BMCC Association

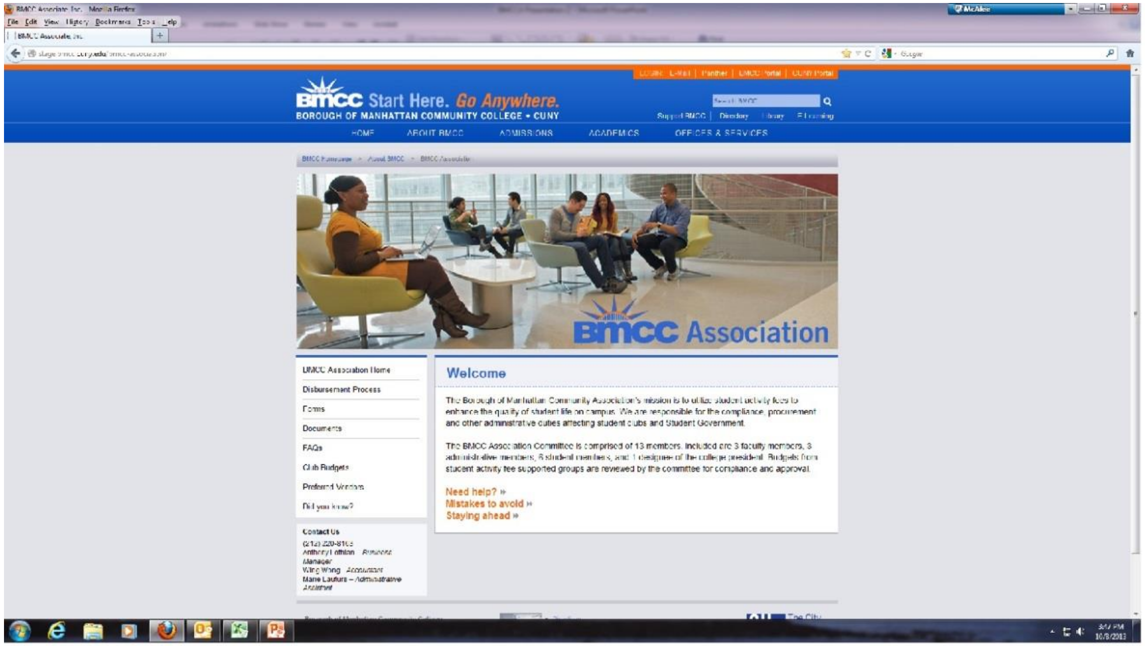
Suite S-230
9:00am – 5:30pm
(212) 220-8163

Mr. Anthony Lothian (Business Manager)
Mr. Sebastian Ogando (Accounting Manager)
Ms. Lizette Sonsini (Accounting Administrative Assistant)

BMCC Association Inc.

- Works with student clubs, Student Government Association (SGA), Office of Student Activities (OSA) and the Office of Student Affairs.
- Provides clubs with guidance and assists in compliance with CUNY Fiscal Accountability Handbook.
- Tracks clubs available funds for each line item and activity.
- Issues payments directly to vendors.

BMCC ASSOCIATION WEBSITE



The Disbursement Process Overview
Topics to be discussed

1. The Disbursement Voucher
2. Bids
3. Speakers and Performers
4. Refreshments
5. Updates
6. Managing your budget
7. Conflict of Interest

The Disbursement Process Overview

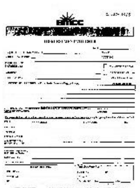
Efforts involved

Event Application



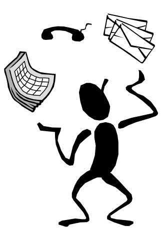
An event application must be filled out, signed off by club, and submit to the Office of Student Activities for approval. At least 2 weeks in advance of event is recommended for on-campus trips, 3 weeks for overnight trips.

Disbursement Voucher



Disbursement Vouchers must be filled out, submitted along with supporting documents such as Personal Service Contracts, agreements, invoices, etc. Once received, the club must wait for approval.

Coordination



Event planning requires good organization. Unexpected setbacks are not uncommon. Not having the documents mentioned above submitted on time can be an obstacle for a club's event.

