and submit it to the University within 2-3 business days. Once the request is submitted to GW, SBA has no control over the turnaround time, which averages 1 -2 weeks.

## **PAYING FOR FOOD**

### **A. Pizza**

Most student groups order pizza for their meetings. The Law School has an arrangement with Domino's so that student groups can order pizzas without having to pay upfront. If you wish to order from a vendor other than Domino's, you will have to pay the delivery person by cash, check or credit, get a receipt, and go through the student reimbursement process (see p.\*\*). The SBA is working on a new relationship with Papa John's Pizza and we will notify you as soon as we have worked out the details.

The procedure for ordering pizzas from Domino's is:

1. Call 202-223-1100 several hours in advance of the time at which you want the pizza delivered. The larger the order, the earlier you should call.

2. Prepare a "Pizza Form" for your group. A sample form can be found in the Appendix of this guide.. The form must include the following:

- your student organization's name;
- the date;
- Domino's address;
- the signature of at least one of your group's executive board members (President, Vice-President, Secretary, or Treasurer);
- the total amount to be charged to your account (including tip);

3. Hand the pizza form to the delivery person when your pizza arrives. You do not need to tear the receipts off the sides of the pizza boxes and submit them to SBA. Once you complete the pizza form and hand it to the delivery person, your work should be complete; however, if you should happen to receive a Domino's invoice at any point, please deliver it to the SBA Treasurer immediately. Once SBA has received your invoice, the expenditure will be deducted from your "C" Fund or "R" Fund accordingly.

### **B. Catering**

If your group is planning an event that requires service from GW Catering, contact the SBA Treasurer at least two weeks prior to the event. The SBA Treasurer will work with GW Fiscal Services and GW Catering to ensure that your bill is paid. You may NOT supply GW Catering or other vendors with your account number without first receiving permission from the SBA Treasurer. Also, remember that services provided by University establishments and "groups" such as catering and police services **does not** require out-of-pocket payment!

## **DEPOSITING FUNDS**

Any funds that your group raises are deposited into your "R" fund. Funds may be delivered in one of two ways. First, funds may be handed in person to the SBA Treasurer or Assistant Treasurer as soon as possible after they are raised. A meeting can be arranged at the SBA office by emailing sbamoney@law.gwu.edu. Alternatively, you may put the money to be deposited into an envelope, seal it, and write your name, the organization name, and the date on it. Envelopes should be put in the SBA drop box on the 3<sup>rd</sup> floor of Stockton, next to the student mailboxes. If you use the drop box, you must IMMEDIATELY notify the SBA by emailing sbamoney@law.gwu.edu or either the Treasurer

or the Assistant Treasurer. The drop box is secure, but we do not want any substantial amount of money to remain in it for long. If you know in advance that you will be raising funds at a particular event, you may be able to arrange to have the SBA Treasurer or Assistant Treasurer meet you at the end of the event for immediate pickup.



## **COMPLIANCE WITH SBA BYLAWS**

### **A. Why Does the SBA Have Power Over How Groups Spend Money?**

The SBA retains discretion over how organizations spend their C fund because the C fund is, in essence, a grant from the SBA. It must thus be used in compliance with the SBA by-laws. R fund monies may be spent at the discretion of a group; however, such spending must also comply with university-wide policies (namely, money may not be spent for flowers, gifts, etc.). Moreover, in order to ensure the integrity of student organization finances, all monies must be accessed through the SBA Treasurer. We will work our best to ensure that this is a cooperative relationship that eases, rather than complicates, your life as a organization treasurer.

### **B. What are the Important Rules?**

The basic rules and regulations concerning use of SBA funds are attached in the SBA finance by-laws. Each group is responsible for knowing and following the rules contained in the SBA Constitution and Bylaws, available on reserve in the library, in the SBA office, and on the SBA website. Here are some of the rules that student groups have frequently encountered and that should especially be noted:

- 1. Open to All Students** - your group cannot use SBA funds for “member-only” activities. The fact that anyone can become a member of your group is not a defense or loophole to this rule. This rule most significantly impacts end-of-the-year “transition dinners” for student group officers. Should your group wish to hold a transition dinner, it must use its R Fund monies. No reimbursements for such dinners will be made using SBA funds.
- 2. No Campaigns** - SBA funds cannot be used to promote the candidacy of any individual, or to intervene in any campaign for public or campus office.
- 3. Fundraising** - each student group must hold at least one fundraising event or activity per academic year. This fundraising may occur in the form of membership dues, a bake sale, etc. This means that in order to receive SBA money a student group must have an active R Fund.
- 4. Credit Cards** - all money deposited in your R fund must go through the SBA Treasurer, including credit card slips. If you do not submit them via the Treasurer our records will be inaccurate and it will be very difficult for us to effectively help you. As such, the by-laws provide for sanctions if student organizations attempt to by-pass the Treasurer by depositing credit card sales slips directly with the University.
- 5. University Officials** - similarly to the above rule, no student organization may request of a University official that money be spent from their C or R fund. This, again, is because it causes mayhem in our records. If a student organization attempts to by-pass the SBA Treasurer in this way, sanctions will be levied. Repeated violations will result in the organization's budget being frozen and not released until after a hearing before the Finance Committee of the Senate with the possibility that the committee may choose not to unfreeze the account. This is not to be harsh on student orgs, but rather to ensure that absolutely accurate records are being kept. A simple rule of thumb is: if you want to deposit or spend organization money, always contact the SBA Treasurer.
- 6. Contracts** - All contracts must be approved by the Treasurer BEFORE they are submitted to the finance office. Any contract not approved by the Treasurer will not be signed by the school.

## **RELEVANT NUMBERED BYLAWS**

### **Bylaw 205 - The Treasurer**

(a) The Treasurer shall be appointed by the President. The term of the Treasurer shall commence upon confirmation by the Student Bar Association Senate and end four weeks after the confirmation of a new Treasurer the following year. During this four-week period, the outgoing Treasurer shall train the new Treasurer and familiarize him/her with the various procedures necessary to effectively execute the responsibilities of the office.

(b) The Treasurer shall:

- (1) maintain all financial accounts and records of the Student Bar Association;
- (2) process all paperwork necessary for the prompt payment of the financial obligations of the Student Bar Association for which funds have been appropriated by the Senate;
- (3) develop, maintain, and present reports on the finances of the Student Bar Association as directed by the President or the Finance Committee;
- (4) serve as a non-voting member of the Finance Committee, as described in Bylaw 211(c);
- (5) serve as a member of the Gavel Club, as described in Bylaw 910;
- (6) prepare all materials required for securing an allocation of funds from the Student Association;
- (7) assist Executive Cabinet members in preparing a budget for their planned activities;
- (8) abide by and enforce all financial regulations promulgated by these Bylaws or by the Senate; and
- (9) execute other duties as assigned by the President or the Senate.

(c) The President may appoint Assistant Treasurer(s) to assist the Treasurer in executing these responsibilities. In the event that the Treasurer is unavailable, or at the direction of the Treasurer, the Assistant Treasurer(s) shall have the authority to authorize the expenditure of or reimbursement from SBA monies.

### **Bylaw 211 – The Finance Committee**

(a) There shall be a standing Finance Committee in the Senate to oversee the financial and budgeting activities of the Student Bar Association.

(b) The voting and non-voting members of the Finance Committee shall be as follows:

- (1) The voting members of the Finance Committee shall be Senators appointed by the Executive Vice-President who has responsibility for committee assignments.
- (2) The Treasurer and Assistant Treasurer (if there be one) will serve as non-voting members of the Finance Committee.

(c) The term of each voting member will run concurrently with their elected term and the term of non-voting members shall run concurrently with their appointments.

(d) The Finance Committee shall:

- (1) review all budget requests submitted to the Student Bar Association by eligible student organizations;
- (2) propose a budget for disbursement of funds to the various eligible student organizations;
- (3) hear all requests for ad hoc funding requests made by members of the student body and recommend to the Senate whether the Senate should approve;
- (4) make recommendations to the Senate on possible financial sanctions for violations of the financial bylaws and regulations of the Student Bar Association;
- (5) initiate legislation related to the financial and budgeting activities of the Student Bar Association and student organizations;
- (6) support legislative initiatives of other Senators and standing committees by proposing financing alternatives; and
- (7) execute other duties as assigned by the Executive Vice-President or the Senate.

