

Transition Document - VP Finance

Overview

The VP of Finance (AKA "Treasurer") is responsible for all of Blueprint's financial matters. This includes budgeting, handling payments, managing receipts, and coordinating merchandise orders. In the future, this role would also be responsible for managing sponsor donations. Attached to this document is [Addendum E - Finance Policy as of Spring_2024.pdf](#). While Undergraduate Student Life provides training to treasurers every semester, you should still **READ THE ENTIRE DOCUMENT**. There is also [another shelf in the Wiki regarding Blueprint specific expenses](#) that you should read as well.

- Purpose of the role: Monitor the budget, track spending
- Key collaborators: Marissa Carroll (Student Life Administrative Assistant), President
- Top advice: NEVER overspend, have an itemized proper receipt

Responsibilities

Drafting a Budget for the Big Budget Meeting (BBM)

Every semester the SGA Budgeting Committee holds a meeting to decide funding for the following semester. They will email you the timelines, however, you must prepare and submit a budget by a certain deadline. Otherwise, you will have to request each individual expense the following semester via AFRs.

There are example budget from past semesters in the Google Drive. Your budget **must be itemized** and should include:

- *Events* - food/drink, supplies, prizes (if necessary)
- *Operational Expenses* - AWS, Canva Pro, etc
- *Promotional Materials* - Merchandise, Stickers, Banners, etc

Once you draft the budget, you should present it to the Executive Board for review. Someone from the Executive Board must present the budget at the BBM. As VP Finance it is your responsibility to find someone to attend and present if you cannot be there yourself.

Additional Funding Requests (AFR), Reallocations, and Rollovers

If we need more money for events, or if there was an expense that wasn't budgeted for in the BBM, you can submit an **Additional Funding Request (AFR)** through Ducklink.

To change how funds are used you would submit a **Reallocation Request** through Ducklink. Here are some examples of when you might do a reallocation:

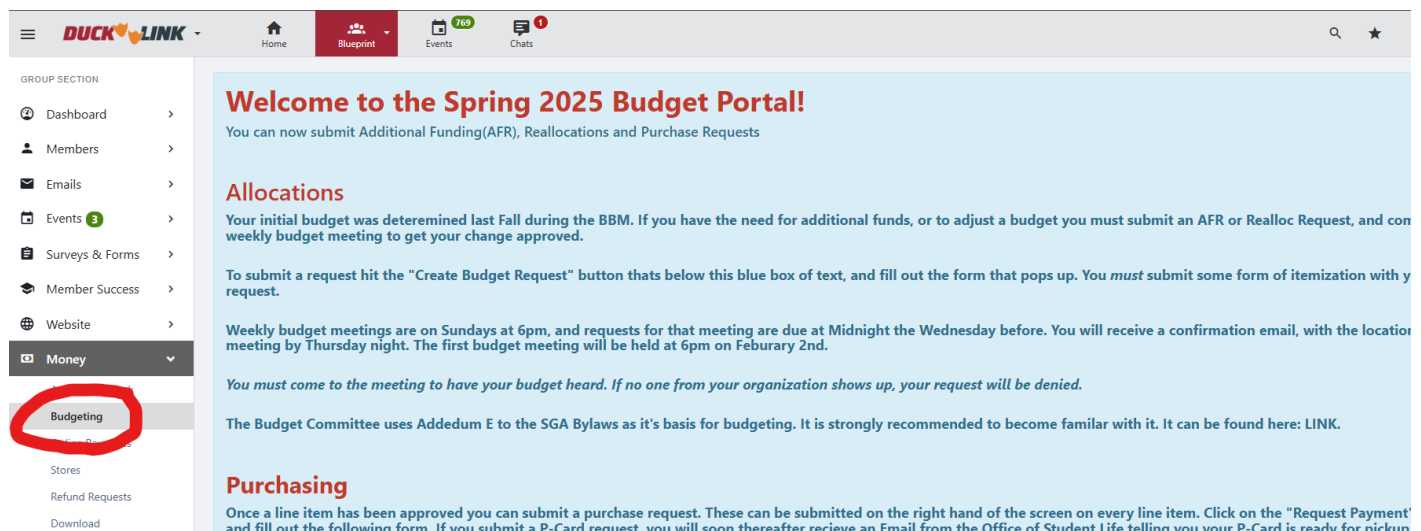
- Changing the specific food/drink or vendors used at an event
- Changing event formats entirely

AFRs and Reallocations must be itemized spreadsheets (examples in the Google Drive). You can submit these requests anytime throughout the semester, but try to do them at least 2 weeks in advance of when we need the funds. Typically these requests are due Wednesday night at 11:59 P.M and then you must explain the changes to the SGA Budgeting Committee during one of their Sunday meetings, so the process takes about a week.