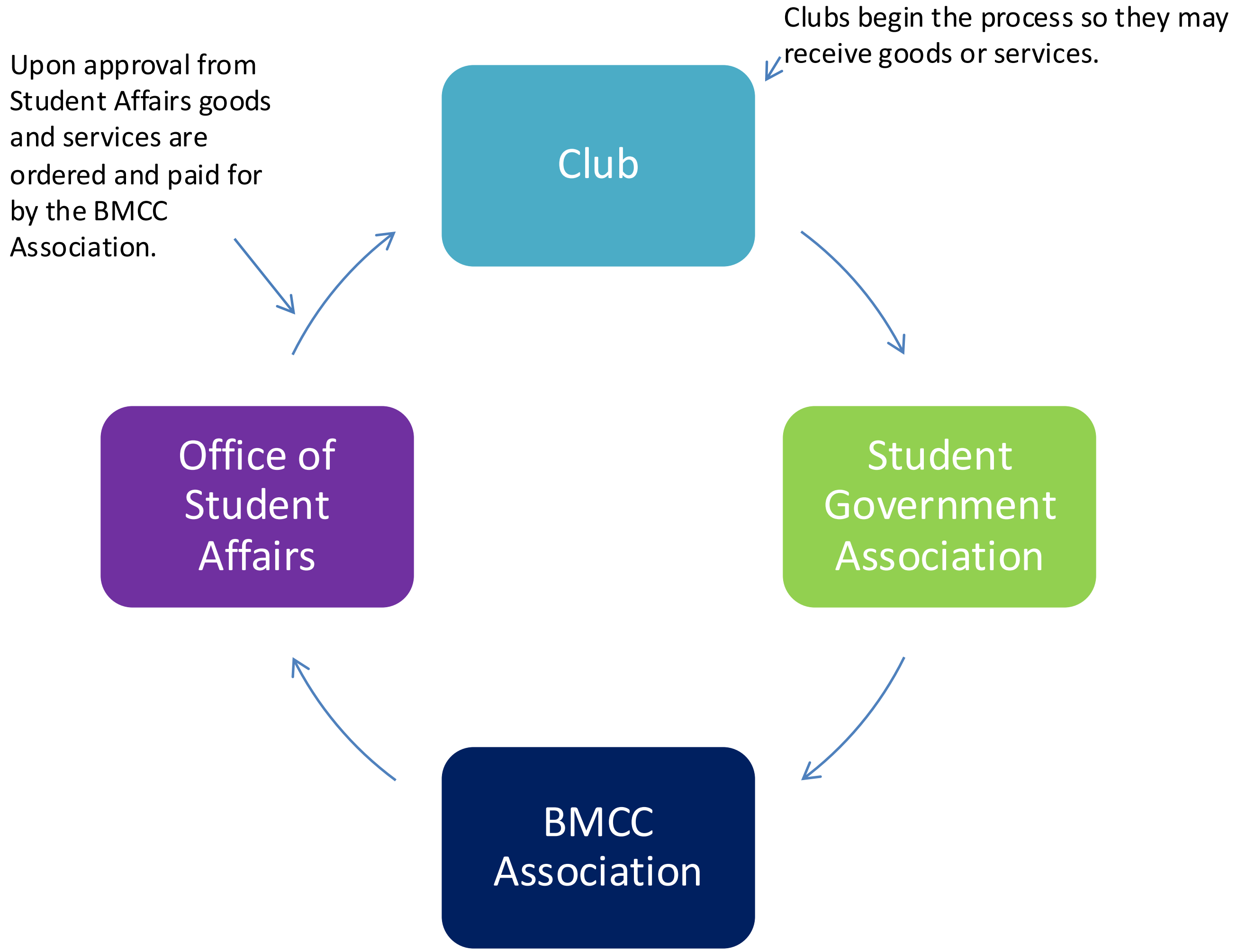
The Disbursement Process Overview

Advice on time

- Begin paper works at least 2 to 3 weeks in advance depending on the nature of the activity.
- Begin planning early and properly for events, delegate duties wisely.
- Schedule all major club events to end well before the last day for club activities.