(e) Chair of the Finance Committee

- (1) After the annual committee assignment process, the voting members of the Finance Committee will elect a Chair of the Finance Committee from amongst themselves,
- (2) The Chair of the Finance Committee shall:
  - (i) oversee and manage the activities of the Finance Committee;
  - (ii) maintain a calendar of budget hearings and ad hoc funding hearings;

- (iii) assist the Treasurer and President to prepare an executive budget for the Student Bar Association
- (iv) assist the Treasurer in helping members of the Executive Cabinet prepare their own budgets;
- (v) in conjunction with the Treasurer, regularly audit the financial records of the Student Bar Association and all activities funded by the Student Bar Association, and report immediately any improprieties to the Senate;

## **LEVEL 600 - LEGISLATIVE PROCESS**

### **Bylaw 601 - Legislation: Resolutions and Bills**

(a) The Senate may consider legislation at its meetings. All legislation considered by the Senate must be in writing. Legislation generally takes the form of either resolutions or bills. A resolution states a position or the sentiment of the Senate. A bill authorizes specific action. For example, a bill may authorize the expenditure of funds, an amendment to the Constitution or Bylaws, or the creation of a special committee.

(b) Unless specifically stated elsewhere in the Constitution or Bylaws, a majority vote of the voting members of the Senate who are present at the time of the vote shall be sufficient to pass legislation.

(c) Resolutions may be sponsored by any member of the Senate and may be introduced at the meeting at which they will be considered. Sponsors of resolutions are responsible for bringing enough copies of the proposed resolution for members of the Senate to the meeting.

(d) Bills may be sponsored by any member of the Senate. Bills must be submitted to the Executive Officers, the Representatives, the Judiciary Committee, and the Secretary at least forty-eight (48) hours before the meeting at which they will be considered. Bills involving the expenditure of funds must also be submitted to the Treasurer and Chair of the Finance Committee. However, a two-thirds (2/3) vote of the voting members of the Senate present shall suffice to waive this requirement. During the consideration of a bill, the Judiciary shall have the opportunity to comment on the constitutionality of the bill should it desire.

(e) The Senate may, from time to time, decide to vote on special funding requests from Student Bar Association officers, student organizations, or members of the student body. Such requests must first be presented to the Finance Committee in accordance with the committee's procedures for ad hoc funding requests. The Finance Committee will then present the request and its recommendation to the entire Senate for ratification. The Chief of Staff shall keep a permanent record of all such special funding requests and their final disposition by the Senate.

(f) A resolution passed by the Senate has no binding effect on subsequent Student Bar Association Senates. A bill passed by the Senate is binding on subsequent Student Bar Association Senates, unless that bill is specifically repealed by a subsequent bill.

## **LEVEL 900 - STUDENT ORGANIZATIONS**

### **Bylaw 901 - Recognition of Student Organizations**

(a) The provisions of any Bylaw notwithstanding, no student organization shall be recognized without a determination by the Senate that the organization has a legitimate purpose, and that the organization will effectively address current student needs.

(b) Recognition of student organizations shall be the sole province of the Senate of the Student Bar Association and such recognition shall continue only at its pleasure.

(c) An organization requesting recognized status must first contact the Student Life Committee of the Senate with a draft of its proposed constitution or for assistance in preparing a constitution. The Student Life Committee will then review the draft constitution and make recommendations. Once the student organization's constitution meets the criteria established by the Student Life Committee, the organization shall be submitted to the Senate for official recognition. A student organization shall be recognized by a two-thirds (2/3) vote of the voting members of the Senate present.

### **Bylaw 902 - Requirements for Student Organizations**

(a) All recognized student organizations shall:

- (1) be continuously available for additional membership, activities, and participation by all members of the law school community;
- (2) openly and widely publicize organizational meetings and all other activities that they sponsor;
- (3) submit two copies of an organizational constitution that complies with this Bylaw to the Judiciary Committee for approval;
- (4) submit any revisions of an organizational constitution to the Judiciary Committee for approval before any such revisions are set to take effect;
- (5) keep on file for their own reference and for the reference of their members a copy of their constitution, together with any applicable by-laws;
- (6) place a copy of their organizational constitution on reserve at the library;
- (7) participate fully in the activities of the Gavel Club, as described in Bylaw 910;
- (8) notify the Student Bar Association as early as possible, but in all events, at least one week prior to any election of organizational officers; and
- (9) conduct all activities in a manner consistent with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, the organization's own constitution, and the Student Bar Association Constitution and Bylaws.

(b) Failure to comply with any portion of this Bylaw will be cause for the Senate to impose whatever sanctions it deems appropriate, including, but not limited to, censure, impoundment of an organization's funds, loss of eligibility for student activities funding, suspension of privileges, and/or official withdrawal of recognition.

(c) Notice shall be given to all affected organizations when punitive action may be taken by the Senate of the Student Bar Association.

