

# Spreadsheets & Ordering

In the shared Google Drive, under Officers > Financial > [Current Semester], there is a Google Sheets document titled "[Current Semester] Expenses" containing links to spreadsheets for every current project, as well as sheets for Marketing, Lab, Socials, and Miscellaneous. Check all of these sheets every few days for activity.

Within each project sheet, a product's information including justification, price, quantity, and a link to the seller will be input by project members/leaders. Consult the .txt file of passwords the previous treasurer has provided you for the login information for these store sites. If the club does not have an account with a website, make one with the treasurer email address and create a password and add it to the .txt file. Use your issued club debit card or the club PayPal account to pay for the products. Use the address of the lab as the shipping address. Make sure to include "Robotics Club" as the name for the order or "Robotics Club of Central Florida" as the company name so that we can recognize the package as ours when it arrives.

If a site is requiring that you use a credit card, it is permissible to use your personal credit card and reimburse yourself for the *exact same amount of money* through the PayPal. If you do not comply with this rule, you will lose your position as officer of the club and possibly face academic and legal consequences.

If you are unsure about a product or a seller, select "Meeting Required" on the dropdown menu in the sheet and message the team lead for the project about the matter. **WARNING:** Do not buy from sellers that ask for direct bank information (including but not limited to account numbers, receipts, and money orders) or ask you to email them proof of payment.

After ordering products, change the corresponding dropdown menu from "Need to Order" to "Ordered". Mail for RCCF is held in the front of the office. *Only officers should be getting the mail, not regular members.* Make sure that a package reads "Robotics Club of Central Florida" (or "Robotics Club", etc.) on the shipping label so you don't take someone else's mail. *It is considered a federal crime to steal someone else's mail.* When the products arrive, the officer that receives the package will change the corresponding dropdown menu on the spreadsheet from "Ordered" to "Received".

If a product is bought in-person, the person who bought it is responsible for putting it in the appropriate spreadsheet and selecting "In Store Purchase". If they did not use club funds to buy it, you must reimburse them through the RCCF PayPal for the *exact same amount of money*.

Overall, maintain open communication with other officers, team leads, and members of the club. If you are unsure of anything, do not hesitate to talk to anyone, including past officers. You got this :3

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