CONGRESSIONAL BILL NO. 860313
SENATE BILL NO. GF11-13

AS INTRODUCED

An act amending Title XII of the UOSA Code Annotated; providing for short title; providing for definitions; amending Title XII, Chapters 2 and 4 of the Code Annotated, and providing an effective date.

BE IT ENACTED BY THE UNIVERSITY OF OKLAHOMA STUDENT ASSOCIATION:

Section 1: This act shall be known and may be cited as the “Financial Responsibility” Act of 2011.

Section 2: For the purpose of this act, all additions shall be denoted by underline, and all deletions shall be denoted by strikethrough.

Section 3: AMENDATORY. Title XII, Chapter 2, Section 2 of the UOSA Code Annotated is hereby amended to read as follows:

Title XII, Chapter 2
Finance, Financial Responsibility

2. Definitions

e. Line Item
Line Item shall be defined as any purpose for use designated by the Budgetary Committee of the UOSA for the funds indicated, including but not limited to: Office and General Expenses, Capital Investments, and Programs, Events, and Activities.

f. UOSA Accounts
UOSA accounts shall be defined as Student Activity funds allocated by the UOSA Budgetary Committee.

g. Capital Investments
Items purchased by an organization as a Capital Investment are intended for long-term use by the organization, including, but not limited to, electronic devices and furniture. They are the property of the UOSA, and by extension, the University of Oklahoma, and are considered on indefinite loan to an organization. Organizations must submit an inventory of all university property in their possession to UOSA every year. Loss or damage of an item on loan to an organization shall result in a fine equal to the purchased price of the item.

If and when items purchased as a Capital Investment become obsolete or are no longer needed by the organization, they must be returned to the UOSA offices for submission to University surplus. An organization may only purchase a particular item as a Capital Investment once every three fiscal years.

h. Office Expenses
Items whose primary purpose is office related, including, but not limited to, printing expenses, writing material, binders, and chalk. A catalogue for the University’s contracted office supplies vendor is available in the UOSA office. However, office supplies need not be purchased from the contracted vendor, if available elsewhere at a lower price.

i. Programs/Events/Activities (P/E/A’s)
The programs, events, and activities planned by an organization must be listed separately on the funding application, with specific items listed for each P/E/A.

Section 4: AMENDATORY. Title XII, Chapter 2, Section 3, Subsection A of the UOSA Code Annotated is hereby amended to read as follows:

a. Signatures Required

Upon accepting any appointed, designated, or elected position allowing for the release of funds as noted in Sec. 3, above, the person so appointed, designated, or elected shall sign the following:

“I have read the UOSA Account Information and understand the policies, restrictions on expenditures, and the fine system. I understand that I will be held personally responsible for any deficit or misuse of funds. I understand that I am responsible for compliance with all relevant UOSA law. “I understand that I take full responsibility for all university property on loan to my organization, including but not limited to, all items purchased as capital investments, and that the loss or damage of any of these items shall result in my organization being charged for their replacement.” I also understand that all purchase order invoices/receipts must be itemized and are due within five (5) working days. I understand all reimbursement/direct payment receipts must be the original, itemized receipt and that they shall be due thirty (30) after the issuance of the invoice/receipt or by the end of the current semester, whichever comes first with the following exception: If extenuating circumstances arise and the thirty (30) day deadline fails to be met, a letter explaining the circumstances may be submitted to the Chair of the UOSA Budgetary Committee. The letter and circumstances shall be viewed by the
UOSA Budgetary Committee, or in the absence of the Committee, by the Chair. The end of the fiscal year shall be the last day of regular classes in the regular spring semester of each year. All requests must be submitted to UOSA for reimbursement/direct payment by 4:00 P.M. on this date.”

All student officers who have been appointed, designated, or elected must sign the financial responsibility card and submit a signed advisor’s card before any appropriated funds will be released. Any aforementioned member of the UOSA who fails to sign the financial card shall not serve in any position, appointed or elected, listed in Sec. 3, above.

Section 5: AMENDATORY. Title XII, Chapter 4, Section 25, Subsection C of the UOSA Code Annotated is hereby amended to read as follows:

c. Allocation Categories

Allocations shall be divided into three categories with subcategories within Programs/Events/Activities: office and general expenses, capital investments, and Program/Events/Activities. The subcategories found under the Programs/Events/Activities shall consist of the individual events listed within said category. Funds shall be allocated individually to each subcategory within the Program/Event/Activity category. If a particular item is not funded, then a line must be drawn through the item on the budget submitted to the Office of Student Affairs.

Allocations to organizations shall be divided into three categories: Office Expenses, Capital Investments, and Programs/Events/Activities (P/E/A’s), as defined in Title XII, Chapter 2, of the UOSA Code Annotated.

Section 6: This act shall become effective on the first day of Fiscal Year 2013.

Author: Rep. Sean Bender, Physical Science District

Co-Author (s): Rep. Cassandra Kolenda, UOSA Budget Chair
                  Richard Russell, GSS

Submitted on a Motion by:
Action taken by Student Congress:
Verified by Chair of Student Congress: ____________________________ Date:_____

Submitted on a motion by:
Action taken by Senate:
Verified by Chair of Senate: ____________________________ Date:_____
Approved by UOSA President: ____________________________ Date:_____