



Accessing the Student Finance Board

Brian Hurler
Executive Director

A stack of US dollar bills is visible on the left side of the slide, partially obscured by a dark green gradient overlay. The bills are stacked vertically, showing the top portion of each bill. The top bill is a \$100 bill, with the number '100' and the word 'DOLLARS' visible. Below it is a \$20 bill, and then a \$10 bill. The bills are slightly offset to the right, creating a sense of depth. The background of the slide is a dark green gradient that transitions from a lighter shade at the top to a darker shade at the bottom.

Agenda

- About Myself
- Getting Paid On Time
 - Submitting Vouchers
 - Providing Documentation
- Weekly Event Requests
- SFB and Organization Executives
- Organizational Response Forms (ORFs)



About Myself

- Senior Finance Major
- Former positions: Freshman Representative, Administrative Director, Operations Director, Executive Director
- Other Clubs: School of Business Peer Mentors, Club Volleyball, Honors Council, Cabinet of Student Advisors (COSA)
- Avid poker player

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Getting Paid On Time

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Getting Paid On Time

- Processes are highly regulated and overseen by different administrative bodies
 - Department of Student Affairs
 - Treasurer's Office
 - External Audit by Mercadien
- If you have not received payment in 7-10 days, most likely due to a problem with your voucher submission
 - Incorrect information
 - Missing documentation

Submitting Vouchers

Reimbursement Voucher:

Check One: 203529 Mail Out Address
 SAF Voucher Student address if being mailed out
 SAF Cash Advance (Requires Date of Event) Date of Event _____
 SAF Transfer _____

Organization Your Organization Name Today's Date _____
Payee Name of Student Being Reimbursed Budget Line 1 Fundraising, Special Apps, etc
Payee Permanent Address Home Address of Student Being Reimbursed Budget Line 2 _____
Reimbursement? YES NO If NO, Tax ID/Social Security # _____ Total Amount Amount of Check
Explanation: This voucher is for this student for buying X

Office Use Only: NJBRC
 W-9

Advisor Signature Treasurer Signature Treasurer Email

*** Note: If amount of check is \$4515.00 or more you MUST attach the vendor's NJ Business Registration Certificate***

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Providing Documentation

Reimbursement Voucher (Need one of four options below):

- **ANY** - Store receipt
- **Debit Card** - Online order confirmation/invoice, debit card bank statement showing purchase
- **Credit Card** - Online order confirmation/Invoice, credit card bank statement showing purchase and bill paid off in amount of purchase
- **Personal Check** - Online order confirmation/Invoice, bank statement showing purchase, front and back photocopy of check used to make purchase

Providing Documentation

Vendor/Hired Worker Voucher (Need one of two options below):

- Invoice/Bill and W9
- Signed Contract and W9
 - Standard TCNJ contracts available in SFB Office and on our website (tcnj.edu/~sfboard)
 - Only advisors can sign your contract

Note: Blank W9s are available in our office, on our website, and on Google. They are federal identification forms and the vendor/hired worker is obligated to provide a signed copy to you upon request. Once a W9 has been submitted to SFB we keep it on file, you do not need to keep submitting W9s for the same vendor/worker.

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Weekly Event Requests

Weekly Event Requests

- Different funding lines to request from:
 - **Special Appropriations** – All event requests
 - **Multicultural** – Multicultural event requests
 - **High Volume** – CUB's high capacity events (two comedy shows, two concerts, Funival)
 - **New Club Appropriations** – For probationary clubs that have been SAF funded for less than one year
 - **Retreats** – For retreats (formerly base budgeted) which organizations use to plan club activities and programs
 - **SG Class Council** – Class Council events to promote class unity and bonding

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Weekly Event Requests

- Process begins with forms from our website (tcnj.edu/~sfboard)
 - Click on Forms > Appropriations Forms
 - Each funding line has it's own form
 - Meet with liaison to look over and approve form
 - Resource to give you insight into process and Board perspective
 - Present request to SFB at one of our meetings

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SFB and Organization Executives

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SFB and Organization Executives

- Helpful Services
 - Liaisons
 - Programming Director
 - Equipment Center
 - Insurance
 - Loop Bus Fundraiser
 - Bus Quotes
 - Deposits

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SFB and Organization Executives

- Please ask if you need help or advice
- Suggestions for improvement
- Upcoming Projects
- Organization Response Forms (ORFs)

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Contact Us

- General Inquiries - sfboard@tcnj.edu
- Voucher Help - sfbvouchers@tcnj.edu
- Programming Advisement - sfbprogrammng@tcnj.edu
- Equipment Rental - sfbprogramming@tcnj.edu
- Account Info - sfbaccounting@tcnj.edu
- Bus Rentals - busres@tcnj.edu
- Loop Bus Info - loopbus@tcnj.edu

The background features a stack of US dollar bills on the left side, with a green gradient overlaying the rest of the image. The bills are slightly out of focus, showing details like the '100' and 'DOLLARS' text. Two horizontal white lines are positioned above and below the word 'Appendix'.

Appendix

Executive Board Functions

- **Executive Director (Brian Hurler)**
 - Represent the SFB in meetings with administration
 - Direct Executive and General Board meetings
 - Oversee all processes in accordance with the SFB manual
- **Operations Director (Sara Stammer)**
 - Check and approve all voucher submissions
 - Work with clubs to fix incorrect vouchers
- **Financial Director (Kevin Lakritz)**
 - Oversee accounting systems
 - Manage external audit
- **Assistant Financial Director (Brandon Klein)**
 - Record vouchers in accounting systems
 - Accept Deposits
 - Print checks from voucher data, have checks signed and logged

Executive Board Functions

- **Administrative Director (Christina Grillo)**
 - Provide bus quotes and bookings to student groups
 - Oversee Loop Bus fundraising and operations
 - Manage student org insurance policies
 - Provide student org copy codes
- **Programming Director (Thomas Barr)**
 - Advise clubs on programming best practices
 - Oversee equipment lending (AV equipment, sound systems)
- **Executive Assistant (Kelly McNicholas)**
 - Oversee meeting preparation and execution

FY15 Org Chart

