

**Slippery Rock Student Government Association, Inc.
Board of Cooperative Activities**

Funding Policies

SRSGA is also responsible for overseeing these funds once allocated to ensure that they are being properly spent. The following pages will walk you through when and how to request money from SRSGA.

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Beginning of Fall and Spring Semesters

Budget requests are the primary and best way to receive funding from the SRSGA. In the spring, representatives from each club and organization will present their budget requests to SRSGA. These budget hearings are important because this is when the committee decides to allocate the majority of its budget. As a leader of a club or organization, it is crucial for you to remember the following items if your group is to receive SRSGA funding:

- Representatives for your club or organization are required to be present at the spring training session and at the spring budget hearing—otherwise your club will not receive funding for the following semester. The president and/or treasurer of the club are preferred representatives. It is also helpful for the new and old club officers to go through the budget process together.
- The group's representative(s) will schedule an appointment time for the budget hearing week when filling out budget requests. At the budget hearing, your group's representative must be able to explain fully your budget request and answer any questions that SRSGA may have. Failure to attend this meeting means that your group will not receive SRSGA funding.

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New Initiatives

At the spring budget hearings, SRSGA sets aside a contingency fund for use during the academic year. These funds are generally used for newly formed clubs and organizations, in addition to events that could not be planned without time to have these funds allocated during the budget hearings. To receive money from this fund, it is important to do the following:

- Complete and return the “New Initiative” form to the SRSGA Office then schedule an appointment to meet with SRSGA. Board of Cooperative Activities meetings are held bi-weekly in the University Union. Please detail specifically each item and event you are requesting funds for and check that what you are asking for is within SRSGA guidelines. All paperwork must be submitted two (2) weeks prior before it is to be brought before the Board of Cooperative Activities.
- An officer from your organization should attend the meeting to explain and defend the request to SRSGA. Other members from your organization are more than welcome to attend. Since contingency funds are limited, SRSGA requests very specific information and strongly encourages fundraising and co-sponsorship with other clubs and departments.
- Before requesting additional funds all previously funded money should be spent or allocated.

New Organizations

Newly formed organizations must wait for a trial period of one (1) semester, a four (4) month equivalent, after obtaining official recognition as a student organization through the Center for Student of Involvement and Leadership and the Senate. After the one (1) semester, four (4) months, trial waiting period, the organization can receive up to \$250.00 which they will use to build and maintain membership during their second semester of being a recognized organization. Once one (1) full year has passed as a recognized organization, they may then apply for unlimited funding through the budgeting process or through a New Initiative. Case-by-case basis will be considered.

Reallocation Requests

You must reallocate funds when you do not, or cannot, use the funds for a specific event or purpose for which they were originally allocated. For example, your group was funded \$50 for a picnic, but you did not have that picnic; however, your group is planning on bringing in a speaker, and you want to apply the \$50 from you picnic toward the honorarium for the speaker.

To reallocate funds, fill out the “Line Item Transfer Request Form” and meet with SRSGA, the Center for Student Involvement and Leadership or a member of the Cooperative Activities office to do so.

Using funds without reallocating them is a violation of SRSGA policy, which could result in your group having its SRSGA account frozen for a period of time or losing your funding completely. Reallocation approval is subject to the same criteria as other funding requests.

Things to Remember

- Special Allocation and Line Item Request forms are available in the Center for Student Involvement & Leadership, the Cooperative Activities Office or on the SRSGA website.
- All requests for special funding and reallocation must be made two weeks in advance of the event. SRSGA will not fund the special events or reallocate funds after the event has taken place.
- Keep Your Receipts!
- It is necessary for your club to hand in every receipt to the Cooperative Activities Office after an event. Copies of all receipts should be retained in the event your group is audited in the future.

SRSGA GUIDELINES

- *SRSGA appropriates funds for activities initiated by SRSGA recognized student clubs and organizations. On a case-by-case basis, SRSGA funds student groups who wish to sponsor activities beneficial to the university. SRSGA treats all clubs and organizations in an equal manner when granting funding. Guidelines are listed on the next two pages.*

Alcohol

In accordance with University policy, SRSGA will not fund for alcohol.

