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On the Student Engagement website, click the "Forms & Resources" header "RSO and select" Forms and Resources "from the drop-down menu. Answer "no" to questions (e.g., "Is the total cost of your expense $5000 or more?" and "Does your expense require a Student Services Entertainment and Event Agreement?") to be routed to the Purchasing Card (Pcard) Order Form. Retain a copy of the Cash Receipt form for your RSO records for at least three fiscal years. This means that your RSO president and treasurer have completed all of the required trainings; and your RSO has no current debt with Student Involvement or any campus partners or off-campus vendors. Information regarding each year¢ÃÂÂs fair will go out in the RSO Newsletter and via RSO social media, or you can visit the RSO webpage . Advertising: Flyers Stamp of approval from Student Centers required prior to hangingHanging flyers on designated bulletin boards within Student Centers buildings is a great way to advertise your student organization. The table will show you only items that include the search word ¢ÃÂÂkiosk¢ÃÂÂ. Regardless of the spending method (i.e., purchase order, purchasing card, or reimbursement) used, we are required to order these types of items through a University-approved vendor. Inform University Life SciTech that your event involves cash collection. (You may need to log in and/or set up a VPN to access the website..) 5. Inform the RSO Lead Team about the newly appointed President/Treasurer using the Re-Registration Application during the re-registration period in late spring. (For more information on the SFB application process, please go to the SFB webpage.) Another potential funding source available to RSOs is self-generated revenue (SGR). It is then the responsibility of the RSO to set up a time to meet with the scheduler to pick up the actual checklist (Merten Hall, room 2600). Answer "no" to the questions that appear (e.g., "Is the total cost of your expense $5000 or more?" and "Does your expense require at Student Services Entertainment and Event Agreement?") to be routed to the Purchasing Card (Pcard) Order Form. 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Advertisement: LeafletingLessleting is the act of distributing materials or information to a use of tables or props. One of their signatures is required on all spending requests submitted to Student Involvement. Fill out the required information and submit the RSO Spending Request form in Mason360. GMU Cashier¢ÃÂÂs Office 4400 University Drive, MS 2E1 Fairfax, Virginia 22030 Additional Information / Requirements Do not send or submit cash via the drop box. On-Campus ChargingYour RSO may provide its organization code to certain on-campus offices to ¢ÃÂÂcharge¢ÃÂÂ goods and services directly to its budget. Please refer to the FAQ handout for additional information and answers to your questions. 25live: How to Reserve a Space LINK: Review: How to Reserve a Space in 25live (RSO 25Live Pro Training Module) 25live: Reserving Center for the ArtsINSTRUCTIONS 1. Automatic 25live: Reserving Harris TheatreINSTRUCTIONS 1. Fill out the "Remarks" section with the contact information of the RSO member, making the deposit.3. On the back side of the check in the "Endorse Here" section, write the following: ¢ÃÂÂFor Deposit Only, GMU Org 61xxxx¢ÃÂÂ. All SGR must be deposited into your RSO's off-campus bank account. 2. 6. (How to Submit an RSO Spending Request provides instructions on how to access this form.) 2. Read page 2 of the Cash Handling Policy & Procedure handout. Deposits post within 2 to 3 business days. Cash Handling Policy & Procedure: Events in FairfaxWhen an event is scheduled through University Events, Registered Student Organizations (RSOs) must communicate if this is an event where cash will be exchanging hands. Click on the link next to your event type (single organization or collaborative event) 4.) Additional Information / Requirements The RSO president and treasurer are the only individuals authorized to approve spending from your RSO account. Log in to 25live.gmu.edu to check if the statue is available for reservation. For instructions on how to use these spending methods, simple search for them within the RSO Self-Service Center. 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(The involvement of the students reserves the right to determine whether an event other than those of the categories indicated above needs to have a representative of the involvement of the students present.) Instructions 1. 1. Catering, refer to the list of approved restaurants.) T-shirt of promotional items for screening sells selling embroidery suppliers for printing of sellers in cash and procedure: events in Arlingtonwhen an event is scheduled through university events , student organizations (RSO) must communicate whether this is an event in which the exchange of money exchanges their hands. Organizations can decorate a stand like wanting a poster or flyer or by drawing on the surface of the stand of the stand, or they can even provide their independent banners or other advertising materials! For more information, visit the advertising web page of the student centers. Fill in and sends the online event request form, taking into consideration that your event must be in line with the mission of the mix: "with the aim of encouraging and celebrating entrepreneuriality and innovation throughout the university, George Mason University has started to build a network of collaborations and spaces of creator focused on entrepreneurship in the campus. 4. In general, the transfers of Journal vouchers (JV) are used when the events of Co-Sponsor RSO and/O/O They must share the cost of an expense with another RSO or Mason Office. Send this list together with the cash receipt form and checks to the cashier. Additional information / requirements The purchase order must be issued before receipt of the asset or service . You will be united to the purchase order (PO) request form. Purchase orders cannot be used to purchase prohibited items (e.g. alcohol, gifts, gift cards, p Ersonali, etc.). Safe loans to pay the fee. Of 'to the seller that their invoice must meet the following requirements: a. Further information / catering requirements should remain within the meal for the of students ($ 10 breakfast, $ 15 lunch and a dinner of $ 25). It is possible to update all the other positions of the officers on Mason360 according to need. President, treasurer and/or 25 representatives: after doing it .supmac lus)RGS(itarenegotua ivacir i ehc BFS otnemaiznanif ous li ais eredneps rep OSR ortsov lad otazzilitu Âras)everb ni gro ecidoc o(ovitazzinagro ecidoc otseuQ .efiL ecnedise R & gnisuoH oizaps olled ozzilituâllus yciloP la atlusnoc ,OSR itneve iout i rep LRH izaps ilged enoizatonerp id arudecorp al e Âtilibinopsid allus inoizamrofni iroiretlu rePoizaps olled ozzilituâllus ycilo P :)LRH(efiL ecnedise R & gnisuoH .onrotir id atad allad inroig 54 ortne otatneserp eresse eved oiggaiv led osrobmir II oiggaiv id arudecorp e acitiloP .aloger ni eresse eved OSR nu ,BFS idnof eredeihcir reP .inoizamrofni iroiretlu rep detcennoC teG ofnI anigap al eratisiv etetop eruppo ,OSR aidem laicos i etimart e OSR rettelsweN allen onnariraoppa onna ingo id areif alla evitaler inoizamrofni eL .OSR ilg ittut rep onnutua odrat len etrepa onos otneve otseuq a inoizircsi eLitisiuqeR / inoizamrofnI iroiretlU .)otisoped li otarobale reva opod itnatnoC id atuveciR id oludom led atamrif aipoc anu ivriutitser assop areissaC alled oiciffuâl ehc odom ni(ozziridni e emon ortsov li e ,)s(ongessaâl ,itnatnoC id atuveciR id oludom li)I BUS otarretnimes len areissaC alled oiciffuâllad irouf otautis(xob pord li etimart eraivni o)liam supmac o .S.U aiv(eraivnI .063nosaM ni otarapes osrobmir id atseihcir id oludom nu eralipmoc eved oiraicifeneb ingO .enoizartsiger orol al rep atrac alled eralotit la essemsart eresse onoved OSRâlla etnematterid etaivni etuvecir el ,eruttaf el ,oiggallabmiâd ezzilop el ,enidroâd emrefnoc el ettuT .nosaM itnednepid ia itsopsirroc eresse onossop non ivitarepo iraronoilg ;nosaM itnednepid ia o itneduts ilga itsopsirroc eresse onossop non ilanoizidart iraronoilg).iraronoilg id atseihcir anu id enoizarobaleâl erative ebbertop is odom otseuq nI .4 .supmac len RGS ilg rep ehc BFS otnemaiznanif li rep ais aseps id idotem issets ilg Ârezzilitu OSR out li ,ertlonI .h .g .ude.umg.evil52 a eredecca rep inoizurtsi el iarevecir ,enilno OSR otnemartsedaâl otatelpmoc University Life Arlington that your event involves raising money. See refund instructions. RSO spending methods Mason approved spending methods available to RSOs include: purchase order (PO), purchase card (Pcard), refunds, campus charges, fees, and voucher transfers (JV). Select the link entitled "SFB 2020-2021 Event Assessment Form.Â" 4. Purchase order sent to the requester within 3-5 working days. Mason Catering offers two types of catering: regular catering and Shoestring Menu. The fees may include an amount to cover the travel costs of the beneficiary. (Remember to first contact all offices, which you need for the signature, to set a time to sign your checklist. IMPORTANT: Since this multiple-page document must be reviewed and approved by several University Life staff members, it is essential that you submit it as soon as possible. Corner Pocket Booking (Game Room, Side Pocket, Patio & Club Collaboration Discount) Registered Student Organizations (RSOs) are entitled to book the Corner Pocket Game Room, Side Pocket and Patio. event must also be sent Mason360. The credit card receipt will not be considered a detailed receipt. When it happens, the RSO President and Treasurer will be notified by e-mail from SIBA and the SarÃ said to make an immediate deposit on their Mason RSO account to settle amount owed RSO@gmu.edu Honorarium Guest Lecturer Recognition sent to the RSO Lead Team 5 working days before event + Honorarium Documents sent to the SIBA within 30 days after eventAn honorary fee¨ a one-off payment awarded as recognition to a person for a activity or a special, non-recurring event for which no payment is required. Lists the current date. On 7. Fill out the form on Mason360. 5. The incoming President should access Mason360 and fill in the new application for RSO registration. Once a purchase order has been issued, its amount may not be changed without prior authorization. Calculate total and enter it as Â"Total Receipts.Â" I. The checklist must be delivered oppurg oppurg led enoizartsiger al rep elanoizan enoizazzinagro / aznerefnoc alled erotazzinagroâlla etnematterid otnemagap li etteme nosaM :2 ENOIZPO .otneveâlled amirp ivitaroval inroig / registration fees. The refund will be sent by direct deposit or e-mail to the current address of the beneficiary in Patriot Web. Failure to comply with any of the travel policies or procedures in the presentation may prevent the traveler from being reimbursed. Common determinants for a checklist are: the size of the event, the space for the event, and the type of event. See your purchase card instructions. Please fill in the required information and provide a detailed receipt (in this case we will probably an e-mail confirmation, with student name, expense description, total cost and payment details). Check the box next to "Checks". (Cash and credit cards cannot be accepted at this time) c. Submit the RSO cost claim form to Mason360. All contracts must be completed â this means submitted, reviewed and approved â at least 20 days before the event; Otherwise, the RSO risks canceling the event. The purchase card can also be used to pay for groceries at the Giant Food Store located at University Mall. When you receive this confirmation by email, you will be asked to reconfirm your contact information. If your expense is $5000 or more¹, answer "sÃ ö" to the question that appears (that is, "The total cost of your expense Ã¨ $5000 or more¹?"). Fill out the required information and attach a quote/invoice and list of RSO members, for whom we pay group registration fees/membership fees, and their G numbers. Additional Information / RequirementsEnrollment for these events opens at halfÂ every semester from student involvement, but the contact for the event will be someone in the admissions office. To schedule a meeting with Student Involvement personnel, please e-mail the following information to sa@gmu.edu: the name of the RSO, date and event name, the expiry date of the watch list. (For a description of these spending methods, please review RSO tax management: Spend videos in this training module or refer to ude.umg@yaptcca ehT.stnuocca nosaM neewteb yanom ftnemevom lanretni nsi refsnart (VJ) rehcuov lanruoJ ArefsnarT (VJ) rehcuoV lanruoJ.tnemesromier kees yam stneduts dna,ffats,ytlucaf nosaM ylnO stnemeriuqeR / noitamrofnI lanoitidA.rucco ot deludehnoitcelc hsac htiw delneve tnedutTevtvnLivNtivtNivtNivtNev xafriaF7at no rucco under stneve roF .secivres na steneve riate esterevda da na itinummoC9nosaM7htiw ecaf-ot-ecaf tcaretni ot snoitazinagro swolla sksoik gnesU .99480 si ".oN tnuoccA".mhgniganam ni ectaseesedivorp elba elba lliw ,erofereht,dna,stnuocca kneseeht sseevah svah lw nosa.(Smeneatnathinaitnathinaitnathinav00000000Seinaect) albayahP88occA ot (redro esahcrup eht no detsil rebmun PE aht gnicnerefer) eciovni na liame tsum,Yeht dedivorp neb,Ecivres ro doog,RetftMeht gnimrofni DNA taFu ypoc a htiw rodnev eht gnidivorp of Bisnopser nehtSi ohw,rotseuqer eht tnes eb lliw redresahcrup eht ,gnidnuf etoqdahOSR ruoyI .4).mrcaSsssvvtNoSeuqtSeuqrNpSeuyNrNrNzNzNzNorRepNu wo($).sdrarevtf tennemyaper kees dna esenpxe letter teccop-fo-tuo yap ot den lliw srebmem OSR ruoy fo na neht ($005 nhat rom on tub($001) naht ssel stsoc ti fi ro nosrep i adam tsum esahcrup ruoy fI etadesahcrup ehfo syad 54 nihtiw ABIS ot tseuqer tnemesrumieR .umg.520200200200000000000000000000000000000000000yap nehsnoitpo owt evah (sOSR) snoitazinagrO6tnduts deretsigeRseuD@pihsrebmeM / noitartsigeR6ecenrefnoC3gnyaP .noissimbus ruoy fo noitamrofnoc liame na eviecer dluohs uoY!dne eht timbus ssreP .ytinummoC nosaM eht sevleseemp@eitazinagro otC@nretniYaw Leptiarng,a senederaSenederaSenedertSensesuert taSretnaC3tnedutS3otF3tseuqeR2rennaB2srennaB:gnisitrevdA6citamotuA.teehc6sdohteM@gnidnepS4OSR@OSR li ,oiggelon id eseps elled asuac a ottartnoc nu otseihcir ¨Ã eS .)otsiuqca id enidro'lled oremun li orevvo(PE oremun la otnemirefir eraf eved aruttaf aL .)ude.umg@lrale(ocificeps supmac leuq rep erudecorp el eranimreted rep etnematterid ,notgnilrA airatisrevinu ativ al rep onaced etnetsissa ,rehcS nehoC iroL .rD li erattatnoc orebbervod OSR el ,notgnilrA id supmac len onacifirev is ehc itneve ilg reP .otiuges ni osrobmir li eracrec e)aznerefnoc alled enoizartsiger id essat il esserpmoc(oiggaiv id eseps eirporp el eragap onoved OSR irbmem i ,ilacsif inoizacilpmi elled asuac A .3 .OSR adiug eenil e erudecorp ,ehcitilop itnatropmi ednerpmoc a Âretuia it e itacilpmoc issecorp osrevartta Âredug it otnemurts otseuQ . 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The Virginia sales tax will not be refundable; Therefore, you must obtain (from sibudget@gmu.edu) a copy of tax-free certificate to be provided to the seller at the time of payment/checkout. The Mix ReservationThe MIX is a collaborative and innovative "creative space" open to all members of the Mason community. Refund is also the spending method used for all travel expenses. GROUP & MEMBER GANAGEMENTHow to mass up group members How to individually add a group member How to manage members using member tags / subgroups How to mass up member tags Difference between member tags and subgroups How to validate members How to automatically validate members How to manage all members of a group How to create service hours How to load service hours How to check How to access the event creation form How to create an event How to create an event How to create an event How to monitor student participation How to check in using a TAP Leader EMAIL / NEWSLETTERHow to send an email to your group members How to send an email with an email template How to add files (Documents and Photos) to your group How to find quality photos for your event photo Mason360 Image size List of all Mason Campus Addresses Off-campus Bank AccountsTo set up an off-campus bank account, your RSO will first need to request a Tax Identification Code (TIN) from IRS. In other words, there is no difference in how your RSO will spend these two sources of funding. For events occurring on the SciTech campus, RSOs should contact Erin Brandt Assistant Director of University Life Erin Brandt (ulscitec@gmu.edu) directly to determine the procedures for that specific campus. Failure to deliver the checklist on time will result in the space being cancelled. The programmes encourage multidisciplinary collaboration between all Masonic schools and degree courses (e.g. science, economics, liberal arts). Click the "PositionsÂ" tab at the top and type "JC North Plaza statue-SOLO DISPLAYÂ" in the search box to see the availability. The number Â"Fund/OrgÂ" Â¨ your six-digit RSO code, starting with Â"61xxxx. Â"e. If you're making more than one check¹, type a list that includes the following information: check number, sender's name and amount. (Due to tax implications, RSO members cannot pay on behalf of another student and expect a refund later.) 2. The RSO Event Management Training Module will serve to host a successful event in Mason. 25live: How to book a classroom (Video Tutorial) LINK: How to book a classroom (Video Tutorial) *You will be redirected to coursemedia.gmu.edu. This event is hosted by Student Involvement and the RSO Lead Team. Opportunity RSO: Fall Get Connected FairThe Fall Get Connected Fair takes place within the first three weeks of the autumn semester during Welcome2Mason. Login to Mason360 and select Â"Purchase Order (PO) / Purchase Card (Pcard) Â"on the RSO expense request form. List Â"RSO DebtÂ" as a description for the deposit. TYPE 2: Operating fee, generally paid to a person with intent show appreciation for participating in university education, research or activities public service obligations (e.g. a voluntary court). Advertising : Kiosks / tables Booking Request to Student Centers at least 2 working days before the desired booking dateKiosks are a great way for student organizations and external companies to be seen and heard on campus. Please fill in the requested information and attach the detailed receipt(s) which must clearly prove payment . You can use the search box embedded in this web page to narrow the search (the search box is located below, just above the column Â"Processing TimeÂ"). If you send a request via email to sibudget@gmu.edu, we can check that your deposits have been sent correctly to your RSO account. The invoice must include a detailed of Cié who was purchased. This tax will be charged on your RSO account. Order of purchase (PO) request for order of purchase to SIBA at least 5 working days before the necosi orders orders cost $5000 or more¹, or when you pay a contractual or entertainment expense, Ã¨ requires a purchase order (PO). Approximately one month before the event, contact the RSO team at rso@gmu.edu for assistance in determining whether the Student Services Entertainment & Event Agreement is required and/or completing this agreement. How to Apply for a TIN provides instructions on how to do this. Cash management policy and procedure: Events in SciTechWhen an event Ã¨ scheduled through University Events, Registered Student Organizations (RSOs) must communicate if it is an event where the cash will be exchange hands. For more information, see Approved Suppliers. Advertising : Easels Booking request to Student Centers at least 2 working days before the first desired booking dateEasels and the advertisement independent media allow Mason organizations and departments to advertise their events or organization as a whole within Student Centers buildings. The Corner Pocket Reservation brochure includes booking instructions and provides discount information for collaboration with the club. Print and fill out the form in ink (without pencils) accordingly:a. SGR Ã¨ the money your RSO collects through collecting fees from its members, charging admission to its events, seeking donations and sponsorships from on- or off-campus vendors, winning campus contests, and fundraising. Â Because SFB assignments are financed by the business tax student, the money must be spent not only in compliance to the policies and procedures Â Freemasons, but also according to the policies established by the student financing board. Even if the Ã¨ mobile-responsive table works much better on a larger screen¹. If your expenses are less than $5000, but you're a contract or entertainment expense, answer "sÃ¥" to the next question that appears (i.e., "Does your expense require an agreement for entertainment and Student Services events?"). 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If the receipt does not clearly show the payment details, you should send additional proof of payment (for example, a copy of the front and back sides of a cashed check or a copy of the credit card or bank account showing the charge for the transaction). Don't just show up in their office and expect to be seen immediately.) 5. The campus expenses at the end of each month. Auto 25Live: George Mason StatueInstructions Reserve 1. Changewhenever A registered student organization (RSO) has a scheduled or unscheduled official (President, Treasurer, 25Live representative), the organization must notify the main RSO team as soon as possible. Additional Information / Requirements sole responsibility set up and maintain an off-campus bank account for its self-generated revenues (SGR). PCARD payment made to the provider within a few business days. If you want to do another search, simply delete your previous search and enter another keyword. Enter the amount due. The cardholder must be the person making the order. At the same time that RSO is working to get the agreement, please start the purchase order process by accessing Mason360 and selecting "Purchase Order (PO) / Card Purchase (PCARD)" in the RSO expense request form. Ask the recipient of the honor to do business with Mason to submit the completed Virginia Replacement W-9 (or the W-8Ben for foreign nationals) through the secure supplier maintenance form. Instead, Budget SI e-mail for a new form each time.) 2. Each RSO member pays for its own registration fee/membership fees and then seeks refund later. Then send or send via drop box the cashier's check the order of money instead of cash. The general accounting office usually processes requests for transfer of the diary voucher within two weeks of receipt. The student pays their trip travel using your money or credit card. Once you have determined availability and funding, you can contact David Foti (dfoti@gmu.edu) for questions and reservations. Event planning: RSO Event ManagementTo host a successful event, Registered Student Organizations (RSOs) need to know the basics of event planning and know the policies and procedures for planning an event at Mason. INSTRUCTIONS 1. Fees may only be paid to private individuals, not to non-profit-making enterprises or organizations. Read the dispensation on cash management policy and procedure. If you need to deposit money, bring the money to a bank or post office before getting a check or money order. Cash handling policy and procedure: Wristband ProcedureA Student Involvement representative will be programmed for all events sponsored by the Registered Student Organization (RSO) where bracelets are required. Once you have determined time date that is available, you will need to secure the financing to pay for space . E-mail sibudget@gmu.edu for an RSO letter of recognition. Distinguished Quill Awards (DQA) The Distinguished Quill Awards (DQA) provide members of the community with Mason, including students, faculty and staff, opportunity to recognize our student leaders, organizations and their advisors. Secure funding to pay campus tax. The changes of Officer that must take place through our office are for the President, the Treasurer and the two (2) 25Live Representatives (account access positions). (Review: RSO Event Management) INSTRUCTIONS 1. The beneficiary student accesses Mason360 and selects Â"Reimbursement (including travel) Â"on the RSO cost request form.

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