

The background image shows a group of students at an outdoor event. In the foreground, several young women are standing behind a table covered with a green cloth. They are wearing red t-shirts with 'XTC at Georgia College' printed on them. One woman is wearing a cowboy hat. They appear to be interacting with other students who are approaching the table. On the table, there are purple and blue tumblers, some brochures, and a small floral arrangement. In the background, a large crowd of students is gathered on a street lined with brick buildings and trees. The scene is set during the day with soft lighting.

# RSO & CLUB SPORTS FUNDING TRAINING

**Office of Student Engagement**



The background image is a blurred photograph of a basketball court. In the upper left, several basketball players are visible, wearing white and red uniforms. In the lower right, the back of a cheerleader's head is visible, featuring long blonde hair and a large white bow. The court floor is light-colored wood with visible lines. A semi-transparent blue rectangle with a white border is centered over the image, containing white text.

**This guideline provides important information to help Registered Student Organizations (RSOs) and Club Sports understand the proper steps for traveling, spending and requesting funds. Please review the procedures carefully to ensure compliance with university policies and to help your organization manage its finances effectively**



**The RSO Handbook outlines the policies, procedures, expectations and responsibilities of registered student organizations and assists them with operations. The Office of Student Engagement oversees the manual, which includes information regarding the organization and operation of RSOs and policies that impact their work.**



**The Student Government Association  
leadership for 2025-2026**



The background of the slide features a blurred outdoor scene with people. On the left, a person is partially visible wearing a camouflage hat and a light-colored shirt. In the center, a person's arm is visible holding a string of lights. On the right, a young woman with blonde hair is looking upwards. The overall scene appears to be a social gathering or event in a park-like setting.

## **IMPORTANT NOTICE:**

# **State Travel Policy Overview & RSO/Club Sports Purchasing Guidelines**

## **State Travel Policy Overview & RSO/Club Sports Purchasing Guidelines**

**This is not a comprehensive training on the State of Georgia travel policy. Rather, it is intended to highlight commonly used information to assist with your travel reimbursement process.**

**You are responsible for complying with all applicable regulations, which can be found at:**

- **State of Georgia Travel Policy**
- **USG Business Procedures Manual – Section 4: Travel**



# TRAVEL REIMBURSEMENT POLICIES

To ensure a smooth reimbursement process, please follow the guidance below:

[Policy for Travel Reimbursements \(Lodging, Meals, etc.\)](#)

[Alcohol Purchase Policy for Reimbursements](#)

[Important Reminders](#)



# STARTING YOUR PURCHASE REQUEST/FOOD ORDERS

This policy governs all food-related purchases using institutional funds, including Student Activity Budget Committee (SABC) funds. Note: Reimbursement for food purchases is not allowed unless approved by the Budget Director. This will be strictly enforced, and payment responsibility will remain with the RSO that made the purchase.

[Purchase Request Guidelines for RSOs/Procedure](#)

[Purchasing Guidelines for RSOs and Club Sports Members](#)

[GCSU Policy on Purchasing Food for RSO Events](#)



# **RSO OFF CAMPUS BANK ACCOUNTS & EIN GUIDELINES**

## **Restrictions for On-Campus Advisors:**

- **Cannot open an off-campus bank account in the RSO's name or for its benefit.**
- **Cannot be signatories on any RSO off-campus bank accounts.**
- **Cannot access funds (deposit, withdraw, spend) from any RSO off-campus bank account**

## **Recommended Business Practices for RSOs with Private Funds**

## **Steps to Open an Off-Campus Bank Account**



# **RSO & CLUB SPORTS ADVISOR ROLE AND EVENT SUBMISSION PROCESS**

**Role of the Advisor and Intramural/Club Sport Coordinator**

**GC Connect User Instructions**

**RSO's Event Submission Process**

**Club Sports Practice and Competition Submission Process**



# VENDORS

New Vendor Set Up - Company or Individual

List of Approved Vendors (To List a Few)

Important Information for RSOs & Club Sports Ordering from Domino's and Walmart



# FAQs FOR RSOs & CLUB SPORTS

## Annual Re-Registration Requirement

All RSOs must re-register annually through GC Connect with the Department of Campus Life. Visit the Student Engagement website > Resources tab for instructions and deadlines.