### **Bylaw 903 - Required Format for Student Organization Constitutions**

(a) All constitutions must:

- (1) be typed, with the name of the student organization atop the first page, and with all subsequent pages numbered;
- (2) begin with a preamble that clearly states the goals and purposes of the organization; and
- (3) comply with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Student Bar Association Constitution and Bylaws.

(b) Student organization constitutions should be set up in the following format:

- (1) Preamble
- (2) Article I - Composition of Organization
  - (i) Officers
  - (ii) Elections
  - (iii) Terms of Office
  - (iv) Committees (if any)
  - (v) Definition of Membership
- (3) Article II - Duties of Office
  - (i) Beginning Section 1, list each officer, describing their duties, qualifications for election; and
  - (ii) list each committee mentioned in Article I, describing their duties and responsibilities.
- (4) Article III - Removal from Office
  - (i) Section 1 - Processes for removal of officers.
  - (ii) Section 2 - Terms for filling of vacant offices.
- (5) Article IV - Meetings. Describe the basic rules for calling and running meetings.
- (6) Article V - Terms for Amendments. Delineate all terms that are needed to effectuate any changes in the constitution or of the bylaws. All changes of constitutions are contingent upon approval by the Student Bar Association.
- (7) Article VI. After Article V, constitutions may include any provisions deemed necessary for the proper governing of the organization.

(c) All constitutions must state that they are to be construed in compliance with the provisions and spirit of the University Policy on Equal Opportunity, the University Guide to Student Rights and Responsibilities, and the Student Bar Association Constitution and Bylaws.

**Bylaw 904 - Termination of Student Organization Recognition**

(a) Should any recognized student organization remain inactive for a period of two semesters, that organization shall, by operation of this Bylaw, have its status as a recognized student organization terminated, along with all the rights and privileges accorded thereto. If any organization disputes that it was inactive during the prescribed period, the Senate shall resolve the issue by a simple majority vote, after hearing from both representatives of the student organization in question, and the appropriate Senate officers. For purposes of this Bylaw, the term "inactive" means that an organization has done no programming, or has no officers, or has no organized membership.

(b) Once an organization loses its status as a recognized student organization, students wishing to revive the organization must apply for recognition in the same manner as prescribed for new student organizations under these bylaws. Once recognized, such groups must also comply with the probationary period prescribed in Bylaw 920(b) to reestablish eligibility for annual funding.

**Bylaw 910 - The Gavel Club**

(a) The Gavel Club shall comprise the Outreach Vice President, the Treasurer, the Director of Minority Affairs, and one (1) representative from each student organization recognized by the Student Bar Association.

(b) The Outreach Vice President or designee of the Outreach Vice President shall have the power to convene a meeting of the Gavel Club with seventy-two hours (72) notice. All official meetings of the Gavel Club shall be chaired by the Outreach Vice President or designee.

(c) All members of the Gavel Club shall have voting rights within the Gavel Club.

(d) All student organizations are expected to send at least one (1) representative to each regularly scheduled meeting of the Gavel Club. The Senate may consider a group's failure to do so when considering that group's funding. The Outreach Vice President shall report on Gavel Club attendance when student organization funding is voted on.

(e) The Senate may promulgate any rules and regulations it feels necessary for the successful operation of the Gavel Club.

**Bylaw 920 - Senate Funding of Student Organizations**

(a) No organization shall be eligible for funding unless that organization is a recognized student organization. A student organization shall be recognized if it satisfies the requirements set forth in Bylaw 901.

(b) No recognized student organization shall be eligible to receive an annual budget from the Senate until it completes a two-semester trial period. Upon completion of this trial period, an organization shall be eligible to receive an annual budget unless the Senate determines that the organization has failed to satisfy the requirements of Level 900 of these Bylaws. During the two-semester trial period, student organizations may receive ad hoc funding through the process set forth in Bylaw 601(e). Student organizations who have completed the two-semester trial period may also receive ad hoc funding through the process set forth in Bylaw 601(e).

(c) All recognized student organizations receiving annual budgets must open all financial and related records to inspection or audit upon the request of authorized University and Student Bar Association officials.

(d) Every recognized student organization must hold at least one (1) fundraising event or activity per academic year to maintain eligibility for an annual budget. The anticipated revenue of such a fundraiser shall be considered in the budget allocation process. Revenue raised from such a fundraiser will be allocated to the student organization's R Fund.

(e) All recognized student organizations receiving annual budgets must maintain separate C and R Fund accounts.

