



Student Association Financial Policies & Procedures

Student Activity Fee

The student activity fee is a mandatory fee paid by students as part of their bill every semester. It is the basis for all of the money appropriated to groups by the Student Association.

Budget and Appropriations Committee

The Budget and Appropriations Committee (B&A) is a committee composed of ten student members appointed by the Comptroller and General Assembly. The Comptroller is the chairperson of the committee, the Assistant Comptroller is the Vice-chair, and the General Manager/Accountant is an ex-officio member of the committee. The committee has the following duties:

- ✓ Making the annual budget for the Association (B&A week)
- ✓ Approving releases from Allocation and the Conference and Convention (Con & Con) accounts that exceed 150.00
- ✓ Approving re-allocations over 150.00

Types of Groups:

Constituted Groups: These groups are financially dependent on SA and receive funding via budget and the Con & Con Account (\$1500 max in any year from Con & Con).

Chartered Groups: These groups are financially independent on SA and receive funding via Allocation and Con & Con Account. **Not to exceed \$1500.00 in any academic year.**

- *During the first year of recognition the group is allowed the following funds:*
 - *\$1500.00 if chartered during the 1st quarter of the year*
 - *\$1375.00 if chartered during the 2nd quarter of the year*
 - *\$1250.00 if chartered during the 3rd quarter of the year*
 - *\$1125.00 if chartered during the 4th quarter of the year.*

Acknowledged Groups: These groups are financially independent on SA and receive funding via Allocation and Con & Con Account. . **Not to exceed \$1000.00 in any academic year.**

- *During the first year of recognition the group is allowed the following funds:*
 - *\$1000.00 if acknowledged during the 1st quarter of the year*
 - *\$750.00 if acknowledged during the 2nd quarter of the year*
 - *\$500.00 if acknowledged during the 3rd quarter of the year*
 - *\$250.00 if acknowledged during the 4th quarter of the year.*

Types of Funding:

Allocations: (Only available to Chartered and Acknowledged groups) These funds are released for the purchase of good and services other than conferences and conventions. These funds are limited and on a first come basis. Groups can not receive allocations once the fund is depleted.

- ✓ **Organizations may request funding up to 100% of the cost for items that serve as a non-personal use of promotion or publicity, mandated uniform, and/or gift.**
- ✓ **Organizations may request funding up to 50% for items that are intended for personal and promotion/publicity use for groups.**
- ✓ **Items that bear the University name or a recognized group name must go through a vendor licensed by the University**

Conference and Conventions: (Available to all types of groups: Acknowledged, Chartered, & Constituted) Funds available for all groups to go on conference and conventions relevant to their groups' purpose. These funds are limited and on a first come basis. Groups can not receive Con & Con once the fund is depleted.

- ✓ **Group members are required to come up with at least 25% of the total cost of the trip out of their own pocket.**
- ✓ **By SA Statue all groups that are released funds through Con & Con are required to submit a report no later than two academic weeks after the group returns from the conference or convention.**

Budgets: Constituted groups receive an annual budget that is developed with the Budget & Appropriation Committee each year. Group budgets vary significantly; any questions regarding your budget should be directed to the Student Comptroller or General Manager.

- ✓ **Constituted Groups shall request no more than twenty percent (20%) or a five thousand dollar (\$5,000) increase of their budget, depending on the greater amount from expenses.**

***** Under special circumstances exceptions to this rule must be approved by the Budget and Appropriations Committee prior to Budget and Appropriations week.*****

Reimbursements: According to Statute F-11 of the Student Association statutes, there will be **no reimbursements** for any organization affiliated with the Student Association. All purchases must be approved in advance. The Student Association uses the purchase order system and all groups must submit the appropriate form(s) and a P.O. must be issued before purchasing any product or service. **Pre-approval** by the Student Comptroller will be exempt from the Statute F-11.

Requesting Funds:

In order to receive funds from the Student Association, Chartered and Acknowledged groups must adhere to the following process:

Requesting Process under \$150.00:

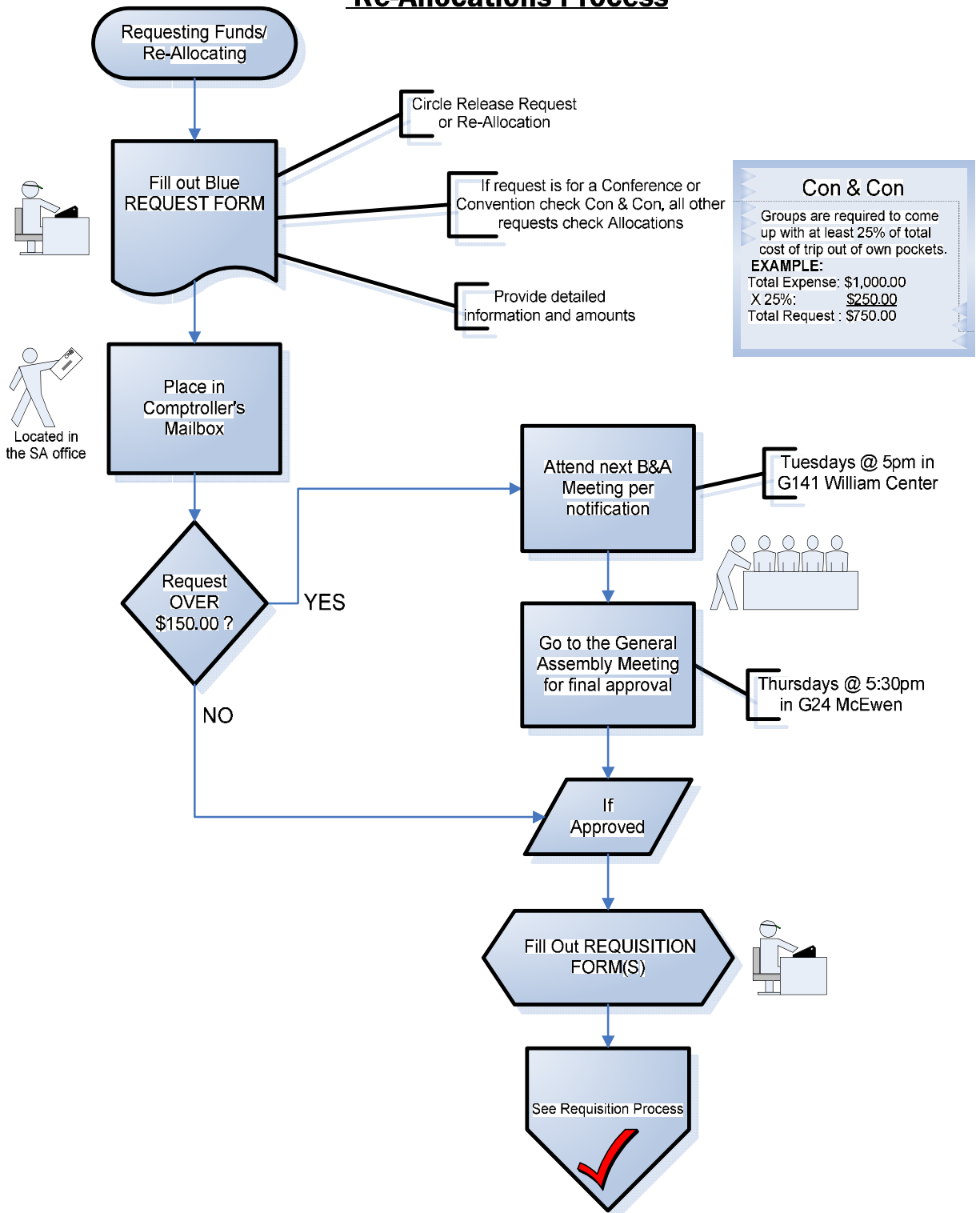
1. Fill out request form (blue form) with detailed amounts/description and supply quotes, if available.
2. Place request form in Comptroller's mailbox with correct signatures.
3. Wait for a Memo in your group's mailbox which will state your request was approved.
4. Now you can requisition the money out of the account by filling out one of the green requisition forms (see Requisition Process).

Requesting Process: over \$150.00:

1. Fill out request form (blue form) located in SA office.
2. Place Request form in Comptroller's Mailbox. You will be placed on the agenda for the next B&A meeting (As per notice placed in group's mailbox). Go to the B&A meeting which is held on **Tuesdays at 5pm in G141** of the Williams Center.
3. Attend the General Assembly meeting in order for your request to be approved by the Assembly and the money placed in your account.
4. Once the Assembly approves your request, you need to requisition the money by filling out one of the requisition form(s) (see Requisition Process).

✓ **See Request Flow Chart on next page for more information!**

Office of the Comptroller
**Requesting &
 Re-Allocations Process**



Requisition Process:

Note: There are 3 types of Requisitions forms: Regular Requisition, Contract, and a Travel Requisition

1. Regular Requisition: For Purchase of Products, Local Hotels, Advertisements, etc. (Green form)

- Fill out Green Requisition form: include detailed information with dates, amounts and account number.
- Submit completed green form to the Comptrollers mailbox.
- Allow **4** business days for purchase order, **PLAN AHEAD!**

Local Lodging: See the Administrative Assistant. The Student Association has special pricing on hotel rooms.