When do I need to re-register my organization?

You will receive an email notification from Kristy Johnson when it is time to re-register.



# FUNDING & ACCOUNTS

## Can RSOs Apply for Funding During the School Year?

**Yes. However, funding cannot be used until formal approval is granted by the Associate Director of Student Engagement, Kristy Johnson.**

## How Do I Access My RSO Account?

**Only the President and Treasurer can access your RSO's budget via GC Connect. Note: Internal transfers (e.g., from Barnes & Noble or Creative Services) may delay real-time balance updates.**



# FUNDING & ACCOUNTS

## Do RSOs Need a Bank Account?

No, but it's encouraged for out-of-pocket purchases that are not reimbursable or require pre-payment in special cases.

## What are the funding deadlines?

- Deadlines vary by funding type.
- End-of-year encumbrance occurs every April.
- Official dates will be shared via email with RSO Presidents and posted on the Student Engagement website.



# FUNDING & ACCOUNTS

Where can the funds from fundraising.go?

- Funds generated from fundraising must be deposited into an off-Campus Account.



# REIMBURSEMENTS & PURCHASES

## What Can RSOs Use Their Budget For?

Use must comply with SABC Guidelines posted on the Student Government Association (SGA) website.

Common uses include:

- Supplies and materials
- Travel (with pre-approval)
- Event costs (with pre-approval)

**Note: Airbnb is not an allowable expense per USG Travel Policy.**



# REIMBURSEMENTS & PURCHASES

## How Do I Order T-Shirts?

1. Request a quote from a vendor (e.g., Spiritwear, a GCSU-authorized vendor).
2. Upload the quote in GC Connect.
3. Await approval and Purchase Order generation.
4. RSO members must pick up items and confirm receipts so payment can be processed.

## How Do I Get Reimbursed?

Reimbursements are not permitted for advance purchases unless pre-approved.

Allowed reimbursement types:

- Travel-related: Gas, food, and transportation with prior approval and documentation.
- Hotel: Must attempt to use vendors that accept GCSU checks.



# REIMBURSEMENTS & PURCHASES

## Where can I get/find a tax-exempt card?

Tax exempt cards are not available because reimbursements are generally not allowed. Purchases should be made through your SABC funding account, which automatically applies tax exemption. If reimbursements are approved in rare cases, discuss this with the SABC account manager beforehand.

## Can I make in-person purchases for event supplies and still get reimbursed?

Reimbursements are strictly prohibited except in rare prior approved circumstances, such as purchasing ice cream or items that cannot be bought from mail-order vendors or Walmart.



# REIMBURSEMENTS & PURCHASES

How far in advance do Amazon order request need to be placed? Is there an estimated time-frame?

**There is no guaranteed delivery date since this is a business account without 2-day Prime benefits. Typically, orders take one to two weeks to arrive. Ordering well in advance is recommended.**



# EVENT-RELATED PURCHASING

## How Do We Purchase Food for Events?

- Event Submission is required by SABC funding guidelines.
- Ensures all events are open and accessible to the entire GCSU student community.
- This done by requesting using your GC Connect Account.
- Use approved vendors (listed on the Student Engagement website).
- You may place orders in advance; vendors will invoice GCSU directly.
- After the event, upload the receipt, attendee list, and event notice to GC Connect within 3 business days.

**Failure to follow post-event procedures may result in sanctions.**



# ADDITIONAL FUNDING

## Need more funds?

**Submit a request through the Student Activity Budget Committee (SABC) managed by SGA.**

## **Tech Tools & Access**

- **GC Connect: Budget info, funding requests, and post-event uploads.**
- **Only RSO Presidents and Treasurers can access accounts**