7 THINGS NEW CLUBS NEED TO KNOW

1. **Personal Service Contract (PSC)**
Vendor signatures are often missing on lower left corner of the contract. Without this the contract can not become legally binding. Disbursement Vouchers with personal service contracts should be filled out and submitted together at least 10 business days in advance to allow for proper processing and approval.

2. **Material logistics**
Vendors have different delivery schedules so receiving critical goods and services require that you do purchasing and arrangements on time. For example in an award ceremony, materials such as plaques or decorations are important and should be given priority and adequate time for ordering. Not doing this can have severe effects on your event.

3. **Know your budget**
Budget lines may only be spent according to how they were intended by the SGA. For example, money from a club’s refreshment line may not be used for an event other than club meetings on Wednesday 2 to 4 PM. To move funds around to areas they are needed in your budget requires a Line Modification from the SGA.

4. **Bids**
Some Disbursement Vouchers are rejected because of the lack of bids. Disbursement Vouchers for goods or services $251 and over require 3 bids and 5 sealed bids for $2,501 and up. All bids must be comparable. For example, 3 bids on T-shirts would have the same brand (Hanes for example) priced from 3 different vendors.

5. **File all necessary documents**
Disbursement Vouchers are often delayed because an Event Application was not submitted to the Office of Student Activities. This application grants permission from the school to do off-campus and on-campus events.

6. **Bad Vendors**
Some vendors are rejected by the BMCC Association Business Office for bad history. If our college has had bad experiences with a vendor that exposed our students to danger or severe inconveniences we will not use that vendor’s services in the future. The BMCC Association Business Office will alert you to an unusable vendor you have submitted in the Disbursement Vouchers.

7. **Late semester spending**
The money given to clubs in their budgets are meant to be spent meaningfully during the semester. Some clubs rush to use unspent funds in the last weeks of the semester. This is not encouraged as these events and purchases often go past the deadline for the end of all club activities in the semester.