

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

FINANCIAL RESPONSIBILITY—STUDENT ACTIVITIES

All clubs and organizations sanctioned by the Student Activities Office of Schoolcraft College must adhere to and abide by the following rules and regulations regarding financial responsibility:

1. No club or organization may have a bank account outside of the College. Maintenance of such an account is grounds for revocation of organizational sanction.
2. Clubs and organizations are required to open an internal fund account, when necessary, through the Office of Student Activities. Monthly statements will be furnished to each club and organization showing all transactions involving its account during that month. Any club or organization having a credit balance must explain why its account is overdrawn and how it will remove this credit balance. The Office of Student Activities may place the organization on a probationary basis until the debt is removed.
3. All deposits to accounts of clubs and organizations will be made on an approved Cash Deposit Form. All deposits must be signed by the student treasurer of the club or organization and countersigned by the Student Activities Coordinator or his/her designee. Deposits during normal College hours will be made with the Cashier's Office. Deposits made after the usual Cashier's Office hours will be made by means of Campus Police Officers. The Campus Police Officer will place the deposits in the night depository.

No monies belonging to any school club or organization will be removed from the campus for any reason except for off-campus activities, in which event these monies will be returned to the campus for deposit in the night depository upon completion of the activity.

4. Withdrawal of funds by clubs or organizations from their respective accounts will be done by means of a Check Request.
5. All contractual agreements entered into by any student organization of Schoolcraft College must be approved by the Director of Student Activities before the contract is finalized and all contract amounts are final. The Vice

President and Chief Financial Officer is the signing agent for the College on all contracts. All payments on contract agreements must be requested by means of a Check Request. A copy of the contract must be attached to the Check Request.

6. Student Newspaper Revenues and Expenses—The initial amounts of money for operation of the student newspaper are received from the Student Activities Budget. Additional monies are to be received from advertisements sold to noncampus enterprises.

Each advertisement as received will be invoiced to the customer on a Billing Request Form and forwarded to Student Accounts.

Revised—Administrative Committee
February 26, 1973
Revised—Cabinet
October 3, 1988
Retyped—Title Change
December 12, 1995
Revised—Cabinet
July 29, 1996
May 20, 2003
Retyped—Title Change
September 20, 2004
Retyped—Department Name
September 14, 2007
Revised—VP and CFO
August 1, 2019