TREASURER'S MANUAL

SGA FINANCIAL PROCEDURAL GUIDE FOR CLUBS

BLANKA CAHA
SGA BUSINESS/ACCOUNTING SPECIALIST
SEPTEMBER 2015
AUTHORIZATION LOG

Each club that has received SGA funding for the fiscal year must have a member who will act as their liaison with the SGA Finance Office. That individual assumes the responsibility for the financial affairs of their club and is the only person authorized to access club funds or request any financial transaction through the Finance Office. Every club has the right to have two such individuals authorized with the SGA. Ideally, the second authorized individual, usually the Club President, acts only as an alternate for the occasions on which the regular Club Treasurer is unavailable.

- These two people will have their signatures authorized at the beginning of the year, thus activating the club’s account. The Authorization Log will be kept on file in the Finance Office.
- Any request for a financial transaction that is not signed by one of the authorized individuals will be immediately rejected.
- If, for any reason, either of the authorized signers is no longer able to fulfill the associated responsibilities, their signature can be removed from the Authorization Log and replaced by that of another club member. This new signer would have to pass the SGA Authorized Signer’s test.
- To have signature authorization transferred, make an appointment to meet with the SGA Finance Office personnel.

NOTE: A Club's Faculty/Staff Advisor is just that - their advisor. Under no circumstances is a Faculty/Staff Advisor to act in the capacity of Club Treasurer or commit SGA funds. Clubs are student organizations and students must administer them.

BUDGETED vs. FUNDRAISED FUND

Budgeted fund has money allocated by the SGA Finance Committee to the club for the entire fiscal year, both semesters (07/01/2015-06/30/2016). The budgeted fund is granted in several categories of expense and should be used in that manner. Redistribution of funds can occur only with an approval of the SGA Treasurer. Any money left in this fund at the end of the fiscal year will go to the SGA general fund for re-distribution in the next fiscal year.

Fundraised fund has money raised by the organization. This can be spent in ways that benefit the organization as a whole. The end of year net balance will be rolled over to the next fiscal year.

FORM OF PAYMENTS:

A. PURCHASE ORDER/PAYMENT REQUEST

PURCHASE ORDER:

A Purchase Order is the primary means of using club funds. When Purchasing Services Department issues a PO, it is making a legal commitment to pay the vendor for the goods or services detailed. The vast majority of club expenditures can, and should be made with PO's. Once authorized with the proper signature, a PO is as good as money. Most vendors
readily accept Purchase Orders. Should any difficulty arise, refer the vendor to the SGA Finance Office. The Purchasing Services practice of encumbering all PO's (essentially setting $ aside for a specific purchase) means that keeping track of outstanding PO's is crucial, in order to keep track of club finances. If for any reason a PO isn't used or is lost it must be canceled. Please notify the SGA Finance Office of such a situation, and ask for the Purchase Order to be canceled. Remember the estimated amount on a PO is taken out of the available balance and earmarked for that specific PO. Neglecting to have an unused PO voided or not keeping track of outstanding PO's in general may result in the suspension of the remaining available club funds.

NOTES:
- Purchase Orders have an expiration date. If for whatever reason a PO has not been used within the time frame, please bring it back to the SGA Finance Office to be voided and if still needed, have a replacement written.
- UVM membership card ought to be used for all purchases in Costco, with provided names of purchasers.
- For specific van rental instructions see page 6.

PROCEDURE – before P.O. REQUEST IS SUBMITTED

1. Call the vendor for an estimate if that is unknown to you.
2. Have a detailed order ready.
3. Ask if the vendor accepts purchase orders from the University.
   - If “yes” – than a purchase order will be generated according to your specifications
   - If “no” and vendor accepts only checks as a form of payment
     – then request a written invoice that could be sent/faxed to you or the SGA Finance Office (fax #802-656-7719). This must be attached to your P.O. Request so the Purchasing Services Department can arrange for a check to be issued in the company’s name.
4. Have the Club Treasurer complete a PO Request form with all the necessary information, which includes their signature, the vendor's name, phone number and full address, and an adequately detailed description of what is being purchased. Please check the back of the P.O. Request form for additional information. You need to obtain a W-9 form from individuals or vendors/companies doing business with the University, if they have not been paid by the University in last three years. Exception: the W-9 form is not needed when payment for service to an individual is $100.00 or smaller
5. Submit the request with any supporting paperwork to the SGA Finance Office (if no invoice/statement/registration form/order form, etc. is supplied then no purchase order will be processed).

PROCEDURE – after P.O. REQUEST IS SUBMITTED

1. The SGA Finance Office reviews the request and either returns it for correction, or submits it to the Purchasing Services for processing. Once a Purchase Order is written and signed, it goes either:
   a) back to the Club to be taken to the vendor (these must be picked up in the SGA Office)
b) is sent directly to the vendor

The original PO Request and any provided back up documentation are filed at the SGA Finance Office. Clubs receive only a copy of the request, indicating the fact that the P.O. Request has been submitted.

2. The dollar amount from the PO is encumbered (basically setting aside the estimated amount from that club's account balance.)

3. Club Treasurer or club member takes PO to the vendor (if not sent out to the vendor from the Purchasing Department).

4. After providing goods and services the vendor sends an invoice to the Purchasing Services at UVM through which the bill is paid.

5. UVM pays the exact amount of the invoice from the encumbered funds. If the actual amount is less than the estimated amount for which the PO was written, then that difference is returned to the club’s available balance.

6. Some states give Universities a break in paying taxes, or a portion of them. Please check with the SGA Office for details.

PAYMENT / CHECK REQUESTS:

Payment Requests are used for any independent contractor payments (speakers, performers, lecturers), and possible reimbursements.

PROCEDURE:

- Submit a completed Purchase Order/Payment Request with all detailed information about the proposed payment, along with any supporting backup. All forms and the submission tray in outside of the SGA Finance Office.
- Any request submitted without the proper form of backup will be sent back!
- In order to issue a check to the individual or a vendor we must receive a W-9 form, or have it on file already. The University requires either the individual’s name/Social Security number or the company’s name/Federal Employer ID number, as they appear on their income tax return. (Exception: service payments equal to or smaller than $100.00 do not require W-9 form. That is if the expected total of payments within a calendar year will not reach the $600.00 amount).
- In the case of reimbursements or payments to club members, no authorized person can sign the form for him/herself. The signature of the other authorized person is needed. The reimbursement cannot be processed for expenses made out of 60 day period from the day of purchase/receipt.
- You can request to have a check held for you at the SGA Finance Office, on a limited base only. The check will be released against the club member’s signature only.

What is the Backup?

- If the check is payment on a contract that the Club hold's with the person to whom the check is made payable, then the completed, approved contract (signed by the club authorized signer, the Student Life Director and the Speaker/Performer) must be attached. It is good to verify the legitimacy of such a backup with the SGA Business /Accounting Specialist to avoid rejection of incomplete forms. Any new amendments to the contract need to by initialed by both parties before the payment process begins. This requirement may extend the processing time by adding four or more days to a payment process, so please plan accordingly.
Original receipts are needed for any reimbursement! Photocopies are generally unacceptable. Receipts must show the date, vendor’s name, and description of the purchase and total dollar amount. The University is a tax exempt organization and in the most situations does not reimburse people for varieties of taxes paid.

For gas reimbursement provide: description of event, date, location of event and mileage.

For food reimbursement provide: description of event, date, location, and number of people attending (if 8 or less – please provide their names). Itemized receipt is necessary.

Payments to coaches require special treatment. Please contact the SGA Business/Account Specialist for the instructions.

Contracts – additional information
Any contract that is made between an SGA Club or Organization and any outside vendor must be reviewed and authorized by the university official (Pat Brown in the Department of Student Life) or the contract will be null and void. Contracts for professional services are facilitated by UVM Purchasing Services and may not be for duration longer than one year. They may include a clause for renegotiation without a formal proposal for up to 3 years. Services and purchases in excess of $50,000.00 are subject to solicitation of bid process conducted by Purchasing Services. Orders over $25,000 need to have three competitor quotes.

Any new amendments to the contract need to by acknowledge by both parties before the payment process begins. This requirement may extend the processing time by adding four or more days to a payment process, so please plan accordingly.

Base Contracts
Speakers/Performers/Artists:
There is a base contract specifically designed for speakers, performers, artists and referees. All speakers that are brought to campus must have a contract if they are to be paid a fee (however small). After the contract has been filled out and signed by the Club Treasurer and performer, it must be approved by the Director of Student Life (Dudley H. Davis Center, 310). After the contract has been authorized by the Director of Student Life, it needs be brought to the SGA Finance Office, attached to a completed Purchase Order/Payment Request form, (including the speaker’s social security #, residency status, and the permanent address) with the completed Independent Contractor/Employee Status Determination Form (for individuals only) and W-9 Form (for individuals [payments ≥$100], businesses, vendors or organizations). A check will be made out to the speaker/vendor and could be picked up by the club representative (against the signature) before the event or it will be mailed to the speaker afterward. Under no circumstances will a speaker be paid in advance.
Some orders can be paid directly with University Purchasing cards which are administered by the SGA Business/Accounting Specialist (see Blanka for additional information). Sports clubs may use a Purchasing cards administered by the Club Sport Coordinator (see Leon for the cards). All cards can be used only during SGA business hours. This form of payment is used when placing orders online, making hotel/airfare reservations or payment, and the like. When the credit card (Purchasing card) is used by a club, the expense will be posted on the club’s account after the end of a billing cycle. Each purchase must be documented with a receipt. Keep track of those charges on your spreadsheet. Consider UVM tax exemption status wherever applicable.

**PETTY CASH REQUEST**

Petty cash has limited uses and should be used sparingly. Petty cash is commonly used to get cash for gas and tolls for a club while making trips to conferences, games, and the like. Petty cash may also be used for change in a cash box.

**PROCEDURE:**

1. Fill out the Petty Cash Request Form providing information as indicated on the form, as is the Club name, the name of the person to receive the cash (the custodian), the signature of the person authorized to spend club’s money (different from the custodian), the purpose for the cash, the destination of the trip, the amount and mileage whenever applicable.

2. Custodian or the authorized signer brings the form first to the SGA Finance Office for authorization. After this, money (in form of cash only) can be received from the Cashiers’ Office (please bring some form of identification with you).

3. Keep receipts for everything that you spend money on. Receipts must include the vendor's name, date, amount, and description of goods purchased. **Create a summary of all receipts for the petty cash close out.**

4. Turn in all receipts with the remaining cash (if there is any left) and the receipts summary to the SGA Finance Office, to have the petty cash closed out on time (by due day specified on the form). The total of all receipts plus the remaining cash must equal the original amount. For gas expenses include the purpose of the trip, mileage, and destination; for food expenses the name of the event, location, dates and number of people who attended the function.

NOTE: The Custodian will be held personally responsible for petty cash. Further requests for petty cash will be refused if petty cash has not been closed out properly in the past. If petty cash is not closed out by the specified date, without other arrangements having been made, the club’s account(s) could be frozen until the petty cash is closed, and a fine (20% of the total) will be assessed against the delinquent account. Petty cash must be closed out before any additional requests for petty cash can be made.

**DEPOSITS**

Club deposits can be made into either a budgeted, fundraised fund or donations fund. All money raised under the club name is considered UVM funds and must follow all financial related procedures and policies. *There can absolutely be no outside banking systems/accounts for a UVM recognized club/organization.*
**Fundraised Fund** deposits constitute the majority of all deposits. It represents money that you collected from club members as dues, money that your club raised, or money collected for a bulk purchase.

**PROCEDURE:**
1. Complete a deposit slip, checking the accuracy of the chartstring information.
2. Have the SGA Office approve your deposit slip before bringing it along with cash/checks to the Cashier's Office where they will verify the amount. The pink copy of the deposit slip, as a receipt, will be sent to the club on a later day.
3. Audit club's monthly account summary to make sure the amount was deposited correctly.

**Gift Fund** represents donations/ gifts from individuals or business. This fund is overseen by the UVM Foundation which offers variety of services through their professional staff to engage donors in fundraising effort. We encourage your club to consult the UVM Foundation when organizing philanthropic event. Donations can be made in form of cash, checks, stocks and other forms and can be processed on line, by mail or by phone. In situations of potential donation of alcohol to the club or to any auctioning activity, it is absolutely imperative for any SGA organization to refuse such donation. The UVM Foundation will make sure that donation of any alcohol products will not be accepted as allowable donation. Process of recording donations is done by the UVM Foundation and this revenue will be posted in your club’s “Gift Fund (311)”. The UVM Foundation sends an official letter to the donor after receiving the donation. Each donation is subject to a 5% administration fee paid by the recipient of donation. All donations/gifts are tax deductible.

Whenever someone makes a donation to the University they have the opportunity to earmark their donation for any purpose or destination. The clubs can receive information on Gift Fund activity from the Finance Office. Gifts are usually personalized with the donor's name and address. Thank-you notes are a nice way of portraying your appreciation.

**TRANSFERS**

On a number of occasions, a need arises for a club to make or receive some form of payment to another SGA recognized organization or UVM department. An event in which two clubs co-sponsor is the most common example. In these situations, no check is actually drawn but a transfer is made.

**PROCEDURE:**
1. Complete a Transfer Request Form (available in the SGA Office).
2. Make sure to include a full description of the reason for the transfer.
3. Submit the Transfer Request form to the Finance Office.
4. The funds will be transferred within couple of weeks and both Clubs will receive notification that the transfer has been made.
5. When transferring to/from a UVM department outside of SGA, the entire chartstring information is needed.

While the transaction is a transfer, it will still appear as a debit like any other on the club's monthly account summary.
VEHICLE RENTAL

- All drivers on university business, renting vehicle(s) from the University or outside vendor, must be certified by the Risk Management Office, and must continue to keep a good driving record.
- Drivers operating a vehicle with a trailer must undergo special training and be approved by Risk Management.
- Visit Risk Management’s Driver website for more information about becoming certified and to register to become certified. You must complete a UVM Motor Vehicle Record Review Authorization Form in order to register for a driving certification class. It can take up to 4 weeks or longer to register, get approved and get into a class, so please leave plenty of extra time for this process.
- Please be sure to read SGA’s Transportation Policy (available on the website) prior to making vehicle reservations.

COMMERCIAL RENTAL AGENCY PROCEDURE:
1. Follow the general information under Purchase Order/Payment Request section, pages 1-2 and in addition to that:
2. Purchase the Collision Damage Waiver (CDW), if not included within the rental fee already. The CWD covers damage to the rental vehicle. Should a club fail to do so, then the Club itself (not the SGA), will absorb a $1,000 deductible in the event of an accident.
3. Under no circumstance should anyone who is not specified as a designated driver on the rental contract drive the rental vehicle.
4. Review the rental contract to check for minimum age requirement, and for other policies.
5. Do not purchase liability insurance from the rental agency. UVM’s coverage will respond if damage or injury occurs to another party, where UVM (or UVM SGA) is at fault, and if the accident is reported to Risk Management in a timely manner.
6. The rental vehicle must not be used to tow a trailer or be driven on unpaved roads. Read the section in the rental contract outlining use of the vehicle.
7. Do not use roof racks! Check the vendor policy on the possible roof damage.

PROCEDURE FOR RENTING SGA VAN:
1. Club members who are authorized to spend club’s money can make a van reservation up to four weeks ahead of time.
2. The van can be used for the club function only.
3. A van request form must be filled out with the SGA Office Coordinator (Sara Fletcher) and signed by an authorized signer.

In the Event of an Accident: [See University Policy pg. 13]
Reserving Space on Campus (Virtual EMS)
SGA Organizations may reserve space on campus for meetings and events by filling out an online form. This form can be used to reserve rooms as well as tables in the Davis Center and in front of the Library. All space requests must be made at least seven working days prior to the event.

To visit the site: https://emsweb.uvm.edu/virtualems

Clubsigners are the only club members that are allowed access to this site. For first time clubsigner use, you will have to take a short quiz and you will receive an email when you are granted access.

*Please note that all space reservations may be subject to charges for set-up and clean-up time.

A few key points to remember when reserving the rooms:
- A room must be reserved at least 7 working days before the event is to take place.
- When booking a speaker please give the name of the speaker, as well as a description of what the speaker will be talking about. Only detailed descriptions of events will be approved.

Please go to the back of this manual for more descriptive information from Facilities Scheduling

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Choose 130 for activity that your club is budgeted for and 131 for fundraised activity and possible payment from the fundraised fund. The source number is part of the chartstring that is unique to each club. Check the list at the SGA Office.

UVM SERVICES

UVM Services include everything from long distance access codes to charging supplies at the Bookstore. While these services are 'in house' so to speak, any expense a club wants to incur must be pre-approved by the SGA Finance Office. **Any unauthorized charges made to a club's account within the University will be subject to a penalty fee of 20% of the expense and whoever charged it may be held personally responsible, so please check with the Finance Office first!** Furthermore, other agencies within the University have been instructed not to accept any charge or work-order without the necessary authorized form (via “orange card” or on line orders).
BOOKSTORE - The UVM Bookstore will give SGA recognized organizations a 30% discount on some supplies when purchased with a Supplies Purchasing/Print & Mail Card (orange card) signed by an SGA Officials, who will be able to provide clubs with these forms. The club will only be allowed to purchase the items written on the orange card.

PRINT and MAIL SERVICES - Clubs can use the Supplies Purchasing/Print & Mail Card (orange) at the University Print and Mail Services to print newsletters, make copies, make posters, for buying stamps, making brochures, laminating signs, print photos, bulk mailings, etc. If you have a large mailing to send out and you need labels, make and arrangement through the SGA Main Office. You must obtain an orange card from SGA Officials before doing any of the above.

BILLING:
Each club which has used the Bookstore, mail or printing services, custodial services, made long distance calls, etc. will be charged directly on their account for the services and goods received. It is the club Treasurer's responsibility to review the charges on it and resolve any problems that may arise with the Account Receivable Office and/or the individual departments. The SGA Business/Accounting Specialist can provide resources and assistance.

ADDITIONAL FUNDS AVAILABLE TO CLUBS ARE SGA LOAN AND SUPPLEMENTAL REQUESTS:

SGA LOAN

Any club seeking a loan must complete a Loan Request Form, which is available in the SGA Office. It must detail the exact breakdown of costs and be submitted to the SGA Treasurer at least two weeks before the date needed. The Club Treasurer then needs to make an appointment to review the loan request with the SGA Treasurer.

Loan Repayment:
For all loans the repayment schedule will be determined by the duration and nature of the event or by an agreement made with the SGA Treasurer.

Breach of Loan Contract:
1. All clubs’ spending will be frozen.
2. The club's assets in both fundraised and the budget accounts may be reclaimed.
3. If the combined amount of the outstanding loan exceeds the combined total of the Club's current budget and fundraised account then the debt will be taken from the next budget allotment.

The SGA reserves the right to derecognize any Club for failing to repay a loan agreement.

SGA SUPPLEMENTAL FUNDING
Supplemental funding is new/additional funding granted to a club to financially support club activity for which the organization was not funded within its original budget or for newly recognized organizations.

**SGA GAS FUNDING**

To help with the financial burden of transportation cost the Gas Fund had been created exclusively for gas expenditure. The fund distribution will be handled similarly to the operations of the Supplemental funding, except with the provision that only a portion of an organization’s gas expenditure will be covered. Request for Gas Funding must be accompanied by a MapQuest directions and calculation of mileage and gas expense for intended trip/s.

**CAPITAL PROJECT**

Capital Project is a special fund available to clubs for purchases of tangible items which are expected to last at least 5 years. Please contact the SGA Treasurer for details.

**DIVERSITY ENHANCEMENT FUND**

The Diversity Enhancement Fund provides financial support of its fund exclusively for events promoting or pertaining to culture and diversity on campus.

**NATIONAL’S FUND**

This fund is used to support those clubs that qualified for the national event. Please check the SGA Office for additional information.

**UNIFORMS**

The uniforms fund is used as an aid for clubs to gain uniforms, but not to fully fund for their purchase. Once a club has utilized this fund, they will not be permitted to access it again within a three year period. Clubs must show evidence or intention of fundraising for the purpose of buying uniforms. Clubs must also show a detailed plan of how they intend to monitor distribution of the uniforms to ensure that none are lost or stolen.

**PROFESSIONAL DEVELOPMENT FUND**

The Professional Development Fund is available to UVM Students who achieved significant recognition for work/services in their field of study and that will help them further enhance their knowledge through conferences, seminars, etc.
Rules & Regulations

The SGA has strict policies concerning the use of SGA funds for the purchase of food and alcohol. Unless a club received a specific allotment within their budget for food, the club's budget account cannot in any other circumstance be used to purchase food. However, should a club wish to purchase food for an event, they are free to use their revenue account. **ALCOHOL CANNOT BE PURCHASED USING FUNDS FROM EITHER ACCOUNT UNDER ANY CIRCUMSTANCES. NO EXCEPTIONS !!!**

The SGA also has a firm policy of not paying Club members for doing Club work. In other words, the SGA will not pay students to be in a Club. If club members put together posters for an upcoming event, the club provides all supplies but cannot pay for their labor.

Please read carefully the SGA Financial Policies Manual and the SGA Constitution in order to completely understand the financial rules, policies and other financial matters.

All this and other information can be found on the SGA web site:

http://www.uvm.edu/sga/documents.php

**IMPORATANT INFORMATION AND LINKS:**

The Risk Management Office

http://www.uvm.edu/~riskmgmt/

University Policy

UNIVERSITY OF VERMONT
DRIVER SAFETY AND MOTOR VEHICLE USE POLICY
ADAPTED FOR STUDENT GOVERNMENT ASSOCIATION
(Excerpt)

Reason for Policy
To establish policy, procedure and safety guidelines for UVM faculty, staff and student use of University owned, leased and rented vehicles

Statement

Authorization to Drive a University Vehicle

Only authorized drivers affiliated with the University of Vermont in the capacity of student, staff or faculty shall be permitted to drive a University vehicle. Use of a University vehicle is **restricted to authorized**
University related activities. Any liability arising out of the personal use of a UVM owned or rented vehicle is the sole responsibility of the driver. UVM will expect the drivers' personal auto insurance to respond in the event of an accident, arising out of personal use.

All drivers of UVM vehicles must be 18 years old and hold a valid U.S. or Canadian license. They must attend UVM Risk Management’s Driver Training and have their motor vehicle record checked **BEFORE** being authorized to drive. (This can take up to ten working days). Call X63242 to schedule.

UVM Driver and Passenger Safety Guidelines

1. Driver must be at least 18 years old and be in possession of a valid United States or Canadian **driver's license** at all times when operating a vehicle as a UVM employee, student or volunteer.
2. Driver shall observe all rules and regulations for safe driving as defined by the State of Vermont Motor Vehicle Department, or by the department in whose state the vehicle is operated.
3. Available **safety belts** shall be used by all occupants traveling either in a vehicle owned, leased, or rented by UVM or private vehicles while on University business. Seats should be occupied from front to back.
4. Drinking, possession of intoxicating liquor, illegal drugs in vehicles or driving while under the influence of alcohol or drugs is prohibited.
5. For long distance trips, drivers should rotate every two hours. Every vehicle should have at least two certified drivers who have an acceptable motor vehicle record and have attended Risk Management training. No Driver should drive more than 10 hours during a 24 hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
6. Front passenger should remain awake to help keep the driver alert.
7. Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.
8. If the weather is inclement, stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
9. Stop the vehicle in a safe area to use a cell phone or have a passenger operate it.
10. All off-campus accidents should be reported immediately to the local police department. If an accident occurs on campus, UVM Police Services should be notified. All accidents should also be reported to UVM's Department of Risk Management (x63242).
11. Drivers who anticipate towing a trailer are required to attend the Trailer Towing Operations course offered by Risk Management.
12. Maintain vehicles and their tires. Worn or under-inflated tires can increase the risk of rollover.

Area of Operation

The use of UVM owned or leased vehicles for SGA use is limited to 300 miles of the Burlington City limits. Organizations must provide an itinerary and list of qualified drivers before each trip. Trips beyond 300 miles must obtain special approval by the SGA, which will determine whether there are enough drivers for rotation and that overnight accommodations have been planned.

Charter Buses/Coach

Any student organization traveling more than 200 miles round trip to the same destination and needing three or more 12-passenger vans will use a bus or coach with a hired driver. Any club sport that falls into the category of high risk activity will use a bus/coach for ALL their travel for off campus competitions, where three or more 12-passenger vehicles would be needed.

15-Passenger Vans

In April 2001 the National Highway Traffic Safety Administration (NHTSA) issued a warning to users of 15-passenger vans because of an increased rollover risk under certain conditions. **Because of the risks associated with 15-passenger vans, Student Government association should not own, lease or use this class of vehicle.**
Trailer Towing

Towing a trailer adds a significant risk to automobile operations. Certain activities require transporting bulky or oversize equipment. Unfamiliarity with a large van or truck, plus the increased demands of pulling a trailer necessitates that drivers complete the Trailer Towing Operations safety course offered by Risk Management. (call x6-3242 to schedule). All vehicles towing a trailer are restricted to 55 mph.

Motor Vehicle Records Check Criteria

Anyone with the following violations within the last three years should not be permitted to drive a University vehicle:
- DWI
- Driving under the influence
- Negligent homicide
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent
- Permitting an unlicensed driver to drive
- Reckless driving
- Hit and run

SGA should regularly do a visual check of students’ driver licenses to assure they possess a valid driver’s license. A motor vehicle record check is mandatory every three years, or when violations occur. (This can be done through Risk Management – x63242).

Traffic Violations are not considered reimbursable costs under UVM’s Travel Policy. All violations, including parking tickets and speeding tickets will be the responsibility of drivers, not UVM.

Insurance/Indemnification

The University of Vermont, as per the terms of its Officers and Employee Indemnification Policy, will provide its officers and employees a legal defense and pay judgments or settlement expenses incurred in connection with claims brought against such persons, provided that the individual was acting within the scope of University employment and in good faith.

University insurance or self-insurance shall be used to finance such protection. Any student with claims or actions brought against him/her and resulting from the authorized use of a UVM owned or leased vehicle, will be indemnified only to the extent that insurance coverage applies, and as long as the student follows the driver safety guidelines noted above. UVM reserves its right to subrogate its interest against any personal auto insurance a student may have that would respond to such claims.

