Student Organization Quick Reference Guide for Authorized Signers

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Reference the Financial Policies for more topics and further detail

Introduction

As a leader of your organization, you are the person responsible for the management of your group’s funds and for making sure your organization operates within SGA Financial policies and procedures. This manual has been prepared as a reference guide for all FY16 Clubsigners. Please reference the Key Terms at the end of this guide if at any time you are unfamiliar with the terms being used in this guide. We hope that this is a helpful resource in assisting you with any questions you may have within your new role as a student leader on the University of Vermont Campus.
## Financial Calendar FY16

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2015</td>
<td>Start of Fiscal Year 2016</td>
</tr>
<tr>
<td>September 9 and 10, 2015</td>
<td>Treasurers Workshop (one session MANDATORY for all Clubsigners)</td>
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<tr>
<td>December 9, 2015</td>
<td>Last day for spending during the fall semester. Clubs will not be allowed to spend during the winter session unless a written request is given to the SGA Treasurer.</td>
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<tr>
<td>December 9, 2015</td>
<td>Budget request forms for FY16 will be released. Please visit uvm.edu/sga for budget materials.</td>
</tr>
<tr>
<td>January 27 and 28, 2016</td>
<td>Budget Workshop (one session MANDATORY for all treasurers)</td>
</tr>
<tr>
<td>February 5, 2016</td>
<td>Budget Requests are due. Please follow all guidelines for submission found on uvm.edu/sga. No late submissions will be accepted.</td>
</tr>
<tr>
<td>February 8, 2016</td>
<td>Budget hearings begin. These appointments will be made by the Finance Committee with each club as it deems fit.</td>
</tr>
<tr>
<td>February 26, 2016</td>
<td>Budgets emailed to club-signers for review.</td>
</tr>
<tr>
<td>February 29, 2016</td>
<td>Appeals Process Begins</td>
</tr>
<tr>
<td>March 15, 2016</td>
<td>Budgets sent to SGA Senate for approval.</td>
</tr>
<tr>
<td>April 15, 2016</td>
<td>All summer financial paperwork due to the Finance Office.</td>
</tr>
<tr>
<td>May 4, 2016</td>
<td>Spending for School Year 2015-2016 (FY16) will close for all organizations unless a written request is given to the SGA Treasurer.</td>
</tr>
<tr>
<td>June 10, 2016</td>
<td>SGA Finance Office will close all FY16 spending.</td>
</tr>
<tr>
<td>June 30, 2016</td>
<td>End of Fiscal Year 16</td>
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General Guidelines

Budgeted Fund (130) vs. Fund-Raised Fund (131)
- **Budgeted Fund (130)**
  - This fund is created using the Student Government fee that is paid by all undergraduate students. Allocations of this fund are performed by the Finance Committee and occur each Spring.
  - The fund may only be used for specific types of purchases. For a full list of exclusions, please refer to the SGA Financial Policies. Common restrictions are listed below:
    - Food purchases will not be covered by the budgeted fund.
    - Hotel allocations will not exceed $120 per room per night for four students.
    - Vehicle rentals are budgeted at $80/day for external vendors (SGA rate is $70/day).
    - Conference fees may be partially covered, but all members may not be able to attend.
    - If you believe there is a strong case for reallocation of the budgeted fund, then you must set up a meeting with Roger to discuss the possibility of reallocation. **Reallocation should not be expected and is never guaranteed.**
- **Fund-Raised Fund (131)**
  - This fund is supported by deposits that the organization makes into the account and is used for items that are not covered in the budget. Purchases made on this account must still adhere to all University and Student Government Association policies.
  - All transactions must be conducted in accordance with the “Payment Methods,” section of this guide. The fund-raised fund cannot be used to reimburse students for expenses made on behalf of clubs.
  - If you have any questions regarding whether your purchases are in accordance with University or SGA policies, please check with Blanka or Roger before committing any money to a vendor.

Payment Methods
- **Purchase Order Requests**
  - This is the primary method of payment, so you should be fluent in how to correctly fill out the ‘Purchase Order Request,’ form, as well as supporting documentation needed based on the purchase type (discussed later).
  - These request must be submitted 10 days before it is needed so that there is sufficient time for processing to occur.
  - If information or supporting documents are missing from the request, it will not be considered complete.
- **Credit Card Transactions**
  - Credit card transactions are typically used for online or phone orders for vendors who do not accept purchase orders or online purchases.
The cards may not leave the SGA Galaxy Space and may only be used during business hours. Please keep in mind that the office closes at 3:30 pm daily, leaving plenty of time before that to complete credit card transactions.

