

Arkansas State University - Jonesboro

Effective Date: 07/01/98

Number: 05-33

Section: Finance and Administration

Subject: Camps and Clinics

Budget. A proposed budget must be submitted to the Business Manager in Finance and Administration for approval 30 days prior to the beginning of the camp or clinic. All non-athletic camps or clinics must be approved by the Office of the Provost before being forwarded to Finance and Administration.

Brochures. Prior to being printed, all camp or clinic brochures must be approved by the Office of Publications and Creative Services to assure that publications are in accordance with university standards and state and federal regulations, and by the Business Office to ensure compliance with risk management policy.

Cashiers. Cashiers from Finance and Administration should be requested at least thirty days before needed for collections.

Deposits. All pre-camp or clinic deposits should be mailed directly to the Cashier's Office at PO Box 2640, State University, AR 72467. Attachments to the deposits should be forward to the responsible department for the camp.

Disbursements. All disbursements must be made by requisition or IDT through Finance and Administration (cash disbursements are not allowed). All expenditures must be in compliance with state personnel and purchasing regulations.

Profit and Loss Statement. A profit and loss statement must be submitted to the Business Manager within two weeks after the camp or clinic is over.

Source Documents. All applications and other source documents must be retained by camp or clinic director for at least 3 years for audit requirements.

All camp/program directors and/or staff members should have a copy of the Arkansas State University Guidelines for Camps and Programs provided by the Office of Finance and Administration. This manual provides additional guidance in areas of recordkeeping, accounting matters, and other information required in the administration of these programs.

Reviewed 11/29/11.