**Bylaw 921- Student Organization Annual Budget Process**

(a) A student organization is eligible to receive annual funding only if it has satisfied the requirements set forth in Bylaws 901 and 920.

(b) The Treasurer shall provide written notice to all eligible recognized student organizations indicating that such

organizations are to prepare and submit a proposed budget for the following academic year by a date set forth therein. The Chair of the Finance Committee shall set a due date for annual budget proposals no later than the second Wednesday following the first day of classes for incoming 1Ls. Student organizations shall be given at least ten (10) days notice before such proposals are due. Failure to submit a budget proposal by the date and time indicated may result in ineligibility for funding.

(c) The following requirements apply to the annual budget process:

- (1) All annual budget proposals must attempt to make a bona-fide estimate of the costs the organization will incur for each event it has planned and revenue expected to be raised by the event (if applicable).
- (2) Each proposed event must be accompanied by a succinct description of the event.
- (3) Each budget proposal shall state the current number of members within the organization, and separately state the number of active members within the organization.
- (4) Each budget proposal must specify any monies received from sources other than the Student Bar Association (R\$ Fund), including monies the organization anticipates receiving during its mandatory annual fundraiser.
- (5) No more than five percent (5%) of an organization's proposed budget may be for miscellaneous expenses.
- (6) All annual budget proposals must be submitted on a budget request form to be distributed by the Treasurer.

(d) Upon receiving all recognized student organization annual budget proposals, the Finance Committee shall meet individually with member(s) of each organization, preferably with the President and Treasurer, for the purpose of discussing any budgetary issues or concerns deemed relevant by the Committee.

(e) After reviewing all submitted recognized student organization annual budget proposals, the Finance Committee shall draft a detailed budget recommendation report for the Senate indicating a proposed allocation for each organization. No recognized student organization may receive an amount which, when added to the total amount previously allocated to the organization, exceeds twenty-five percent (25%) of the total funds previously made available from the time of the request to recognized student organizations in the combined annual and ad hoc allocations process.

(f) The Finance Committee shall consider, but shall not be limited to, the following criteria when making allocation recommendations:

- (1) the effectiveness of the recognized student organization with respect to meeting the goal of the organization as expressed by the preamble to its constitution;
- (2) the overall contribution the organization makes to the Law School community;
- (3) the number of law students registered as members of the recognized student organization;
- (4) the actual number of persons that regularly participate in the activities of the recognized student organization;
- (5) the way in which the recognized student organization has spent the money allocated to it during the current and prior academic years;
- (6) a comparison of the organization's projected expenses with its budget request and actual expenses from the previous year;
- (7) the recognized student organization's attempts at independent fundraising and the amount of R Fund money available to the student organization;
- (8) the recognized student organization's compliance with all Level 900 Bylaws;
- (9) the recognized student organization's compliance with the rules, deadlines, and regulations promulgated by the Finance Committee in accordance with Bylaw 921(h); and
- (10) other criteria as prescribed by the Senate.

(g) The Finance Committee shall submit this report to the Senate for its approval in accordance with Bylaw 601. The Senate may debate and amend the proposed budget and the final budget shall be approved by a two-thirds (2/3) vote of the Senate.

(h) The Finance Committee shall be vested with the authority to create additional rules governing the allocation and budget process as it deems necessary and beneficial. Should the Finance Committee exercise its authority under this section, any and all rules must be distributed to the recognized student organizations before such rules can take effect. Nothing in the section shall be construed as preventing the Senate from exercising its plenary power with respect to student activity funds and the allocation of said funds in the budgetary process.

(i) Any decisions of or rules promulgated by the Finance Committee may be appealed to the Senate.

**Bylaw 922 - General Limitations on the Use of SBA Funds Allocated to Student Organizations**

(a) Payments to University students in compensation for services rendered must be approved beforehand by the Treasurer or the Chair of the Finance Committee.

(b) All programs, activities, or services, whether partially or wholly funded by Student Bar Association monies, must be open to and adequately advertised to the entire student body of the Law School.

(c) All programs, activities, or services, whether partially or wholly funded with Student Bar Association monies, must be directed within and for the Law School community or the activity must substantially involve members of the Law School community.

(d) No Student Bar Association monies may be allocated or expended for the direct or indirect efforts of the political campaigns of individuals, nor may any Student Bar Association monies be used in support of, or to intervene in, any campaign for public or campus office.

(e) No organization may expend funds in a manner inconsistent with its budget as submitted to the Finance Committee. Failure to comply with the terms of this section will be deemed a violation of this Bylaw, and may result in the impoundment of the organization's Senate-allocated funds, or a determination that the student organization is ineligible for continued funding, or both.