- All purchases must have a receipt printed and the ‘Credit Card Order’ form filled out at the time of the transaction.
- The credit card cannot be used for vehicle rentals under any circumstances.
- The card information should not be stored by any website or outside group for recurring billing unless approval is given by Blanka or Roger before the transactions occur.

- **Petty Cash**
  - Petty cash should be used as a last resort and never for purchases that were anticipated ahead of time.
  - In order to take out petty cash, the signatures of two club members are needed – one on whom must be a clubsigner. The custodian (person responsible for the petty cash) must bring the form to the cashier’s office in Waterman with valid identification after it has been approved and signed by either Blanka or Roger.
  - Petty cash must be closed by the deadline indicated on the form. If a club misses the deadline their accounts will be frozen.
  - All expenses must be documented on original, itemized receipts that will be used for proof of purchase during petty cash closeout.
  - If expenses are not documented or money is missing, then the custodian’s student account may be charged.

- **Interdepartmental Charges**
  - Interdepartmental charges are for purchases at the Bookstore and the Print and Mail Center. These purchases require a signed “orange card” from Blanka, Roger, or Sara.
  - The Bookstore offers discounts to clubs and should therefore be used when purchasing supplies that are available through them. If the bookstore does not have the supplies that are needed, the University has a contract with Staples to fulfill your needs. Please speak with Blanka or Roger for further details.
  - If this payment method is abused by a club member, their student account will be charged for incurred charges.

- **NOTE:** Under no circumstances will students be reimbursed for use their own funds on behalf of the club.

**Purchases via the ‘Purchase Order Request’ Form**

- Standard purchases using the ‘Purchase Order Request,’ form will result in the University issuing a purchase order (see key terms), and ultimately providing a check to the vendor after proper invoicing. Please do not commit any money to a vendor before having a PO in place. The forms outlined below should be completed with the following guidelines and dropped off in the PO request bin outside of the SGA Finance Office (to the left of the copy machine).
All ‘Purchase Order Request,’ forms should be turned in with all fields completed. Request forms with fields left blank may result in the request being returned to your club mailbox without being processing.

Most requests need to be accompanied by an invoice (Price Chopper, Costco, Leonardo’s, and Avis are common exceptions).

Additional forms that may be required to process your payment:

- IRS W9 Form: This form is used to establish all new UVM vendors and must be filled out by the vendor. There is a blank form available on the IRS Website. If you think you may be working with a new vendor, please ask Sara, Roger, or Blanka to look into whether or not they have been used previously by another department on campus to determine if this form is needed.

- Independent Contractor Form: This form is used for individuals that are providing services to the University, instead of a business. Often the vendor name will indicate if this form is needed. This form is most commonly forgotten, but must be filled out each time applicable vendors are used. This form can be found outside of the Finance Office.

- Base Contract: This form may be used in lieu of an invoice, but must be signed by all parties (the club, the performer, and Pat Brown – Director of Student Life). This is used for service providers such as performers, referees, or speakers that your club brings to campus. All fields, including signatures, should be complete before this contract is submitted.

- Royalty Waiver: This form is required for all purchases that contain any UVM logos. The form is filled out and then submitted to Chris McCabe at chris.mccabe@uvm.edu, and then attached to the PO request when it is submitted to the Finance Office.

- Catering Waiver: This must be approved by Conference and Event Services prior to the submission of a “Purchase Order Request,” for food to be served on campus from a source other than Sodexo, including Price Chopper and Costco. This may take up to two weeks to be approved, so plan ahead. There are a few exceptions to this rule; please refer to the Conference and Event Services website at www.uvm.edu/conferences/ for more information.

Vehicle Rentals

- Vans can be rented from Student Government at a rate of $70 a day and may be reserved up to 4 weeks in advance with Sara at the SGA front desk.

- The primary vendor for external 12-passenger van rentals is Avis. Reservations must be made by emailing one of the following representatives at least 2 weeks in advance:
  - Jeffery.Still@avisbudget.com
  - Kevin.Montgomery@avisbudget.com
  - Hayden.Harris-dodge@avisbudget.com
• Hertz and Enterprise can be used for renting cars or SUVs (these vendors no longer have 12-passenger vans). Make reservations with these vendors on the Lynx at www.uvm.edu/clubs. A step by step guide on making reservations is available at www.uvm.edu/sga under club resources.

• A PO Request must be submitted at least 7 business days in advance for all vehicle rentals and all travel information in the gray box on the form must filled out.