There is also another type of request called Rollovers, where unused funds can be pushed to the next semester. **NO** Spring to Fall Rollovers - use all funding in the Spring Semester. An example expense that might get rolled over is AWS Credits.

Payments & Receipts

All Payments and Receipts are uploaded through the **Money --> Budgeting** page on Ducklink.



The screenshot shows the Ducklink interface. The top navigation bar includes 'Home', 'Blueprint', 'Events', and 'Chats'. The left sidebar lists various sections, with 'Budgeting' highlighted and circled in red. The main content area displays a welcome message for the Spring 2025 Budget Portal, followed by sections for 'Allocations' and 'Purchasing'.

Welcome to the Spring 2025 Budget Portal!
You can now submit Additional Funding (AFR), Reallocations and Purchase Requests

Allocations
Your initial budget was determined last Fall during the BBM. If you have the need for additional funds, or to adjust a budget you must submit an AFR or Reallocation Request, and come to the weekly budget meeting to get your change approved.

To submit a request hit the "Create Budget Request" button that is below this blue box of text, and fill out the form that pops up. You must submit some form of itemization with your request.

Weekly budget meetings are on Sundays at 6pm, and requests for that meeting are due at Midnight the Wednesday before. You will receive a confirmation email, with the location of the meeting by Thursday night. The first budget meeting will be held at 6pm on February 2nd.

You must come to the meeting to have your budget heard. If no one from your organization shows up, your request will be denied.

The Budget Committee uses Addendum E to the SGA Bylaws as its basis for budgeting. It is strongly recommended to become familiar with it. It can be found here: [LINK](#).

Purchasing
Once a line item has been approved you can submit a purchase request. These can be submitted on the right hand of the screen on every line item. Click on the "Request Payment" button and fill out the following form. If you submit a P-Card request you will soon thereafter receive an Email from the Office of Student Life telling you your P-Card is ready for pickup.

There are 2 main methods to make payments: P-Card and Invoices. You will receive training from Student Life on how to do both, but for this guide, I will leave brief instructions for P-Card purchases since that is the method we use the most. P-Cards are Credit Cards that we can pick up in person to make payments or add to accounts like Canva Pro and AWS.

Steps

1. Click "Request Payment" on the specific expense in question

#ID	REQUEST	BUDGET ITEMS			APPROVAL		PAYMENTS						
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID	Create Date	Total Payment Requested	From Approved	From Group Funds	Remaini Balan
1616	GBM Food Other Submitted By Christian Apostol Nov 9, 2024 10:25 PM Blueprint_SP25_Budget Form BSM Form	Food and Drink	100.00	0.00	100.00	100.00		#4977	Nov 25, 2025	-72.47	-72.47	0.00	27
		Total	\$100.00	\$0.00	\$100.00	100.00				-72.47	-\$72.47	\$0.00	\$27.

2. Fill in the details as needed (note - you must fill this information out in order to pick up the P-Card. Once the payment is made, when you return to this form to upload receipts change the "From Allocated" category to the actual amount spent)

DETAILS

* **Transaction Type**

* **Description**
 Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense

* **From Allocated**
 Numbers only

* **From Group Funds**
 Numbers only
 Use funds from your group money balance

3. Enter P-Card for type of payment request

Type of payment request: *

Please select the answer that best suits your request. *

- I need to pickup the P-card and make the purchase. (Most common answer)
- I do not need to pickup the P-card, I have the P-card out for another request. (ex: already have the P-card to buy supplies and are buying prizes)
- I do not need to pickup the P-card, this purchase has already been made. (ex: automatic subscription renewal)

This step will let the form know if you must fill out the P-card pickup/increase request part of the form.