(f) The Treasurer shall authorize student organization expenditures in accordance with the student organization budgets approved by the Senate. The Treasurer may not authorize any budget overruns without the express approval of the Finance Committee.

(g) Contracts with outside vendors must be reviewed and approved by the Treasurer prior to submission to the University finance office.

(h) All student organizations shall make every attempt to comply with By-law 1002(g) regarding sales tax.

(i) Funds may not be allocated or expended for any activity or service that is in violation of Federal, State, or local law, University Policies and Regulations, or the Student Bar Association Constitution and Bylaws.

**Bylaw 923 - Restrictions on Travel Expenses**

(a) All student organizations requesting funding for travel must demonstrate that such funding will substantially further the organization's goals and objectives.

(b) Individuals who travel using Student Bar Association monies must always serve as the representative of the Law School, as well as the representative of any sponsoring student organizations.

(c) Travel expenses should be limited to only the most necessary costs. In the absence of extraordinary circumstances, travel to conferences or any other events shall be limited to one member of an organization. Organizations requesting travel funding for more than one member must provide a compelling justification as to why more than one member should be funded.

(d) In considering requests to fund travel expenses, the Finance Committee reserves the right to ask student organizations to fund all or part of the cost from their R Fund.

**Bylaw 924 - Restriction on the Payment of Honoraria to Speakers**

Any organization seeking to invite a speaker to the Law School must invite the speaker to come without compensation. Only upon documentation that a person will not speak without compensation will the Senate consider an allocation of funds for this purpose.

## **LEVEL 1000 - FINANCIAL PROVISIONS**

### **Bylaw 1001 - Allocation of Funds**

- (a) Except as otherwise provided in this Bylaw, the Senate shall have sole authority to allocate Student Bar Association funds.
- (b) The SBA shall maintain an emergency reserve in the amount of \$5,000 in the R Fund at all times.
- (c) For significant expenditures to be incurred for Student Bar Association sponsored events, a budget must be submitted in writing on the proper forms to the Treasurer in advance of the event. Contracts with outside vendors must be reviewed by the Treasurer prior to disbursement of funds.
- (d) Failure to comply with this sections (b) and (c) of this Bylaw by Student Bar Association officers may result in the reduction of the funds previously allocated in the budget process to the responsible officer

### **Bylaw 1002 - Requirements for Disbursement of Student Bar Association Funds**

- (a) Except as otherwise provided in this Bylaw, only the Treasurer shall be able to authorize the disbursement of Student Bar Association funds allocated by the Senate. Under no circumstances shall any officer of the Senate authorize a disbursement of funds to himself/herself. The President shall authorize required disbursements to the Treasurer.
- (b) The Treasurer shall have the authority and discretion to expend unallocated SBA monies in the amount of \$1,000 or less without Senate approval. Any unallocated expenditure in excess of \$1,000 shall require Senate approval. The Treasurer shall have no discretion to spend the emergency fund without prior Senate approval.
- (c) The Treasurer shall process only those requests for expenditures or reimbursements made on the proper forms and supported by proper documentation. The forms shall be designed and maintained by the Treasurer, and shall request all information the Treasurer deems necessary to process the request. Proper documentation shall include, but is not limited to, original receipts and invoices. A request for reimbursement or expenditure must be accompanied by the original receipt or invoice. The Treasurer may require the requestor to submit multiple copies of the forms and documentation.
- (d) Under no circumstances may student organization or Student Bar Association officers request disbursement of funds directly from the University finance office. Violations of this bylaw may result in the forfeiture of other previously budgeted funds.
- (e) Repeated violations of this Bylaw by a student organization will result in the initiation of a suspension of the organization's accounts by the Treasurer, followed by a hearing before the Finance Committee at its next scheduled meeting.
- (f) Reimbursements shall only be made to the individual who incurred the expense.
- (g) As the University is a tax-exempt organization, the Student Bar Association shall not generally make reimbursements or expenditures for sales tax. The Treasurer shall give all parties allocated Student Bar Association funds access to the University's taxpayer identification number upon request. All student organizations are strongly encouraged to minimize the cost of sales tax by making arrangements in advance and with vendors who recognize the University's sales tax exemption. Student organization leaders should work with the Treasurer and/or the University finance office to ensure that sales tax is being paid only in appropriate situations.
- (h) No Student Bar Association funds may be expended for the purpose of influencing or impacting public or campus political campaigns.
- (i) No expenditure or reimbursement shall be processed which violates Federal, State, or local law, University rules and regulations, or the Student Bar Association Constitution and Bylaws.