Athletics

In regards to varsity athletics, teams will be funded for out of region travel up to the set mileage of the furthest away conference competition. For example, if the furthest away team in the Pennsylvania State Athletic Conference is 400 miles away. When a team goes out of region to have a competition they will be paid for up to 800 miles(400miles x 2 for a round trip). Anything beyond that will not be paid for by SRSGA. Athletic teams will receive the same amount of money that they would for an in-conference competition. This means that they will receive meals the day before and the day of competition. Also, the team will receive lodging for the night before competition.

Community Outreach & Charitable Events

SRSGA will fund events on a case by case basis that benefit the community outside of SRU and/or improve SRU's reputation and name off-campus. However, SRSGA funds cannot be used as direct donation to a charitable organization.

Contracts

The SRSGA President is the only person to enter into a contract. No student or employee of the University may sign a contract which legally obligates a student organization with a vendor, entertainment agency, government agency, or any other public or private organization without the approval of an advisor, department chair, or supervisor, and the signature of President of the Slippery Rock Student Government Association.

Equipment

If your student group requires permanent equipment such as athletic goals or supplies, a secure storage facility must first be found before we can approve funding.

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Food/Decorations/Giveaways

We will fund up to 30% of any organizations budget for food, decorations, and/or giveaways. Giveaways may be classified as food, merchandise, or anything that can be used to enhance the overall quality and/or attendance of an event. Any form of clothing is prohibited. Any requests to budget for decorations and/or giveaways must first be approved by the Finance Committee before going to the Board of Cooperative Activities to ensure validity of such request. If your organization has self support money you can use these funds to purchase clothing.

Gifts

SRSGA will not fund gifts

Lectures

SRSGA requires that any lecturer who receives SRSGA funds for any part of their honorarium (this includes partial funding for a speaker), must be an open lecture to any member of the University community.

Political Events

We will not fund for campaign appearances by candidates or representatives of their campaigns.

Publications

Organizations that produce publications may request funds for the costs of printing and supplies. Groups are encouraged to solicit bids from various printing companies. Due to the large expense of printing, SRSGA asks that clubs be conservative in the length of their publications as well as their distribution amount.

Publicity

Your organizations events should be well publicized- all members of the SRU community should know about your event. Banner paper and markers are available in the CSIL for use in the Resource Room in B-105 University Union.

Transportation and Travel Expenses

SRSGA will generally fund transportation costs (mileage) for speakers that your club wishes to bring to campus. As for student trips, SRSGA will fund for school vans and \$0.45 per SRSGA will only fund for school vans, bus travel and personal vehicles - not airplane or train travel for student trips.

Honorarium

SRSGA may fund for the honorarium of speakers. SRSGA does not fund honorarium for paid employees or current students of the University. Funding for speakers will only be granted after your club has decided on a speaker and has begun to plan the specifics of the event (approximate dates when the speaker will be coming).

Camps/Conferences

Any SRSGA recognized organization will not be able to use SRSGA funding on any camps or conferences. Exceptions can be made if there is proof that your organization's involvement in the camp/conference will have a direct benefit on the general student body.

Duplicating

The following on-campus duplicating will be honored: Printing services, Copy Corner and the Cooperative Activities office.

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Bidding

A minimum of 3 bids must be submitted on items purchased over the amount of \$500.00 before payment. If the lowest bid is not accepted, the purchase must be pre-approved or SRSGA will not honor the payment request. If you need assistance in finding the appropriate vendor, contact a member of the CSIL or Cooperative Activities Office for help.

Unused Funds

Any money allocated for an activity must be spent on that activity. SRSGA reserves the right to reallocate unused funds at any time and we conduct “takebacks” throughout the year. SRSGA funds cannot be transferred to a self support account and cannot be used from one academic year to the next. All funds will be taken back by SRSGA at the end of the academic year. Please be sure to spend money you have been allocated by then, reallocating when necessary. If an organization has made profit over the course of the academic year, this money will be eligible to be carried over into the following year.

Profit

If an organization is holding an event in which they will be making some sort of profit, the organization must report all earnings to the Cooperative Activities office. In order for an organization to make profit off of an event that is either funded in whole or in part by SRSGA, they must first pay back SRSGA. Any profit that exceeds the amount provided by SRSGA can then be put into the organization’s account and this money will be eligible for carryover into the following year. For example, if SRSGA allocates \$1,000 for a speaker and the organization providing the speaker earns \$1,500 dollars on the event. \$1,000 will be given back to the SRSGA and the remaining \$500 will go into the organization’s account.