The Disbursement Voucher

Levels of Approvals



The Disbursement Voucher

Levels of Approvals

The Disbursement Voucher requires a club officer and faculty advisor's approval signatures:

Sponsor Club:

- President, Vice President, Treasurer, or Secretary
- Faculty Advisor email will be required

BMCC Association: Attests to the remaining approved Budget for the line item and activity, reviews compliance with CUNY's policies.

Student Affairs: Gives final approval to issue payment directly.

Normal turnaround time for Disbursement Voucher

•Disbursement Voucher for **most** supplies usally has a turnaround time of 5 business days for approval for purchasing. After 5 business days, the purchase will be made, not goods received.

• Disbursement Vouchers for speakers and performers must be submitted to the Association's Business Office at least 2 weeks in advance of service.

•Some Disbursement Vouchers may require additional bidding steps which will affect the turnaround time for approval. Your club will be notified if this is the case.

Online Disbursement Voucher

- Used to order goods and services.
- Is required for all purchases.
- Ensure voucher is filled out completely and is submitted.

Timer Hide
45 minutes

* = required field

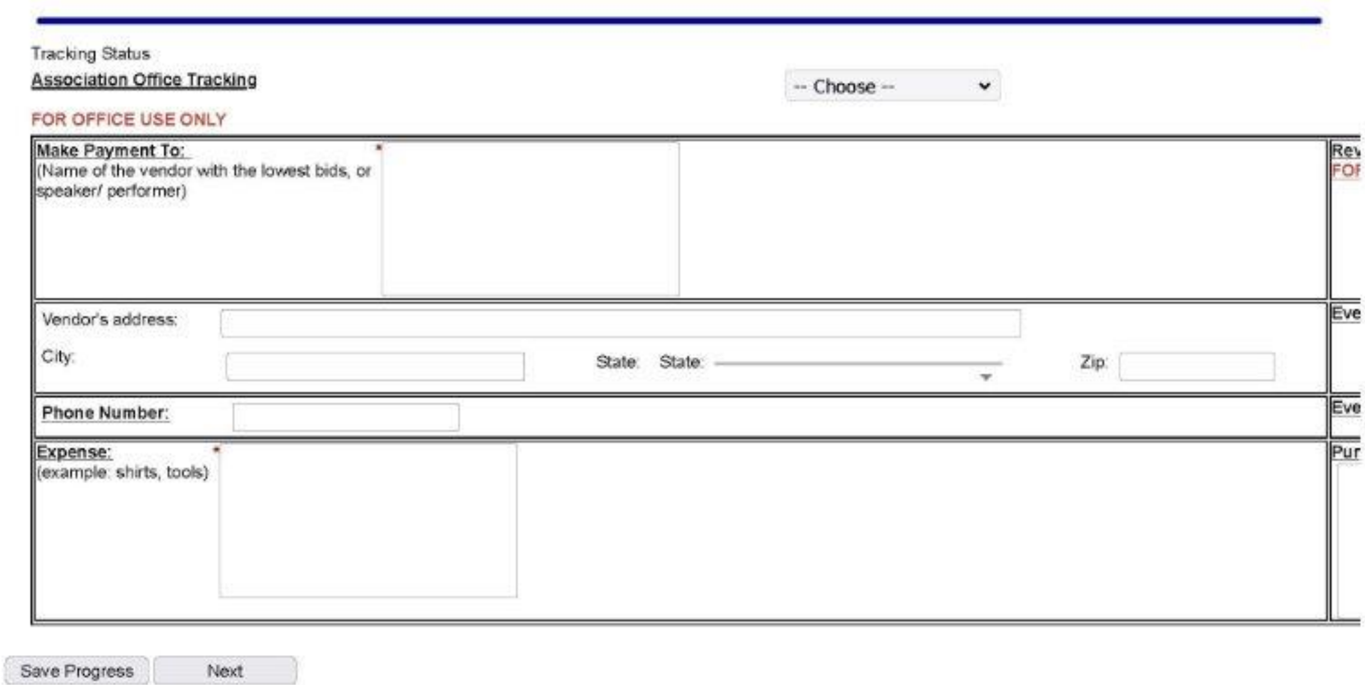
DISBURSEMENT VOUCHER

Please use this form to submit any purchases for your department or club

NOTE: It is the responsiblity of the person submitting this form to comply with and read the polici

Requesting Organization: * (Name of your department or organization)		Ent *
Requesting Organization's Phone Number: * (Your phone number, we may have questions and need to reach you.)		Dat *
Budget Category: * (The budget line you are spending from)		

Areas with red asterisk requires your input



Bids

A bid is a solicitation of a vendor to provide services.

- **All purchases require 3 bids.**
- **A few exceptions we will review later.**

Upon acquiring 3 bids, the lowest priced vendor is selected.

Bids

How do I obtain bids?

Bids can be obtained from vendors. Below are three ways vendors can provide bids.

Direct quote e-mailed or faxed from vendor.

Pricing listed on vendor's website

A bill or voided cash register receipt

Bids

Which must I bid on?

- Bidding required:

- Most simple items like t-shirts and supplies.
- Transportation like buses.

- Bidding not required:

- Hotels
- Artistic performances
- Some transportation
- Certain specialty items

Exempt from bidding

- Vendors contracted by the college – e.g. B&N book store.
- Sole-source Vendors
- NYC & State contracted vendor BMCC uses. The BMCCA Business office will inform you of these vendors.

Personal Service Contract

THE PERSONAL SERVICE CONTRACT PACKAGE

Requirements:

- Must be completed by both you and the vendor.
- Must be signed by the vendor.
- Mandatory for payment of services.

Personal Service Contract
What to do

For services from vendors such as a lectures, performances, etc, the Personal Service Contract (PSC) is submitted by the club along with a Disbursement Voucher.

- Students are <u>not permitted</u> to sign a PSC. The <u>speaker or performer must sign</u> the lower left corner.

- An club executive must document that the speaker or performer provided services in accordance with the PSC. A sign-in sheet for the event is acceptable.

- A memo on why the speaker or performer was selected. A flyer for the event (if available) should also be submitted.

The PSC must be approved by the college prior to the activity.

Personal Service Contract

BMCC

BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.
199 Chambers Street Room S233 New York. N.Y. 10007 Phone: (212) 220-8164

PERSONAL SERVICE CONTRACT

Agreement made this ________________ day of ____________________ , ________________, between
(Date) (Month) (Year)

Borough of Manhattan Community College Association, Inc. and ______________________________
(Contractor or Agent)

on behalf of ____
(Name of Organization)

to perform ____
(Type of Activity)

on ______________________ at ______________________________
(Date) (Location)

between the hours of ____________________ and ____________________. It is agreed that as full compensation for the services noted above, the contractor shall be paid $ ____________________ .

Payments shall be made as indicated below:

a) Deposit of $ ____________ on ____________ .

b) Balance of $ ____________ to be paid upon completion of performance.

Stipulations, if any (Attach separate sheet if necessary & intial it): ______________________________

____

____

Neither party will be bound by any statements or representations that are inconsistent with the terms of this agreement or which include a promise not herewith contained. Neither party may assign its rights nor delegate its performance under this agreement without first obtaining the other party's written consent.

____
Name of Organization/Agent (Contractor)

____
Number and Street **Apt.** **City** **State** **Zip**

______________________ ______________________
Fax **E-mail**

AGREED AND ACCEPTED

NOTE: This contract is not valid until **both** parties have signed below.

Agent's Full Name (Print)	BMCC Chief Student Affairs Officer (Print)
SIGNATURE	SIGNATURE
Date ( ) Area Code Phone #	Date

speaker or performer must sign here

PERSONAL SERVICE CONTRACT

OTHER DOCUMENTS

Important: The IRS Tax Code requires the Association Business Office to obtain certain confidential documents:

- Documents will be obtained from speaker/performer by the Business Office.
- The process will take some time to register the vendor in CUNY's system before they can be paid (Very important). We require disbursement vouchers with all the supporting documents 2 weeks in advance of the event.

PERSONAL SERVICE CONTRACT Payments to performers

Normal payment scale for speakers and performers is up to $100 per hour in person and $75 per hour online.

The size of the venue such as Theater 1 and caliber of the performer can affect the size of the payment. The highest payment amount a performer or group has received in the last 8 years is $12,000.

PERSONAL SERVICE CONTRACT

Important to remember:

1. Only the Vice President of Student Affairs can sign off on behalf of the College.
2. The Personal Service Contract along with the Disbursement Voucher must be approve prior to the event.