### **Bylaw 1003 - Emergency Approval of Expenditures**

- (a) In the event that both the Treasurer and Assistant Treasurer(s) are unavailable, the Chair of the Finance Committee shall have the authority to authorize the expenditure of or reimbursements from allocated funds. In the event that the Chair of the Finance Committee is unavailable, authority shall pass first to the President, then to the Executive Vice-

President. Should the President, or other officers of the Senate, authorize the expenditure of funds in violation of these by-laws they will have committed a violation of these Bylaws, subject to the disciplinary proceedings described in Level 1100.

(b) When any officer other than the Treasurer authorizes the expenditure of or reimbursements from allocated funds, that officer shall report the action to the Treasurer as soon as possible. Failure to do so is a violation of these Bylaws, subject to the disciplinary proceedings described in Level 1100.

**Bylaw 1004 – Deposits of Money Raised**

(a) For all events and activities that result in funds being raised by either student organizations or the Student Bar Association, said funds (be they cash, check, or credit card authorizations) shall be deposited with the Treasurer within twenty-four hours of their receipt. All student organizations and Student Bar Association officers responsible for fundraising events are highly encouraged to inform the Treasurer of upcoming events to make arrangements for the timely deposit of funds raised.

(b) Funds may be deposited directly with the University finance office only if the Treasurer and Assistant Treasurer are not available. Immediate notification of the Treasurer via e-mail is required if this emergency exception is invoked.

**Bylaw 1005 – Requirement to Maintain University Accounts**

(a) All student organizations recognized by and receiving funds from the Student Bar Association must maintain both a C\$ and R\$ Fund account with the University finance office. Disbursements will not be approved by the Treasurer unless an organization maintains both accounts.

(b) Student organizations recognized by and receiving funds from the Student Bar Association may not maintain a separate bank account not associated with the University finance office.

(c) Failure to comply with this Bylaw may result in the suspension or forfeiture of previously budgeted funds, to be decided by the Finance Committee.

## **FREQUENTLY ASKED QUESTIONS**

- **What happens if a group overspends its budget?**

If a student group incurs expenses that exceed its C Fund budget, the difference will be deducted from the group's R Fund. If there are insufficient funds in the R Fund to cover the expense, the SBA retains the power to either (a) deny reimbursement altogether, or (b) deduct the difference from the group's budget for the following year. This constitutes a violation of the SBA Bylaws, and additional sanctions may also be imposed.

- **What happens if a group ends the year with a surplus?**

Any SBA funds that aren't used by the end of the year are returned to the SBA. This does not necessarily provide an incentive to go on an end-of-the-year spending spree, however. Remember that you are expected to spend in conformity with your budget, and any un-approved events or expenditures may not be eligible for reimbursement. Drastically straying from your group's budget is also taken into consideration when allocating next year's funds. On the whole, if your group does not end up needing the money, it is best to return it so that the SBA may reallocate it to other groups or activities.

- **What if two of more groups wish to co-sponsor an event?**

Groups are responsible for making their own arrangements for co-sponsoring events **and** sharing expenses. Reduce any agreement to writing and submit it to the SBA Treasurer, and the respective accounts will be debited accordingly. The SBA cannot enforce any verbal agreements between groups as to who will pay for certain elements of an event. Co-sponsorship funds are also available through organizations such as the Student Association ("SA"), and SBA highly encourages all student groups to take advantage of these funds. To obtain additional information concerning SA co-sponsorship funds, please contact the SBA Treasurer.

- **What do I do if a reimbursement request form was submitted, but no check was received?**

First, remember that the University takes at least 1 -2 weeks to process reimbursement requests and mail the check. If, after this time period, no check has been received, contact the SBA Treasurer. Have your photocopies of the reimbursement request and the receipts available. We can then determine whether the University ever issued a check, whether it was lost in the mail, and what steps may be taken to swiftly correct the problem.