Take Backs

Because spring budget hearings are done months prior to the actual events, several times per year, SRSGA reviews our allocations with a club representative to see if the allocations will still be used. If a program is cancelled, you may apply to re-allocate if you have another event in mind, or we will take back the funds (which will then become available to all clubs) and you can come in for Special Allocations when you plan an event. Takebacks are not a penalty to clubs, but rather a way of ensuring that SRSGA money will be spent on as many events as possible and each club is equally able to get funds, especially at the end of the school year when our available contingency funds are low.

Criteria for Funding**Your Club’s Track Record**

- Have you spent SRSGA funds according to the guidelines?
- Have you successfully held this event or similar events before?
- Do you publicize well?
- Have your advertisements been taken down within 48 hours of an event?
- Do you involve your membership in decision-making?
- Have you attempted to fundraise?
- Are you creating new initiatives on campus for the betterment of the campus?

*If you are a new organization, did you have an organized and detailed plan showing that you will meet these above criteria?

Club Representative's Performance

How your organization's representative presents his/herself and the organization at the spring budget hearing or Special Allocation funding request meeting reflects back on your organization.

- Did your representative explain everything well by detailing all of your requests?
- Were they prepared?
- Was your representative positive?
- Was the legwork and prior planning done to submit a well detailed request?

Benefit to the University Community

- Is this event or activity open to the entire campus?
- Does the event bring something new and exciting to campus?
- How many people will be affected by your program or event?

Attendance at Leadership/Budgeting Seminars

At least one member of each organization must be in attendance at each SRSGA and/or CSIL mandatory event. An individual is not able to represent more than one group. Failure to attend these meetings and/or adhere to campus policies/procedures directly affects the SRSGA budget in the following method:

- *First Offense*—A warning to the club president & advisor
- *Second Offense*—Automatic loss of the club's ability to apply for Special Requests for the remainder of the school year.
- *Third Offense*—Loss of 25% of the current budget
- *Fourth Offense*—Current budget becomes frozen for the remainder of the year.

Remember

The myth of SRSGA funding is that you will get 1/3 of what you ask for, so ask for three times what you need.

Do not do this! The most important factors considered by SRSGA for events to receive funding are the above guidelines. These guidelines are meant to help you be more successful in requesting funds for an event. SRSGA generally receives a substantial amount more funding requests than it has the funds to match. SRSGA only funds SRSGA recognized clubs/organizations.

Preparing a Budget

Tips for Preparing a Budget

- Provide SRSGA with a detailed budget for your event. For example, many budgets SRSGA looks at will request \$100 in supplies for a specific event. A better way would be to list \$100 for supplies and break it down to what you are specifically planning to spend the money on: tablecloths, streamers, balloons, paper plates and cups. The more detailed the better.
- Get exact costs when you can and get estimates when you cannot. If you are going to have catering by AVI at your event, then call them and get costs. If you want to have bus transportation getting people to your event, then call several bus companies to get a range of estimates. Getting estimates is important because it shows that you have put a great deal of thought and effort into your event.
- Include all sources of funding other than SRSGA and call the departments that you plan to ask for funding.

How Should I Handle Myself Before SRSGA?

- Don't be nervous or intimidated. SRSGA is here to help your club manage its funding.
- Don't be afraid to ask questions. SRSGA loves questions because it shows that you are interested and engaged.
- Always be courteous. SRSGA makes every effort to run its meetings efficiently and on time, but some of our appointments run late (especially during spring budget hearings). So, please be patient.
- Come prepared.
- **Be on time** for your appointment.

Auditing of Account and SRSGA Probation

Audits ensure that your club is spending its funding according to its allocation. On occasion, your club may receive a letter asking for more information on funds you have spent. A representative for your club must meet with SRSGA or an SRSGA representative assigned to work with your group.

If your club misspent funds (i.e. spent funds it did not have, spent funds without reallocating, or spent funds in a way that violated SRSGA or University policy), then SRSGA may take action. SRSGA may freeze your club's account or take away funding, but the most likely course of action is a warning or SRSGA probation.

SRSGA probation requires that your club meet with SRSGA or an SRSGA representative on a regular basis to discuss your club's upcoming events and budgeting for these events.

Probation is not a punishment designed to hurt your club, rather it is a measure designed to help your club budget and spend its money properly.

Funding Appeals

In the event that your club or organization feels that it has been treated unfairly by SRSGA in the budget process, there is an appeals process established:

1. Meet with your advisor or a member of the CSIL staff to discuss your appeal.
2. Pick up a Funding Appeal form in the Center for Student Involvement & Leadership Office, the SRSGA office or the Board of Cooperative Activities office.
3. Fill out the form and return it to the SRSGA office.
4. Schedule an appointment to meet with a SRSGA member. At this meeting, you will discuss the problem and the SRSGA action concerning your group.
5. The appeal will go to the Board of Cooperative Activities. A member of the organization filing the appeal is encouraged to attend the meeting in order to explain their case. Under special circumstances, the appeal may be sent to a sub-committee to send a suggestion to the Board of Cooperative Activities board.
6. If the appeal passes through the Board of Cooperative Activities, it will then go to the SRSGA Senate for final approval.

Reasons for Filing an Appeal

There are **three** categories under which a new decision can be appealed:

1. *Procedural Appeal*—This deals with the rules of SRSGA—the way the meetings are run and decisions are made.
2. *New Information*—There is new information that your organization can provide that was not taken into account when SRSGA came to its decision.
3. *Mistreatment*—You feel that SRSGA has mistreated your organization.

Appeals can be made over an SRSGA decision concerning your organization; whether it is over allocations or freezing of your club's funding. However, no more than one appeal can be made in each appeal category.

Your Advisor's Role in Funding

The advisor's signature is required for processing of the annual funding proposal, reallocation requests, and all disbursements.

In the case of the advisor's unexpected unavailability, a CSIL staff member or another professional staff member involved with the organization's finances may sign for a small routine expense from an SRSGA or self support account, as long as he/she is convinced that the advisor would have signed if available.

An advisor should discuss with relevant officers the organization's request for SRSGA funding each spring. If an advisor has comments about an organization's plans, they should be raised before or during the SRSGA funding process. An advisor may not refuse to sign a request for funding or disbursement as a measure for preventing or reducing the exchange and discussion of ideas on campus, even those ideas that may be distasteful or controversial to some.

*Organizations without an advisor will have their funds frozen immediately.

A signature can legitimately be withheld for both SRSGA accounts and self-support accounts if one or more of the following applies:

1. The advisor believes that the group has not held adequate discussion of the specific request, offering the advisor a meaningful opportunity to advise the membership and taking into account how the group will use available funds to meet its stated mission. For example, if the advisor believes that a small number of members have discussed the issue, he/she can withhold a signature until the full membership has been offered a chance to evaluate.
2. Plans for the event ignore University guidelines. For example, the requirement that lectures, performances, and movies are publicized in advance and open to the SRU community, or the requirement that the SRSGA President sign any contract committing the University to engaging outside speakers, performers, etc.
3. Insufficient funds are available for the expense if this organization still wishes to sponsor this activity. It can ask SRSGA for a reallocation, use available funds from another source (such as a self support account), find additional support from other organizations, or raise new funds.
4. The request does not respect the allocation of resources for specific activities stipulated by the contributing organizations or office, unless a reallocation is properly approved.

What to Do if You Don't Get Approval

1. If the group believes the advisor has not acted fairly, the group can appeal to a CSIL staff member, who, in consultation with the Cooperative Activities Office, will make a decision. The only subsequent recourse is directly to the Vice President of Student Life of the University.
2. The group can locate another member of the SRU faculty or professional staff willing to serve as an advisor, the new advisor needs appropriate training so that he/she may become familiar with applicable University policies and the organization's mission and needs. The new adviser could then sign for the given expense or future expenses of the type in question.

Whatever the organization's and its advisor's opinion, there may be situations in which the professional staff would feel obliged to override an organization's plans for an event. For example, if there was concern that the security of people visiting or in attendance could not be reasonably guaranteed, the event will be cancelled.

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These accounts are similar to checking accounts but the funds in them can only be used for one academic year. Student Organization-specific account numbers are set up in the SRSGA accounting system. These accounts contain SRSGA funds, which have been distributed by the SRSGA in April and May and are to be expended during the next fiscal year (July 1 through June 30).

Purpose of Funds

SRSGA accounts are to be used to pay for the programs or activities listed in the budget request. If the program changes, SRSGA should be informed and any reallocations or additional allocations will then be made.

Life of SRSGA Accounts

The funds allocated in April and May by the SRSGA is to be used during the next fiscal year—July 1 through June 30. If they are not used, they are returned to the SRSGA with the closing of the University's books, although the account itself remains open.

How to Obtain an Account

1. The Student Organization Review Board and the SRSGA must first recognize your organization.
2. The organization must be recognized for 2 years before becoming eligible to receive funding unless it meets the criteria below.
 - 2a. Newly Formed organizations must wait for a trial period of **four (4) months** after obtaining official recognition as a student organization through the Center for Student Involvement and Leadership and the SRSGA Senate. After the **four (4) month** trial waiting period, the organization can receive up to \$250.00 which they will use to build and maintain membership during their second semester of being a recognized organization. Once **one (1) year** has passed as a recognized organization, they may then apply for funding through the budgeting process or through a New Initiative in the fall. **The summer months will not count toward either the trial period or the four (4) months that follow.**
3. The organization's leaders and advisor must then prepare a budget request that is presented to the SRSGA during the spring semester.
4. The Cooperative Activities Office will assign an account number to your student organization.

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Self Support Accounts

These accounts are similar to savings accounts and the funds carry over from year to year.

They are held by the institution as custodian or fiscal agent for individual students, faculty, professional staff members, and organizations. This means that SRSGA does not own the funds, but holds them, accepts deposits, and disburses funds upon the direction of the depositor or an authorized representative of the organization. Self Support funds differ from SRSGA funds in that Self Support funds do carry over from year to year.

Purpose of Funds

Because these funds belong to the group and not to SRSGA, they may be used for any appropriate purpose agreed upon by the organization consistent with applicable laws and University regulations. However, the same accountability and documentation requirements exist with Self Support accounts as with SRSGA funded accounts because of the need to provide an audit trail and to provide accountability to the group.

Life of Self Support Accounts

Self Support accounts, unlike SRSGA accounts, remain open and balances carry forward from one fiscal year to the next. This continues until the Cooperative Activities Office is informed to close the account and return the available balances to the responsible party.

How to Obtain a Self Support Account

1. Consult your advisor.
2. Go to the Cooperative Activities Office to set up your account.

Business Office Procedures

Making Deposits

Deposits for fundraising proceeds or membership dues should not be made to the SRSGA account. If membership dues or fundraising is involved, it is best to establish Self Support Account. Only SRSGA funding and donations from other University student organizations should be deposited into SRSGA accounts.

Any funds to be added to a Self Support Account must be accompanied by a deposit ticket, which includes the correct paperwork and the description and amount of the deposit. These items should be taken to the Cooperative Activities Office during normal office hours. A receipt is completed and a copy given to the depositor. During cashier hours you can wait for the receipt or have it inter-office mailed to you if the deposit is left during other hours. Deposit receipts should be retained and used to reconcile the budget statement at the end of each month.

Reimbursement

Reimbursements are made by check. The form to complete remains the same and original receipts are still required. Checks will be cut on Monday and Thursday each week. In order to receive the reimbursement the form and receipts must be submitted within 30 days.

Change Funds

Change Funds are loans of money in small denominations of the sole purpose of making change during sales (usually fundraisers or ticket sales).

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How to Obtain

A disbursement voucher must be completed showing the name of the person responsible, the name of the organization, the date, the total amount requested and in what denominations, and an explanation of the specific purpose and time period required.

How to Return

As soon as the event has concluded, the amount of the change fund must be separated from the proceeds of the sale and return to the Cooperative Activities office. The change funds are then deposited to clear the loan to the individual. For this reason, it is very important to note when giving the funds to the Cooperative Activities Office for deposits, that it is return of a change fund. This situation is similar to advances in that if the funds are not returned within a reasonable time frame, they will be considered an expense to the individual responsible.

Notes on Outside Services:

If you are hiring an outside group (i.e. DJ, band, and repairs), it is required to have a check cut or an invoice sent to you rather than pay for it yourself and then get reimbursed. If you have any questions, a Cooperative Activities staff member can guide you in the most effective form of payment for services rendered.

Advances

An advance is a loan of funds from SRSGA that is later repaid through the return of receipts and/or remaining funds.

Advances are available in situations where it is not possible to expend the money from personal funds and obtain reimbursement. These include circumstances such as travel, the purchase of small amounts from a number of vendors where the vendor will not grant credit and the amount is uncertain, and if the amount is large. If at all possible, advances should be used for amounts greater than \$50.

If you have received an advance, you must submit your receipts to the Cooperative Activities Office within 5 days. After 5 days, the money will be counted as expense to the individual and must be repaid in full.

How to Obtain an Advance

A Cash Advance Request Form must be completed, showing the name of the person responsible, the name of the organization, the date, the total amount requested and an explanation of the specific purpose and time period requested.

How to Return an Advance

Cash advances must be reconciled as soon as possible, but no later than 5 working days after distribution. A reconciliation form, accompanied by receipts for all expenses, must be submitted to the Cooperative Activities office. Only itemized receipts will be accepted. Receipts must list all purchases.

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Planning a Trip

When planning a trip please take the following information into consideration:

- The lowest available specific fare or accommodation charge should be chosen.
- The rates for the types of expenses encountered while traveling are as follows:
 - Meals--\$23.00 per day
 - Breakfast - \$6.00
 - Lunch- \$7.00
 - Dinner- \$10.00

If the individuals of an organization are funded for several meals in the same day, they are permitted to underspend on a meal in order to save money for a different meal on that day. (For instance, if you were funded for Lunch and Dinner today and you decide to only spend \$5.00 on Lunch, you may then pay up to \$12.00 for dinner) Excess money will only be permitted for carryover between different meals on the same day. Money will not carryover to the following day.

- Lodging--\$85 per day (Exceptions can be made in areas that exceed \$85 per night. Get pre-approval in this case.)
- Mileage—45 cents per mile driven in personal auto.
- While there are per diems listed, actual expense should be listed and documented with original receipts.

Purchase Orders

A purchase order must be used when ordering a product from a company for any purchase.

A purchase order represents a commitment on the part of SRSGA to buy the items listed on the purchase order form from the vender to whom it is addressed. It is a binding contract that can only be broken by mutual agreement of SRSGA and the vendor.

Why Do We Use Purchase Orders?

- In order for our tax-exempt status to be recognized by the vender.
- To relieve the individual from personally incurring the expenses.
- It is required for proper internal control by our auditors.
- To take advantage of possible University discounts.
- To better keep track of available funds in accounts.
- To ensure prompt receipt of items and payment invoices.

Steps to Follow when Your Organization Needs to Make a Purchase

1. Obtain a Purchase Order Worksheet from the CSIL office, the SRSGA office or the Cooperative Activities office. Complete the Purchase Order Worksheet, making sure to include:
 - Your organization's account number
 - The name of the person who authorized the purchase
 - The name and address of the vendor
 - Your departmental affiliation/group name
 - If the order is to be delivered somewhere other than the University.
 - Cost of each item and total amount of the order
 - Quantity and description of the items you have ordered
 - Your advisor's signature

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2. Your advisor or a member of the CSIL office, or the Cooperative Activities Office must review purchase orders **before** you place an order. Once you have reviewed your purchase order, call the vendor or go to their place of business to place your order. Any paperwork, such as invoices given to you by a vendor, should be turned into the CSIL office, the SRSGA office or the Board of Cooperative Activities office.
3. Return the completed Purchase Order Worksheet to the CSIL office, the SRSGA office or the Cooperative Activities office after your advisor has signed it. At this time, you will be given a Purchase Order Number.
4. Provide your name, organization name and PO Number to the vendor when the order is placed. This is important so that the merchandise reaches the correct destination once on campus.
5. Please **make the vendor aware of the purchase order number and have the vendor list this number on the invoice.** This will help the CSIL and the Cooperative Activities Office distinguish which student organization the invoice belongs to when it comes to the office.
6. The warehouse personnel will deliver your order to the University unless you have specified otherwise.
7. Please remember that if you obtain a PO Number then cancel your order, you **MUST** have that Purchase Order voided as well.

Contracts

Contracts may be required in a variety of situations. Some examples include: entertainers, consulting services, professional services, construction or any undertaking which involves extensive time or complicated components of services. A Purchase Order does not take the place of a contract in these instances. Before committing the SRSGA to obtain goods or services through a contractual arrangement, the proposed contract must be approved by your advisor and then signed by the President of the SRSGA. The approved contract can then be attached to a payment request with your adviser's signature, account numbers, etc., and then be sent to the Cooperative Activities Office for payment.

