

Berkeley Hillel Student Spending Guidelines

No set of guidelines can be written that addresses every possible expenditure decision which may arise. However, there are some general rules, regulations, and precedents which are presented here, which can help to guide a student in making spending decisions. These guidelines are provided to ensure that students can carry out Berkeley Hillel's mission effectively, while ensuring that fiscally wise, politically sound, and legal spending practices are followed.

Appearance and Reasonableness Tests

Every student should keep in mind that Berkeley Hillel is a non-profit organization and for every dollar spent, a dollar must be fundraised from a donor. For all potential expenditures, the "**appearance test**" should be used, i.e., *how would this purchase look to our donors if it was reported in our newsletter*. Another test that is useful is to ask the question: *"Is this expenditure necessary for a me do provide this experience or carry out this initiative?"* or *"If I were the donor how would I feel about spending my money toward this effort?"* The utilization of these tests should help to guide students in their decision-making. At all times, student are encouraged to avoid both the reality and appearance of poor management of funds.

Payment Processes

Check Requests

Any invoice addressed to Berkeley Hillel must write "OK to pay" on the invoice, must be initialed by a staff member who approved or ordered the goods or services, must have a four digit accounting code written on it, and should be placed in the "Bills to Pay" folder in the Business office.

Invoices addressed to someone other than Berkeley Hillel (such as a student group or an individuals name) must be accompanied by a check request form.

Check requests for reimbursement of out-of-pocket expenses must be submitted with receipts. If the reimbursement is for items being billed to more than four receipts, a spreadsheet of the expenses and codes must also be attached. If an out-of-pocket expense is paid with cash and the receipt is lost, Berkeley Hillel will be unable to reimburse you, as there is no proof of purchase.

Only professional Berkeley Hillel staff members may sign off on invoices or check requests. Invoices and check requests submitted by students or student groups must also be signed by the Berkeley Hillel staff that approved the expenditure. All students must have a professional Berkeley Hillel staff member sign off on their check requests and the staff member must add the appropriate account code.

Unless unique circumstances apply, check requests will only be processed once per week. The Business Manager cuts checks most Friday mornings and the checks are typically mailed or available for pick-up by Friday afternoon or Monday morning.

Invoices

Invoices from other organizations or speakers do not need a check request form to be paid. As long as their full name, address, and amount are clearly stated, it can be submitted on its own.

On the invoice, a professional staff member must write clearly "OK to pay" on the invoice, sign it and include the appropriate account code. Once that is done the invoice can be submitted in the Bills to Pay folder in the Business Office.

Cash

Small payments (less than \$20) can be reimbursed from petty cash. Petty cash can be requested in person from the Business Manager and must be accompanied by a receipt. Cash advances are not permitted.

Types of Purchases

Programming

All regular Berkeley Hillel programming has been assigned an annual budget amount. It is the responsibility of the student group to work with the Berkeley Hillel staff member to ensure the dollars being requested are part of the annual budget. Programming funded by special grants, donations or partnerships with other agencies should be reported to the Executive Director and Business Manager so proper accounting can be set up.

Office Supplies, electronics, computer equipment and furniture

All supplies should be requested through the Business Manager, please do not buy them with your own credit card.

General office supplies are purchased through www.OfficeDepot.com and may be requested via email to the Business Manager. Please be as specific as possible about the product you want. The Business Manager may recommend alternate products. Office supplies are only ordered when the total order exceeds \$50 to minimize delivery charges.

Kitchen Supplies

Durable kitchen supplies

Durable kitchen supplies (pots, pan, utensils, and appliances) should be requested through the kitchen manager or Business Manager. Replacements for broken or worn items will be purchased as soon as possible. Additionally, new items are typically purchased between semesters, when complete inventories of the kitchens can be assessed. *If a new item is requested for a specific event the cost of the item will come from the programming budget for that event.*

Consumable/Paper Goods

Consumable kitchen items (paper plates/cups/towels, plastic utensils, foil, etc.) are ordered by the Business or kitchen manager. *Regular inventory is taken but if you use the last of something and do not find more in stock, please let the kitchen manager know right away.*

Alcohol at Student Events

Berkeley Hillel has a specific list of policies regarding the serving of alcohol at events. For those policies, please see the document titled "*Alcohol Policy for Berkeley Hillel*" The information listed here is to be used regarding the actual purchase of alcohol.

Alcohol purchase is currently approved for the following events. At these events the amount of alcohol should be limited to 2 drinks per person of legal drinking age. Identification must be checked if you do not know that the person you are serving alcohol to is 21+.

Graduate Student Programming

Alumni Tailgate BBQs
Senior Programming

The following programs allow alcohol for sacramental purposes and the amount of alcohol purchased should be limited to 2 drinks per person in attendance:

Simcah Torah

Purim

Kosher wine for Kiddush at Shabbat is pre-approved but regular inventory is stocked and ordered through the Kitchen Manager.

Outside of these events, or in excess of the listed amounts, alcohol may not be purchased using Berkeley Hillel funds without explicit approval from the Executive Director.