**Budget Request Form**  
**George Washington Law School Student Bar Association**  
**Academic Year '04-'05**

*For SBA use only:*  
 Organiz. Abbrev. \_\_\_\_\_  
 Date Rec'd \_\_\_\_\_

<b>Organization:</b> _____		<i>Please complete this section about prior year budget and activities.</i>	
<b>Contact Information:</b>		<b>03-'04 Academic Year Information (PRIOR YEAR):</b>	
<b>Name:</b>	<b>President</b> _____	<b>Treasurer</b> _____	Approved Budget (C\$): \$ -
<b>Year:</b>	_____	_____	Ad Hoc Funding granted (C\$): \$ -
<b>E-mail:</b>	_____	_____	Fundraising (R\$) \$ -
<b>Phone:</b>	_____	_____	<b>TOTAL AVAILABLE FUNDS</b> \$ -
			<b>TOTAL C\$ FUND SPENT</b> \$ -
			<b>CURRENT R\$ FUND BALANCE</b> \$ -

*Please complete this section about current year fundraising activities.*

**04-'05 R\$ Fund Information (Fundraising)**  
 Please provide details on types of expected fundraising activities (dues, bake sales, t-shirt sales, etc.)

Gross Revenue from Fundraising	\$ -
Costs of Fundraising	\$ -
<b>Net Fundraising</b>	<b>\$ -</b>

*Please complete this section about current year expenses for which budget is requested*

**04-'05 C\$ Fund Information (Events and Expenditures)**  
 Please provide details on events to be held and other budgeted expenditures. Include co-sponsorships.A7

	Event Name	Expense Amount	Revenue (if applic.)	Description of expenses, revenue, event, etc.	Expected # Attendees
Event #1		\$ -	\$ -		
Event #2		\$ -	\$ -		
Event #3		\$ -	\$ -		
Event #4		\$ -	\$ -		
Event #5		\$ -	\$ -		
Event #6		\$ -	\$ -		
Event #7		\$ -	\$ -		
Event #8		\$ -	\$ -		
Event #9		\$ -	\$ -		
Event #10		\$ -	\$ -		
Other Exp.		\$ -	\$ -		
Other Exp.		\$ -	\$ -		
Other Exp.		\$ -	\$ -		
Other Exp.		\$ -	\$ -		
Other Exp.		\$ -	\$ -		
Other Exp.		\$ -	\$ -		
Misc. (<5%)		\$ -	\$ -		
Amounts from 2nd page if necessary		\$ -	\$ -		
<b>TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>		

TOTAL FUNDS REQUIRED	\$ -	<b>FOR SBA USE ONLY</b>	\$ -
R\$ Fund to be utilized	\$ -	TOTAL REQUESTED	\$ -
NET AMOUNT REQUESTED FROM SBA	<b>\$ -</b>	TOTAL APPROVED	\$ -
		PY C\$	\$ -
		% Increase/Decrease	#DIV/0!

*Please use this section to provide any other information relevant to your budget request*

**Other Comments**

*FOR SBA USE ONLY*

Notes and comments from budget hearing:



For SBA Treasurer Use Only

Signature: \_\_\_\_\_

Fund: R C    Date: \_\_\_\_\_    No: \_\_\_\_\_

**REIMBURSEMENT REQUEST**

ORGANIZATION: \_\_\_\_\_ ABBREVIATION: \_\_\_\_\_

TREASURER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

**ACTIVITY/PURCHASE**

ACTIVITY OR PURCHASE: \_\_\_\_\_

BRIEF DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WAS THE EVENT OPEN TO THE WHOLE LAW SCHOOL STUDENT BODY? (Circle one) Y    N

NUMBER IN ATTENDANCE: \_\_\_\_\_ (If fewer than 35, please attach an attendance sheet)

AMOUNT: \$ \_\_\_\_\_ (Attach original receipt of invoice with a balance of \$0.00 to the back of form)

FUND REQUEST: C    R    (We reserve the right to assign differently to comply with SBA requirements)

---

**REIMBURSEMENT CHECK RECIPIENT**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ (If applicable)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

~PLEASE ALLOW 1-2 WEEKS FOR PROCESSING~



Student Org. Name: \_\_\_\_\_

Date: \_\_\_\_\_

John Rodas  
Manager  
Domino's Pizza  
1012 20<sup>th</sup> Street, NW  
Washington, DC

This letter is to confirm the order of:  
\_\_\_\_\_ pizzas at \$\_\_\_\_.\_\_\_\_ per pizza, totaling \$\_\_\_\_.\_\_\_\_, and for a delivery fee (tip)  
of \$\_\_\_\_.\_\_\_\_.

The \_\_\_\_\_ (group's name) account should be debited a TOTAL of  
\$\_\_\_\_.\_\_\_\_.

Any one of the signatures below will confirm this agreement

President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Vice-President

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Treasurer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Secretary

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature