I. Policy

The purpose of the Treasurer's Manual is to provide the following information to student organizations and pertinent staff:

A. Guidelines of the Senate Finance Committee for obtaining funding for registered student organizations.

B. Specific standardized procedures to be followed in preparing and administering student organization budgets.

C. Procedures to be followed in the processing of organization expenditure and revenue documentation.

D. Guidelines of the Department of Student Life for opening an account with the university, tax information for student organizations, deposits and donations.

This manual is published online for all organizations to have easy access to all of the policies and procedures regarding the university's accounting system and student government codes. All procedures are updated annually when appropriate.

II. Procedure

The treasurer's manual is available to all organizations attending the Treasurer's workshops. A copy of the manual is also available online at www.sa.sc.edu/sg/so.

III. Reason for Revision

Section D added to provide insight of departmental processes regarding accounts, tax information, deposits and donations for student organizations.