All physical damage claims are subject to a $1,000 deductible to be borne by the department or unit.

Use of Personal Vehicles

Students may be reimbursed for mileage by the SGA for use of their personal vehicles in transporting fellow students to authorized events. This reimbursement is intended to cover the costs to operate the student’s vehicle, including insurance costs. The student’s personal automobile insurance is primary over any other collectible insurance, including the University’s. Students should maintain personal auto liability insurance limits of at least $100,000 for third party bodily injury claims, arising out of the use of their own vehicles.

If an Accident Occurs:

Procedures:
1. If there are injuries, always call 911.
2. Notify local police. If on campus, notify UVM Police Services at 656-3473. Risk Management must have a UVM or local police report verifying that an accident occurred.
3. Call the Risk Management Department within THREE days at 656-3242.
4. Notify SGA and your advisor.
5. In the case of car rentals, be sure to contact the rental agency to report the accident.

To file a Claim:
1. The driver of the UVM vehicle should submit a written statement to Risk Management detailing the accident, parties involved, and estimates of cost to repair the UVM vehicle.
2. Damage to UVM-owned and long-term lease vehicles are subject to a $1,000 deductible per occurrence. (Department to whom vehicle is assigned is responsible for deductible.)
3. If short-term rental vehicle and Department did not buy collision damage waiver from the rental company, the $1,000 deductible applies. Otherwise, submit bill to a rental company.
4. If vehicle is a leased or rented vehicle, notify the rental company immediately. Failure to do so will void the terms of your rental contract, including any insurance coverage provided under the contract. This may in turn jeopardize UVM's insurance coverage, making the Department responsible for the entire loss.
5. In all claims situations, do not admit fault, or liability. Do not sign a statement admitting responsibility for damages or injury. Obtain the facts of the situation and submit them in writing to the Risk Management Department.

Related Documents:

Accident Claim Procedures
http://www.uvm.edu/~riskmgmt/?Page=insurance/autopropertyaccidentreport.html&SM=insurance/insuranceclaims_submenu.html

Incident Reporting Form: http://www.uvm.edu/~uvmppg/ppg/riskmgm/inciform.htm

UVM Indemnification Policy: http://www.uvm.edu/~uvmppg/ppg/riskmgm/indem.htm

Automobile Rental Policy, Travel Policy & Procedures, CATS Motor Pool Policy, General University Insurance Protection - all these and more are listed in alphabetical order on this website:
http://www.uvm.edu/~uvmppg/ppg/?Page=alphalist.php

UVM Licensing Program:

http://www.uvm.edu/~license/

Royalty Waiver Process & Forms

Purpose:

University departments, programs and officially recognized student groups interested in utilizing University marks on products for the group’s sole use or for fund raising purposes consistent with the group’s mission are exempt from royalty fees. However the group must apply for a royalty waiver to avoid having the product manufacturer pay royalty on the item. Manufacturers of items bearing University of Vermont's marks must be licensed. Manufacturers are requested to apply for license through normal University Licensing channels.

Process:
1) Group contacts Licensing Office to request either an officially recognized
student group or a University department or program royalty waiver form prior
to production of item.

2) Completed form is returned to Licensing Office along with a copy of the design
to be used on the product.

3) Licensing Office reviews and approves or disapproves request.

4) If approved, the University group and manufacturer are notified that an
exemption from royalty fees on this specific use is granted. Exemption waiver
to be kept in manufacturer's file with the order.

5) If not approved, University organization and manufacturer notified of decision.

Royalty Waiver Form For Student Groups
Royalty Waiver Form For Departments

Send completed forms to:
Licensing Program
225 Patrick Gym

For further information, contact:
Krista Balogh@uvm.edu

UVM Print and Mail Center
http://www.uvm.edu/~pmc/

UVM Purchasing Services
http://www.uvm.edu/~procure/