

MEM Student Clubs Financial Policy

Event and funding requests

MEM Student Clubs must complete a [Club Charter](#) at the beginning of each semester. This document will not only help your leadership team outline your organization's goals for the semester, but it'll also serve as the event and funding request form. Club Charters will need to be submitted to the Assistant Director for review by September 10 (fall semester) and January 10 (spring semester) by 11:59 p.m. Failure to submit the Club Charter by the due date will result in a delay in event and funding request approval.

If you do not know if the expense is allowable or not, ask the Assistant Director before planning the expense. There are two options to utilize funds, they are listed here in order of preferred use:

Corporate credit card

MEM Student Club representatives interested in using a corporate card should arrange a time to meet with the Assistant Director of Student Services to use their card. This option can be used if a vendor accepts credit card information over the phone or online. The Corporate Card Record form must be filled out to use the card.

Because of spending limits on corporate credit cards, if an expense is greater than \$2,000, please provide at least one week's notice with the vendor's name, reason for the expense, and the total amount due (including all taxes and service fees).

After the event, the MEM Student Club must submit an itemized receipt and supporting documentation that the event took place (i.e., A PDF of the Pratt Calendar posting, MEMo announcement, or DukeFlyer) within two business days of the event. The Corporate Card Record, itemized receipt, and supporting documentation will be sent to the University's finance office for processing.

If a club fails to submit all the required documentation for an expense, the Assistant Director reserves the right to suspend their credit card privileges for the remainder of the semester.

Please note: Corporate credit cards are personal staff credit cards. You may not remove the corporate credit card from the Assistant Director's office or save the card information in any way, including online.

Reimbursement

MEM Student Club representatives may pay out-of-pocket for approved expenses and receive reimbursement after the event. Completed [Reimbursement Request Forms](#), itemized receipts, and supporting documentation must be received within two weeks of the event and may take up to 6-8 weeks to process. Failure to provide the required documentation will result in a denied reimbursement request.

- [Reimbursement Request Form Instructions](#)

Lost or missing receipts

It is the MEM Student Club representative's responsibility to contact the vendor where the transaction was made to see if they can provide a duplicate. If the vendor is unable to provide a duplicate receipt, the student will need to complete and submit a Missing Receipt Form to the Assistant Director. If the missing receipt is for a reimbursement, the student will also need to submit a bank or credit card statement for proof of the transaction.

Bank accounts

MEM Student Clubs may not establish bank accounts. All money spent or given for the student organization must be kept with Duke.

Co-sponsoring events

Co-sponsoring with other groups is encouraged because it increases the number of interested students, heightens awareness, and decreases the cost to each organization. You wish to contact other MEM Student Clubs or other clubs at Duke. While MEM Student Clubs will generally not be able to use funds for non-MEM students, you may encourage other clubs to petition use of their funds or contact the Graduate and Professional Student Council for supplementary funding.

Prohibited purchases

- Alcohol
- Clothing
- Conferences
- Industry projects, or costs associated with industry projects
- Personal items
- Transportation

Prizes and gifts

Prizes may be awarded in the event of a competition. If you need a prize, please contact the Assistant Director. Students may not use funds to give gifts, awards, or donations to other students. Students may not use funds to purchase gift certificates, gift cards, gift coupons, or vouchers.

Gifts may only be given to external guests, with a \$20 limit per guest.

Gambling and raffles

According to the current Duke University Information and Regulations Bulletin, it is against North Carolina state law and Duke University policy to gamble. A person/organization is guilty of gambling if they operate, play, or bet at any game of chance at which money, property, or other thing of value is bet. The current version of the NC state law can be found in Section 3.(e) of the North Carolina State Lottery Act.

Meals

MEM Student Clubs may use funding to provide food at general body meetings and events. Funding may not be used for cabinet, leadership, or committee meetings. Per person limits are as follows:

- Up to \$10 for breakfast
- Up to \$15 for lunch
- Up to \$20 for dinner

I have read, understand, and will abide by all MEM Student Club Financial Policies.

Student name: _____

Student signature: _____

Title/position: _____

MEM Student Club: _____