BMCC

BOROUGH OF MANHATTAN COMMUNITY COLLEGE ASSOCIATION, INC.
199 Chambers Street Room S360 New York, N.Y. 10007 Phone: (212) 220-8164

PERSONAL SERVICE CONTRACT

Agreement made this ________ (Date) day of ________ (Month), ________ (Year), between **Borough of Manhattan Community College Association, Inc.** and ________ (Contractor or Agent) on behalf of ________ (Name of Organization), **Taxpayer ID # (or S.S. #)** ________ to perform ________ (Type of Activity) on ________ (Date) at ________ (Location) between the hours of ________ and ________. It is agreed that as full compensation for the services noted above, the contractor shall be paid $ ________.

Payments shall be made as indicated below:

a) Deposit of $ ________ on ________.

b) Balance of $ ________ to be paid upon completion of performance.

Stipulations, if any (Attach separate sheet if necessary & initial it): ________

Neither party will be bound by any statements or representations that are inconsistent with the terms of this agreement or which include a promise not herewith contained. Neither party may assign its rights nor delegate its performance under this agreement without first obtaining the other party's written consent.

Name of Organization/Agent (Contractor)

Number and Street **Apt.** **City** **State** **Zip**

Fax **E-mail**

AGREED AND ACCEPTED

NOTE: This contract is not valid until both parties have signed below.

Agent's Full Name (Print) BMCC Chief Student Affairs Officer (Print)

SIGNATURE SIGNATURE

Date ( ) Area Code Phone # Date

Refreshments
Ordering

Line Item Account:

- Refreshments (food/beverages at meetings).
- Events budgets cover food for events.

MBJ is the recommended vendor for all on-campus events. MBJ is fully insured against the liability for bodily injury and property damage associated with services it provides.

Refreshments

Ordering for club meetings

- To start, get menu from cafeteria register.
- Go to MBJ (name of kitchen vendor) business office on the first floor.
- Place order with MBJ’s business office.

Online Monthly Refreshments form

- Is available to all registered clubs.
- Will capture all orders for a month.
- Link will be provided.

Refreshments

Ordering for club meetings

- A confirmation of order will be given to clubs by the kitchen (MBJ)
- A copy of the confirmation of order must be attached to the online Monthly Disbursement Voucher. You may take picture with your phone and upload image.
- Monthly Disbursement Voucher must be completed and submitted online.

Refreshments

Ordering for club meetings

Order is complete

Club Attendance Record

- Mandatory attendance record for catered meetings (Association business office).
- Missing attendance records from previous meetings will be required before future catering is approved.

New York City Meal Rate

- Breakfast - $23
- Lunch - $26
- Dinner $38

Managing your budget

- Appeals
- Co-sponsorships
- Budget Line Modifications

Appeals

- The Student Government Association manages the process.
- Club's appeals are decided on by the SGA then brought to a higher committee for final approval.
- The BMCC business office will inform clubs of final approval.

SGA Co-sponsorship Policy

- The SGA will announce the co-sponsorship policy for clubs at the budget hearing.
- Clubs must satisfy conditions to be eligible.

Budget Line Modification

Budget Line Item Transfer Request Form

******Line Transfer Period: March 16, 2020 to April 24, 2020******

Document No.

Name of Club

Today's Date

No.	Approved club budget line items	Approved Amount		Deduct	or	Add	Revised/New budget line items	NEW Amount	Board Approved
1				-	+				
2				-	+				
3				-	+				
4				-	+				
5				-	+				
6				-	+				
7				-	+				
8				-	+				
				Deductions Sub-Total	Additions Sub-Total				

BUDGET TOTAL

BUDGET TOTAL

******Remember both BUDGET TOTALs must be equal******

Reason for each change:

Club President

Club Treasurer

Conflict of Interest

Official policy

CUNY Office of Counsel issued a Conflict of Interest Policy. The purpose of the conflict of interest policy is to protect the BMCC Association when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Director, Officer, Committee member, Manager, Program Advisor, Program Officer, Club President, Club Treasurer or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

For clubs all 4 executives (President, Vice President, Treasurer, and Secretary) are expected to sign the Conflict of Interest document.