INTRODUCTION

This handbook has been prepared as a tool for acquainting registered student organizations with procedures, forms, and policies necessary to effectively carry out the fiscal responsibility policies under the University of Oklahoma and the University of Oklahoma Student Association. This handbook has been prepared jointly by the Student Affairs Office and the University of Oklahoma Student Association (UOSA) and is to be used as a guideline. However, because of the uniqueness of our many registered student organizations and varying complexities of their fiscal procedures, we do not present the handbook under pretense of answering all questions for organizations. Thus, we encourage all officers to check with their advisors or the Student Affairs office, concerning questions on procedures and policies. NOTE: A number of these policies may be under review and may change. The following information is the most current available.

No changes in the procedures or terms contained in this handbook will be permitted unless specifically authorized by the Student Affairs office. Communication with regard to the handbook or its use should be directed to the Student Affairs office, Room 265, Oklahoma Memorial Union.

Questions related to the handling of the student accounts or the role of student account officers should be directed to your advisor, the Student Affairs office for clarification, or, regarding clarification of UOSA policy, to the UOSA President, Chair of Congress, Chair of Graduate Student Senate, or the Chair of the Budgetary Committee of the UOSA.

ROLE OF THE STUDENT ACCOUNT OFFICER

A. GENERAL INFORMATION/DEFINITIONS

Where do UOSA monies come from and how are they funded?

- UOSA monies are funded by the UOSA Budgetary Committee in line items through the student activity fees that you pay each semester.

What is a line item?

- A line item is a category in which funds are allocated. Categories that are funded are 1) Office & General Expenses and 2) Programs/Events/Activities (PEAs).

What is a line item transfer?
• A line item transfer is to be filled out to request an event/item to be added to your budget worksheet so that you can use your allocated funds towards that event/item. This will be reviewed by the Budget Committee or Committee Chair for approval.

**Note:** This does not add additional money to your account.

How do I apply for funds?

• All registered student organizations will have the opportunity to attend a budget meeting. Notices will be emailed to all registered student organization presidents and advisors listed with Student Life and posted in the UOSA office on the first floor of the Conoco Leadership Wing of the Oklahoma Memorial Union.

When does the UOSA fiscal year begin and end?

• The UOSA fiscal year begins on July 1 and ends on June 30 of each year. However, there is a cutoff date of the last day of regular classes of each spring semester for purchases and reimbursements.

When can I begin to use my funds?

• Before any funds can be disbursed; the student officer(s) that will be in charge of handling financial transactions will be required to sign a Financial Responsibility Card. **NO ONE, OTHER THAN THOSE THAT SIGN, WILL BE ALLOWED TO MAKE TRANSACTIONS. ALSO, A FINANCIAL RESPONSIBILITIES CARD MUST BE ON FILE WITH YOUR ADVISOR’S SIGNATURE.**

How can I begin to use my funds?

• Once the necessary paperwork has been completed you may begin to use your monies. All transactions require a UOSA Account Request Form for processing. Funds can be used in the following ways: a purchase order (po), transfer of funds, reimbursement, a direct vendor payment or a travel reimbursement. These forms are located in the UOSA Accounting Office.

What is a Purchase order?

• A purchase order is an authorization for your organization to charge supplies/materials directly to your account. This is the easiest and best way to utilize your funds. All P.O. receipts/invoices are due within five (5) working days of the purchase. **Your organization is not allowed to place an order without first securing a purchase order. If a request is not honored, your organization will be liable for the expense.**

What is a transfer of funds?

• A transfer of funds is used when you are reimbursing another campus department for expenses incurred on behalf of your organization.

How can I be reimbursed?
• You can be reimbursed for items you purchased with your personal funds, as long as the items were listed in your original budget. You must have a paid itemized receipt, which lists both the amount and the items purchased. Please note that an individual cannot sign a UOSA Account Request Form to authorize their own reimbursement, another officer must sign the form.

How can my organization be reimbursed?

• Your organization can be reimbursed for items purchased with your organization's personal funds, as long as the items were listed in your original budget. You must have a paid itemized receipt which lists both the amount and exact item purchased. In addition, your organization must have a federal employee identification number (FEIN) in order to be reimbursed.

When would I use a direct payment?

• Direct payment to the vendor can be made when the vendor requires pre-payment of items. It is also used when you are ordering literature or brochures for your organization.

When and where do I turn in receipts?

• All purchase order invoice receipts must be itemized and returned to the UOSA office (see contact information below) within five (5) working days from the date of the purchase.
• All receipts for reimbursement must be the original itemized receipt and show proof of payment. These receipts are due no later than thirty (30) days from the date of purchase.
• The last day to submit all receipts is by the last day of regular classes for the semester that the event was held during.
• When requesting a transfer of funds, a copy of the statement of account and itemized invoice must be attached.
• Failure to return the appropriate documents will result in fines being levied against your organization.

Where is the UOSA Accounting Office located?

UOSA
Conoco Student Leadership Center
OMU 181

B. ROLE OF THE STUDENT OFFICER

1. Prior to the undertaking of any financial transaction two designated student officers (generally the president, vice president &/or treasurer of your organization) must read the UOSA account information and sign a UOSA Financial Responsibility Card. Unauthorized student personnel are not permitted to obligate funds from any student account.
2. Students are not authorized to sign a contract on behalf of the university. Student officers may only authorize funds in accordance with state laws, university and UOSA policies and procedures. Student officers are responsible for adherence to state, university and UOSA policies related to use of funds and for providing complete, adequate documentation for all expenditures.
3. The Budgetary Committee of the UOSA allocates funds in line items.
Organizations will be allowed to transfer no more than $50.00 to a line item without the written approval of the Chair of the Budgetary Committee of the UOSA.

4. Stipend and Salaried student account officers are responsible for submitting appointment information and weekly payroll documentation to the UOSA Staff Assistant for processing. All time sheets are due by 5:00 p.m. on Fridays, NO EXCEPTIONS.

5. All receipts for reimbursement must be the original itemized receipt and show proof of payment. These receipts are due no later than thirty (30) days from the date of purchase. However, the last day of regular classes for the semester is the final date to submit all receipts.

C. HOW TO SPEND YOUR UOSA FUNDS

There are six methods in which to spend your UOSA funds. All methods require a UOSA Student Account Request Form signed by the student account officer and your advisor. No forms will be accepted without the appropriate signatures. Failure to comply with UOSA policies and procedures will result in fines being levied against your student organization. REMEMBER, IT TAKES TIME TO PROCESS YOUR REQUEST, SO PLEASE PLAN AHEAD. You will need to keep in mind the following when submitting a request form.

Be specific in the material that you are requesting. Only the items listed will be included on the purchase order.

- All printing requests require an attached copy of the material being printed.
- All advertising requests require an attached copy of the ad.
- All requests for registration require an attached copy of a brochure or official letter about the conference, attendees’ names and OU ID #’s.
- All requests for food (including candy) require documentation of the event. Please note that due to the university’s beverage contract only Coca-Cola beverages are allowable for on campus events.

Method 1: PURCHASE ORDER

A purchase order (PO) will enable you to charge the materials directly to your UOSA account.
A PO is required for all charges whether the vendor is a University department or off-campus vendor.
When using this method DO NOT place your order BEFORE you have secured the PO.

In order to obtain a PO, you will need to complete the following steps:

- Complete and submit a Purchase Order (pink form)
- Allow One working day to process
- You will need the vendor’s Federal Employer Identification Number (FEIN) (Unless it’s one of the on campus vendors- check one of the boxes)
  - If new vendor, notify them that the university PO is payment after the fact and they will receive payment within 4 weeks from the date you turn the invoice back into me
- For University Printing Services- for display purposes, Student Life (OMU 370) must approve a copy and the flyers/materials must have “Funded by UOSA” printed on them.
• Entry Fees/Conference Registrations require attendee names and OU ID #’s
• Attach documentation/proof of the event (flyer, mass email, screenshot of Facebook event that shows the date, time, and location of the event)
• You will be notified via email when your Purchase Order is ready to be picked up from the UOSA office
• Take the Purchase Order to the place of business
• Return all the itemized invoices and/or receipts that you get within five (5) working days from the date of the Purchase Order
• Vendor should receive their check within 4 weeks

Method 2: REIMBURSEMENT

• Complete and submit a Reimbursement Form (purple form)
• Attach original itemized receipts
• If not itemized, tape receipt to a piece of paper and self-itemize
• Attach Proof of Payment (if receipt does not reflect payment method)
  o If paid by check, we will need a front and back copy of the cleared check from your bank
  o If paid by card and receipt does not show credit/debit card ************1234, a statement from your credit card company or bank will suffice.
  o If paid by cash, the receipt should say paid by cash and/or reflect a zero balance
• You will need the Individual’s Social Security Number, Individual Tax Identification Number (ITIN) or if an OU Employee their 6 digit Employee ID Number
• If reimbursing an organizational checking account, FEIN/Tax ID #
• Attach documentation/proof of the event
• Payee should receive their check within 4 weeks

**Note**: If you are doing a travel reimbursement, please see method 5.

Method 3: TRANSFER OF FUNDS

Complete and submit a Transfer of Funds form (purple form)
You will need the 9 digit university department number to transfer funds to
Attach copy of itemized receipt
Attach proof of payment (if applicable, this can be a statement of account
Attach documentation/proof of the event

**Note**: The transfer of funds form should be submitted in advance of the event.

Method 4: DIRECT VENDOR PAYMENT. (For materials that must be pre-paid or on campus vendors)

• Submit a Direct Vendor Payment form (purple form)
• Attach original itemized order form/contract/receipt
• You will need the Vendor’s Federal Employer Identification Number (FEIN) or Tax Identification Number (Unless it’s one of the on campus vendors then you check one of the boxes)
• Attach documentation/proof of the event
• Off campus vendors should receive their check within 4 weeks
Note: Union and Facilities Management payments must be submitted **72 hours in advance**.