For smaller organizations we have a standard contract that has been approved through legal. Please utilize this form. It is available online at the SRSGA website or in the SRSGA office

Risk Management/Liability Waivers

Risk management needs to be considered when planning any event or activity.

Items to consider include:

The potential for physical harm or injury, crowd control, the value of equipment or property needed for the activity, and any special insurance requirements that may be outlined in a contract. In some cases, it may be advisable for participants to sign a liability waiver. The CSIL should be consulted before committing to an activity that may pose unusual risk.

Checks

- A check can be requested by completing a Payment Request form with a copy of the signed contract and submitting it to the Cooperative Activities Office.
- Checks will be cut on Monday and Thursday of the same week.
- If a check is written out to an individual, a W-9 form is needed. If the check is to be made payable to a group or organization, ask for their Federal ID number instead.

Payment Request Forms

All orders placed outside the University should be made by Purchase Order. In some instances, however, it is not feasible to issue a Purchase Order. In these cases, a Payment Request Form is used. Examples of such situations include personal reimbursements for a series of small purchases. Dues and memberships, reimbursement for meals, fees and honoraria for individuals who are not University employees, or prizes, awards, or services performed by independent contractors.

Payment Request Forms are **not** to be used for: compensation for teaching additional classes, honoraria for University employees, travel or housing allowances or payments for any individual already on the University payroll. All such payments are to be made through the payroll system.

Timing of Payments

After receiving the Payment Request Form (including supporting documentation—i.e. original receipts, contracts, etc. and proper signatures), the Cooperative Activities Office inputs the Payment Request form and invoices on Purchase Orders for payment. Regular Accounts Payable checks are issued every Monday and Thursday.

STILL NEED MORE MONEY?

Have you...

- Gone back to the SRSGA to ask for additional funding by filling out a special Allocation or Line Item Transfer?
- Held a fundraiser (bake sale, t-shirt/promo sale, raffle tickets, etc.) to help raise money for your organization?
- Considered co-sponsoring with other campus groups?
- Contacted the University Program Board and filled out a co-sponsorship agreement available in the CSIL?
- Contacted one of the many other campus groups for co-sponsorship?
- Contacted a related academic or administrative department to assist with funding?
- Considered selling tickets to the event?

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Raising Additional Funds

Clubs frequently need to raise money through fundraising projects to supplement the money received from SRSGA allocations. Your club is encouraged to plan such projects as long as the following policies and procedures are observed.

Two Weeks Ahead (Minimum)

- Discuss and decide upon a fundraising activity with your organization and adviser. If you need help, consult the CSIL staff.
- Select a tentative date and location for your fundraiser and place the location for your fundraiser on hold via a reservation. Special permission must be received from the respective coordinating offices of major campus weekends to do fundraising during First-year Orientation, Alumni Weekend, Family Weekend, Homecoming, Saturday Showcases, and/or Commencement.

FUNDRAISING**General Rules about Professional Vendors**

- Always request at least 20% of vendor profit for your club.
- Solicitation in the residence halls and other University buildings is prohibited.

Keep in Mind

*The Center for Student Involvement and Leadership has resource information for all types of vendor and fundraising ideas. See the resource files located in the Student Organization Resource Room for information.

- All SRSGA meetings are open meetings. It is encouraged for organizations to bring an educated member of their organization to speak on the behalf of the organization.

2010-11 Budget Increase Information

- Obtain the value for your 2009-2010 SRSGA Approved Budget
- Look to the table below and see what Tier it falls under
- The next column over will show the maximum percent increase your organization can expect from budgeting
- To find this value, multiply your 2009-2010 SRSGA Approved Budget by the Multiplication Factor and this is the maximum amount to expect from budgeting for the 2010-2011 school year.

Tier	% Increase to Expect	Multiplication Factor
\$0 - 1000	10.00%	1.10
\$1,001 - 2,500	7.00%	1.07
\$2,501 - 5,000	5.00%	1.05
\$5,001 - 10,000	4.00%	1.04
\$10,001 - 100,000	3.00%	1.03
\$100,001 and over	2.00%	1.02