- The group submits a completed green regular requisition form.
- The Administrative Assistant will make the reservation and put a memo in the group's mailbox with the hotel information.
- The Student Association office staff will fax the purchase order to the hotel.

2. Contract: Speaker, lecturer, band, etc. (yellow form)

- Complete yellow contract form at least 2 weeks before event! No Exceptions!
- **IMPORTANT:** When submitting a contract, a requisition will be done **automatically** for **only** the **service** of the person/group being contracted. Any separate expenses e.g. meals, lodging, travel needs to be done on a separate requisition forms.

3. Travel Requisition: Travel & Out-of-Town Lodging: (green form)

- It is the group's responsibility to call for out of town lodging accommodations and obtain pricing information. Please let them know exactly how many students per room will be staying.
- If the group would like to reserve accommodations, the use of a credit card may be required. A student can use a personal credit card to **HOLD** rooms only.
- Once the group has gone through the process of requesting funds to cover the cost of the lodging, a green travel requisition must be completed.
- Please attach a print-out of the lodging information or of the confirmation numbers.
- Turn in the travel requisition to the comptroller with the back-up. The Student Association will pay the cost of the accommodations only, using the SA credit card.

Travel Requisition Con't

Travel (Airline Reservations):

- Log on to an internet travel site, such as, expedia.com or jetblueairways.com.
- Select the exact flight that you want, including the number of people flying, dates and times for departing and returning flights, along with any other preferences.
- **DO NOT PAY FOR FLIGHT** with a personal credit card. Print out flight details and attach it to a **COMPLETED** travel requisition form.
- Clearly print all passengers' full names on the requisition form, and include title (e.g. Mr., Mrs., Ms., or Dr.).
- Turn all information in to the comptroller. The Student Association will book flights and provide payment information.

The instructions also apply if traveling by train (Amtrak).

✓ **See Requisition Flow Chart on next page for more information**

Office of the Comptroller

Requisition Process

Requisition forms are used to Requisition the funds a group already requested or budgeted

Time Guidelines

Regular Requisition: 4 business days to process.
Contract: Hand in at least 2 weeks before event.
Travel Requisition: Hand in at least 2 weeks before trip

**If you are past these time guidelines
don't bother handing it in.
NO EXCEPTIONS!**

Requisitioning Funds

Fill out correct Requisition Form

1. Regular Requisition (GREEN): Products & Local Hotels
2. Contracts (YELLOW): Speakers, Lectures, Performers
3. Travel Requisition (ALSO GREEN): Out of town travel, air, Amtrak



Place in Comptroller's Mail Box

1

Pick up P.O. in office in 3-4 days

Faxing & Phone P.O.'s can be done. Talk to office staff if you need this done

Use P.O. for transaction. Give Yellow Copy to vendor. Bring back all other copies with original sales receipt to SA office.

You will receive the blue copy in mailbox (keep for records)

SA will send a check to vendor

2

Contract will be sent to artist/performer

You will receive a memo in group's mailbox confirming contract

Pick up check at office to present to Artist or SA will mail

3

Go to Travel Website

Attach travel print out of confirmation #, flight #'s, or lodging info to Travel Requisition.. DO NOT PLACE ON PERSONAL CREDIT CARD!

You will receive a memo in group's mailbox confirming reservations

Purchase Order Process:

There are many ways a purchase order may be used. The following process is used for local vendors. For out of town vendors faxing of PO's can be done. If your vendor does not except purchase orders or the vendor is online, please talk to the Comptroller, General Manager, or the Administrative Assistant.

** Purchase orders can take up to 4 business days to process. Plan ahead!
No Exceptions!*

**If a check is needed the process may take 7-10 business days. Plan ahead!
No Exceptions!*

1. You must pick up the purchase order in the Student Association office during the normal business hours (9am-5pm). A staff member will assist you and you will have to sign out your purchase order. (Purchase orders are never placed in group's mailboxes).
2. When using the purchase order, you can not exceed the amount on the PO.
3. Funds should only be used for what they were requested for.
4. You must sign the line that states "purchased by"
5. The vendor must sign the line that states "sold by"
6. The vendor will keep the yellow copy
7. The white, blue, and pink copies of the purchase order should be returned to the SA office with the detailed receipt.
8. A check will be issued to the vendor; you will receive the blue copy of the purchase order in your group mailbox. Please have the treasurer hold on to these slips to keep actual amounts that you have spent.