4. Enter the remaining details on the form. *Note: Select SGA Funding and use the account number 1201669*

How is the purchase funded?
Check all that apply. *
 (Maximum authorized answers: 4) ✓

SGA Funding
 Deposit Account
 Gift Account
 Other (describe below)

What account(s) will the purchase be charged to? Please list your account number to charge. If split between accounts, describe the split and list all account number(s). If you do not know your account number please contact Undergraduate Student Life. *

1201669

5. After the form is submitted you will be able to pick up the P-Card for purchases. Do this at least 2-3 days in advance! Once you make your payments, you will have to upload receipts in this same form. However, to access it you click the payment request ID in Ducklink

#ID	REQUEST	BUDGET ITEMS				APPROVAL		PAYMENTS				
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remain
1616	GBM Food Other Submitted By Christian Apostol Nov 9, 2024 10:25 PM Blueprint_SP25_Budget Form BBM Form	Food and Drink	100.00	0.00	100.00	100.00		#4974 Mar 25, 2024	-72.47	-72.47	0.00	2
Total			\$100.00	\$0.00	\$100.00	100.00		Total	-\$72.47	-\$72.47	\$0.00	\$2

Notes:

- Stay as true to the budget as possible. You don't have to buy the exact same brand/item that was listed, but you should if possible. Failure to do so could result in sanctions for Blueprint
- Itemized receipts! Take a picture of the receipt as soon as you get it. Also retain the paper copy just in case. Student Life is very particular on receipts, and if they are missing information than our organization can face sanctions. All receipts should include:
 - Date of Purchase
 - Place of Purchase (name/logo of vendor)
 - Vendor Address (if purchased in person)
 - Itemization of what was purchase, must clearly list what you bought and unit cost
 - Total cost
 - Last 4 digits of card used
 - Must be clear pictures, must be in English and should not be handwritten

Merchandise Orders

If there are any orders for Merchandise you will be responsible for collecting payments and sending out the order forms. If we have budget for merch than you can do it through Ducklink. If you

students are paying out of pocket, I typically create a Google Form and a Venmo to handle all of the ordering.

Gift Account

We currently have a temporary gift account. We are in the process of opening our permanent account. We currently use the miscellaneous gift account GF3100006, Gifts for Miscellaneous Student Groups. To make a donation, donors must go to

<https://www.givecampus.com/campaigns/68402/donations/new?amt=100.00> and select the fund “Student Activities”. Once a donor makes a contribution, you must notify Marissa of the donor's name so that Marissa can set it aside for us. You don't need to get SGA approval to spend the gift account fund.

Update the Budgeting Dashboard

Update the Budgeting Dashboard to ensure all e-board members have clear visibility into operational spending and costs, with regularly refreshed metrics that improve transparency and support informed decision-making.

Future Goals

Operational Tools Expansion

Engaging with the project teams and the VP of Engineering to identify and acquire additional operational tools.

- **Current Status:** I've been gathering input from members on tools they'd find useful. For example, VP Design requested Flaticon, and VP Recruitment expressed interest in Clay.
- **Next Steps:** Create and distribute a Google Form to project teams and internal members to collect requests for additional operational tools, including their intended use and estimated cost.
- **Why It Matters:** A significant portion of Blueprint's budget goes toward operational costs, and since the organization is built on technology, having the right tools in place is essential for efficiency and impact.

How You Can Succeed in This Role

- The most important part is managing a good relationship with SGA.
- Have the correct receipts, and make sure it is itemized and is separate for different categories
- Plan in advance. make sure you request the pcard 3-4 business days in advance.
- always ask question when you are unsure, especially to marissa.
- follow the SGA rules

Summer / Off-season Tasks

List tasks that should be completed before the new term begins, with owners.

Task	Owner (Role)	Target Date
Crafting Fall Semester Budget	VP Finance	April (GA will notify exact date)
Crafting Spring Semester Budget	VP Finance	December (SGA will notify the exact date)
Budget Dashboard	VP Finance	Beginning of Fall

Key Resources

Key contacts:

Name	Role/Organization	Context
Marissa Carroll	Student Life Administrative Assistant	Located: Duck Link (mcarroll1@stevens.edu).

Key resources:

Name	Source
Finance Policy	Addendum E - Finance Policy as of Spring_2024.pdf.
Budget Dashboard	Example of Spring 2026 Budget Dashboard
Budget Template	Budget Template

Revision #3

Created 2 April 2026 14:34:00 by Blueprint Admin

Updated 3 April 2026 02:51:32 by Sahana