RHA Financial Policy and Procedures

Requesting Funds and Program Proposals

1) All Hall Council event submissions should be turned in at least 2 weeks prior to the event, including Extra Perk events.
   a. All requests must be submitted via Campus Link.
   b. No program proposal = no program.

2) Each Hall Council is appropriated a certain amount of money per semester to be used for one extra perk. The allocated amounts will be given to the Treasurer in an allotment letter in a Finance Committee Meeting. Extra Perk appropriation does not carry over semester to semester. All unused funds will be placed into the RHA general account.

3) Program Proposals must be detailed, complete, and written in a professional manner. Incomplete proposals may cause a delay in the appropriation process.

The Finance Committee

1) The Finance Committee will be comprised of 9 members:
   a. The RHA Director of Finance, the 7 Hall Council Treasurers, and the Director of Communications or a RHC Secretary to take minutes of the meeting.

2) Meeting Frequency
   a. The committee will meet bi-weekly.

3) In the meeting:
   a. The RHA Director of Finance will chair the meeting and have no vote.
   b. The Director of Communications or a RHC Secretary in attendance shall take the minutes of the meeting and have no vote in any financial matters.
   c. In the case of a tie, the RHA Director of Finance will have the final vote.
   d. Each Hall Council Treasurer shall present their submission from Campus Link on behalf of their Hall Council. When voting, the Treasurer that presented will not vote in the decision.

4) Meeting Attendance Policy
   a. If a Hall Council Treasurer needs to miss a Committee meeting, they need to inform the RHA Director of Finance at least forty-eight (48) hours prior to the start of the Finance Committee Meeting.
   b. If the Hall Council Treasurer cannot make it to the Finance Committee meeting, they are able to select a member from their Hall Council to serve as a voting proxy.
   c. If proper notice of the absence was given to the RHA Director of Finance and a proxy is unable to be sent, the meeting absence will be excused.
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d. If improper notice of the absence was given to the RHA Director of Finance and a proxy is unable to be sent, the meeting absence will be unexcused.
e. Two (2) unexcused absences will result in a follow-up meeting with the RHA Director of Finance to discuss the attendance issue.
f. Further attendance issues will require a meeting with the RHA President.

Approval and Denial of Programs

1) **Approval**- Once approved by the Finance Committee, the Hall Council may proceed in executing their event, including Extra Perk events.

2) **Denial**- Grounds for denial may include:
   a. Program does not comply with the Duquesne Mission Statement, or the values of RHA.
   b. Violation of “The Administration Policy (TAP) #51”.
   c. Amount of funding requested exceeds the amount viewed as appropriate.

3) If a program is denied, the Hall Council can revise the program proposal, and resubmit it to the Finance Committee, via Campus Link, for approval.
   a. If the program needs to be approved prior to the next Finance Committee meeting, the RHA Executive Board will act on behalf of the Finance Committee and make a final decision.
   b. If the RHA Executive Board acts on behalf of the Finance Committee, the RHA Director of Finance must inform the Finance Committee on such happenings the following Committee Meeting.

Funding and Documentation

1) **Procurement Card**- The Procurement Card (P-Card) shall be used to make purchases for any Residence Hall Council event. Please make arrangements with the RHA Advisor for use of the P-Card.
   a. Only the Hall Council Advisor is permitted to be in possession of the P-Card. The Hall Council must be in attendance when the P-Card is being used.
   b. Residence Hall Council members are prohibited from using of P-Card independently.
   c. In the event that the Advisor is unable to accompany the Hall Council members, the Hall Council may ask an their ARD, GA, or a RHA Executive Board member to accompany them.
   d. When using the P-Card, be sure to notify the cashier that the order is tax exempt **before** the transaction begins to avoid any conflict.
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2) **Personal funds**- Hall Councils and Advisors may use their own money to purchase items for their Hall Council, in the event of the P-Card being unavailable.
   a. In order to do a reimbursement option, it must be approved by the RHA Director of Finance and have a valid reason
   b. All purchases must go through the RHA Director of Finance.
   c. If someone bought something and requests reimbursement without permission, it will be at the discretion of the RHA Director of Finance and the RHA Advisor whether the person will be reimbursed.

3) **Receipts**- All original receipts and forms must be submitted within 2 business days of the program being complete.
   - All receipts are to have only RHA expenses. No personal items should be included on the receipt or bought by the P-Card.
   - P-Card receipts must be turned into the RHA Advisor directly.
   - The receipts must relatively match the total allocated to them by the RHA Finance Committee.
   - Upon submitting the receipts, be sure to also submit the “RHA Funds Expenditure Form,” which can be found on the RHA Website and Campus Link page under the “Documents” tab.
   - Parkhurst orders may be billed directly to RHA. For Parkhurst orders, please print an invoice and attach to expenditure form.
   - All Halls must turn in an expenditure form to the RHA Director of Finance in person or in the RHA mailbox located in the Office of Residence Life OR at the Assumption Hall Front Desk.
     - Please note the total amount and confirm that the receipt(s) were given to the RHA Advisor.
     - This form serves as your official documentation of expenditures and failure to turn in could possibly result in delay of funding for next program.

Overage of Appropriated Funds

1) If a Hall Council goes over the appropriated amount more than $10, we ask that you email RHA indicating what made the balance go over the appropriated amount.
2) Reimbursement will not be awarded past the requested amount unless the RHA Executive Board and Advisor(s) have approved it.
3) Any misuse of appropriated funds will result in action disciplinary actions by the RHA Executive Board and Advisor(s).