

Faculty Student Association of State University College at Fredonia, New York, Inc.

PROGRAM ACCOUNT POLICY

Policy #: 28

Date: March 1, 2011

1. Purpose.

The Faculty Student Association (FSA) supports various university activities that enhance the educational and/or cultural experience of the campus community. The FSA funds are to be used for purposes that will benefit the principal educational mission and goals of SUNY Fredonia. The FSA Board of Directors reviews requests for support in March of each year for following June 1st through May 31st. FSA programs are those services and activities that are not a part of the normal auxiliary services operations. FSA program funding, budgeted and approved by the FSA Board of Directors and the University President, shall be included as part of the FSA annual budget as long as the financial position of the corporation supports the level of program funding.

2. General Procedures.


- A. To be considered for FSA program funding, activities should:
 - Enhance the educational mission and goals of the university
 - Benefit the SUNY Fredonia community; be primarily student-focused
 - Justify the need for FSA financial support
 - Comply with all aspects of the Program Account Policy
- B. FSA does not provide funding for:
 - Individual student or faculty travel
 - Equipment and furnishing purchases not owned by FSA
 - State mandated activities
 - The employment of faculty or staff personnel when the service performed is not directly related to the operations of the FSA
- C. The deadline for accepting applications is firm; the FSA Board of Directors does not accept late applications.
- D. All publicity and public information regarding the program must indicate that the program is sponsored or co-sponsored by the Faculty Student Association.
- E. All expenditures of the FSA funds for products that can be provided by Faculty Student Association enterprises (i.e., food services and Bookstore) will be arranged through these FSA operations.
- F. The Board of Directors has directed the FSA Executive Director or Controller to reject check requests unless the expenditures are fully documented. At the discretion of the FSA Executive Director or Controller, check requests may be paid pending receipt of documentation.
- G. Program Account Disbursement Guidelines:

1. Program proposals are approved based on the submission. Any significant changes to your proposal will NOT be funded. Disbursement criteria:
 - a. No account shall be overdrawn without prior Board approval.
 - b. The expenditure period is from June 1 to May 31. Amounts need to be spent or invoiced prior to May 31. The FSA office needs to be notified of any submissions that will arrive after May 31, in advance.
 - c. The expenditures must be for the use and time frame specified in the program request.
 - d. The blue FSA check request form must be stapled on top of original invoices.
 - e. The FSA will reimburse individuals and/or pay vendors directly as specified on the check request.
 - f. The check request form must be filled out completely and accurately.
 - g. The signature on the check request must be that of the individual who applied for the program funding.
 - h. Use of the FSA sales tax exemption certificate is allowed for official program fund purchases.
 - i. Disbursements are generally generated on Friday of each week. In order to meet the deadline, the FSA Office must receive check requests and invoices no later than noon on Wednesday.
 - j. FSA reserves the right to reject any check request that does not meet the guidelines.
 - k. No checks will be drawn by a telephone call and no manual or hand-typed checks will be processed.
2. Documentation should include:
 - a. Name of individual making the purchase
 - b. Original invoices
 - c. Goods and services purchased
 - d. Brief statement of reason for the purchase
3. Under no circumstances may FSA Program Accounts exceed the amount budgeted without prior approval of the Board.
4. All expenditures should be reasonable and in line with normal costs for similar activities.
5. Individuals who spend unauthorized or undocumented funds will be required to reimburse FSA or the initial vendor. Lack of documentation will prohibit use of the accounts by the individuals concerned and these individuals will be billed by the Corporation (FSA).

H. Reporting Requirements:

1. Individuals receiving more than \$600 per calendar year for stipends, honorariums, service fees, etc. will receive a Federal IRS form 1099 from FSA. FSA will require individuals to furnish a W-9 form to provide a Social Security number or tax ID number when processing expenditures.

Approved



Date

3/1/2011