

SUDLER PROJECTS GUIDELINES FOR THE TREASURER

1. The project treasurer must be a student of the sponsoring college and coordinates all finances for a Sudler project.
2. The treasurer should not expend or commit funds before meeting with the Master's Senior Administrative Assistant of the sponsoring college to review financial procedures.
3. Expenses that may be charged by telephone should be coordinated through the Master's Senior Administrative Assistant and charged directly using university purchasing cards; this will eliminate the charging of tax and the need for students to expend their own funds and wait for reimbursement.
4. Other expenses should be billed to the Master's Office.
5. Students should use their own funds to purchase items for Sudler projects only when it is not possible to follow guidelines 3 and 4 above.
6. Acquisition of new props and costumes exceeding \$50 must be approved by the Master's Office before purchase.
7. Receipts for reimbursement should be submitted in a timely fashion. Fall term reimbursements must be submitted by Friday, December 9, 2005 and spring term by Monday, May 1, 2006. Exceptions require Master's written approval.
8. The number of reimbursement submissions is limited as follows:
Awards of \$500 or less – 3 reimbursement submissions
Awards of \$501 - \$700 – 4 reimbursement submissions
Awards of \$701 - \$900 – 5 reimbursement submissions
Awards of \$901 - \$1100 – 6 reimbursement submissions
Awards over \$1100 - 7 reimbursement submissions
9. Funds awarded for the fall term cannot be carried over to the spring term without permission of the Sudler Committee. Funds awarded for the spring term must be expended and submitted for reimbursement by Monday, May 1, 2006; no carryover to the next academic year is permitted since Yale's fiscal year ends on June 30.
10. Admission may not be charged for Sudler-sponsored projects.
11. Total publicity costs may not exceed \$150.
12. If a Sudler recipient uses a vendor who does not have an established contractual agreement with the University, all university purchasing guidelines apply.