• Certified drivers are needed for all vehicle rentals. If the trip is less than 50 miles away, then only one certified driver is needed. For trips further than 50 miles, two certified drivers are required.
  - Drivers may go through the certification process online at www.uvm.edu/~riskmgmt. The process of certification involves a review of your driving record, as well as the completion of an online training course. Please allow at least 4 weeks to complete the certification process, as it is a lengthy process that goes through multiple offices.
  - Once you have been cleared by risk management to drive, please see Sara at the front desk to review and sign a SGA driver’s agreement form to complete your certification through SGA.

• Students using University vehicles or vehicles rented using UVM funds must adhere to all transportation policies. A list of these policies can be found within the Resources tab of the SGA Clubs section of the SGA website.

• Additional information or questions about vehicle rentals can be answered by Sara

Further Questions?

• Please consult the SGA website for further information and additional resources.

• Come by the SGA office and as Sara for assistance at the front desk to avoid waiting for a free moment in the Finance Office.

• Come to the Finance Office during office hours. Office Hours are posted outside of the Finance Office door.

• Send Roger an email at rdagama@uvm.edu. Due to the high volume of emails that come in, emails may not be answered as quickly as you may hope. Please try coming by the office or other means of communication before sending an email if it is time sensitive.
**Key Terms**

- **Authorized Signer** – These are the only people from the organization that may make purchases on behalf of the club. There are two clubsigners allowed for each organization, one of whom should be the primary contact with the SGA Finance Office to take care of the club’s financial matters.

- **Source Number** – This is a unique number to your club that is tied to its funds and expenses to ensure purchases are charged to the correct club. All SGA source numbers begin with 800*** and are used on a regular basis. Clubsigners should be familiar with their individual source number. This number is assigned once the club is recognized and does not change.

- **Budgeted Fund** – Funds that are allocated to clubs by the SGA Finance Committee for specific purposes. Please see additional information in this guide or online in the Resources tab of the SGA Clubs section of the SGA Website.

- **Fund-Raised Fund** – This is money that the club raises throughout the year. The balance of this account carries over from year to year. These funds come with fewer restrictions than the budgeted funds because they do not have specific allocations. Please see additional information in this guide or online in the Resources tab of the SGA Clubs section of the SGA Website.

- **Chartstring** – A string of numbers that is specific to your funds within the University. This is like a bank account number, but is made up of more numbers that designate your department (SGA) as well as numbers that identify the type of transaction you are conducting.

- **Purchase Order** – This is the primary method in which your club will be purchasing goods or services. A purchase order is a legal promise from the University that payment will be made to the vendor. Once an invoice is received, a check will be sent to the vendor.

- **Vendor** – This is the party (person or business) that a club pays for goods or services. Each vendor must be established in the University’s PeopleSoft system as a vendor. For new vendors, a W9 form must be included with the PO request.

- **Interdepartmental Charge** – These are transfers of funds between two departments on campus. Clubs use these most frequently at the Bookstore or at the Print and Mail Center via an “orange card”. These charges must be authorized by SGA before the purchase can be made using an orange card which is issued to the club and then brought to the other department.

- **Credit Cards** – SGA has three credit cards in the office that students may use on behalf of their clubs. These are to be used during office hours to make online or phone purchases for vendors that do not accept checks. Receipts must always accompany the ‘Credit Card Order,’ form. Receipts may be faxed or emailed to the office, or a hard copy may be given.

- **Invoice** – This is a document from a vendor that shows, in detail, the goods or services that your club has received and the amount that is due to the vendor for said services or goods. An invoice must accompany all purchases made with club funds, except for vehicle rentals or blanket orders.
• **Statement** – This is a summary of all charges and payments on an account. UVM does not accept a statement as documentation for payment to be sent because they often do not include details of what was purchased, by whom, and when.

• **Contract** – This is a document used to secure a service or goods between two parties. The contract should be as detailed as possible and should always state the amount due for the goods or services provided. Contracts for student groups must be signed by all parties (the club and the vendor) as well as the Pat Brown, the Director of Student Life, before submitting the requests to the Finance Office.

• **Independent Contractor Form** – This form is used by UVM for vendors that operate under their Social Security Number rather than under a Business Tax Identification Number. This form justifies classifying the service provider as a contractor rather than adding the vendor onto the UVM payroll, and also distinguishes between individuals and businesses.

• **Payee** – Similar to the vendor, the payee is the individual who will be receiving payment from your club for goods or services provided.

• **Petty Cash** – This is cash withdrawn from the Cashier’s Office in Waterman to make purchases on behalf of your club. Receipts must always be returned with any remaining cash to close out the petty cash by the set deadline. This is a privilege that SGA clubs have and SGA should not be put at risk for missing money.

• **Custodian** – This is the individual who physically takes out the petty cash and who is responsible for all receipts of purchases made using petty cash. If petty cash is not closed properly or on time, SGA reserves the right to charge the custodian’s student account.