Method 5: TRAVEL REIMBURSEMENT.

- Complete and submit a Travel Reimbursement form (blue form)
- Attach any receipts that will be considered for reimbursement
- Attach proof of payment
- Attach attendee names and OU ID #'s of everyone who traveled
- For car travel
  - Who rode with who
  - Vehicle Tag #'s
- You will need the Individual’s Social Security Number, Individual Tax Identification Number (ITIN) or if an OU Employee their 6 digit Employee ID Number
- Attach documentation/proof of the event
- Payee should receive their check within 4 weeks

Method 6: OFFICEMAX ORDER FORM.

- Find the items in the catalog you want to purchase
- Complete and submit an OfficeMax Order form (white form)
- You will be notified by e-mail when your order is ready to be picked up

D. REVIEW OF PUBLICATIONS

In order to convey a consistent and accurate message and content all externally disseminated publications must be reviewed by the office of Student Life, Room 265 in the Oklahoma Memorial Union. Publications that must be reviewed include, but are not limited to:

- Newsletters and magazines distributed to alumni, prospective students, and other external audiences
- Academic bulletins and departmental brochures
- Recruitment materials for students and faculty
- Conference brochures and programs
- Covers, folders and invitations for special events
- Posters

HSC and Norman campus faculty and staff can obtain copies of the Publications Policy and submit their publications for review by contacting Public Affairs at 325-1701.

E. UOSA ACCOUNT INFORMATION

The following guidelines will help you in preparing your budget and spending your monies.

To get a list of items you can and cannot buy please refer to Title XII Chapter
2.

IMPORTANT...THE ITEMS LISTED IN TITLE XII CHAPTER TWO ARE NOT CONCLUSIVE AND CAN CHANGE AT ANY TIME.

F. UOSA FINE SYSTEM

A PURCHASE ORDER IS REQUIRED IN ADVANCE FOR ALL CHARGES TO YOUR ACCOUNT.

ALL PURCHASE ORDER RECEIPTS/INVOICES MUST BE ITEMIZED AND ARE DUE WITHIN FIVE (5) WORKING DAYS.

ITEMIZED RECEIPTS FOR REIMBURSEMENT ARE DUE BY THE LAST DAY OF REGULAR CLASSES OF THE SEMESTER, OR NO LATER THAN 30 DAYS FROM THE DATE OF PURCHASE, WHICHEVER COMES FIRST.

ANY MISUSE OF FUNDS; FAILURE TO PLACE THE WORDS "FUNDED BY UOSA" ON PRINTED MATERIALS AND ADVERTISEMENTS; FAILURE TO RETURN ITEMIZED RECEIPTS/INVOICES WILL RESULT IN THE FOLLOWING:

1st Offense: $25.00 organizational fine.

2nd Offense $50.00 organizational fine and the invoice being returned to the individual incurring the charge for payment. Payment must be made within seven (7) days. Your account will remain frozen until a paid receipt has been provided to the UOSA Accountant.

3rd Offense Removal of all UOSA funding by the Budgetary Committee of the UOSA for the current fiscal year and the next year's funding will be placed in jeopardy.

INCURRING A CHARGE WITHOUT FIRST SECURING A PURCHASE ORDER WILL RESULT IN NON-PAYMENT OF THE INVOICE WITH YOUR UOSA FUNDS AND YOUR UOSA ACCOUNT WILL RECEIVE A $35.00 FINE. YOUR ACCOUNT WILL BE FROZEN UNTIL PROOF OF PAYMENT HAS BEEN PROVIDED. PAYMENT MUST BE MADE WITHIN FOURTEEN (14) DAYS.

UNIVERSITY AND UOSA PURCHASING POLICIES AND PROCEDURES

A. BASIC POLICIES

1. All accounts of registered organizations receiving Student Activity Fee funding are maintained by the UOSA Office.
2. All funds must be deposited daily upon receipt, regardless of source, in accordance with state laws. Under no circumstances will any University account be allowed to be in deficit.
3. All student activity fees are considered state or public funds and, therefore, state laws; university and UOSA policies restrict the allocation and expenditure of these funds.
4. Under certain circumstances, certain funds may be kept in an outside account. However, the Student Affairs office and UOSA recommend the use of university accounts for all transactions. It is suggested that university purchasing policies be followed when utilizing outside accounts.
5. University and state travel policies must be adhered to when utilizing student activity fee allocations.

6. Self-generated funds are subject to all university policies, but not to the additional UOSA policies.

7. All accounts with the University are subject to an audit by the University Internal Auditing Office at any time to determine the following: (a) if student organizations are purchasing items at an off-campus business which are available through the University at a lower price, (b) if unauthorized items are being purchased, received and used on campus, (c) to determine if the invoices are correct, (d) to determine if organizations are splitting purchases, (e) to determine if organizations are making follow-up inquiries for delinquent deliveries, shortages, damaged or incorrect materials, and (f) to determine if adequate control records are being kept.

B. REGULATIONS

1. No one shall have the authority to sign any document, which binds or incurs an obligation for the University without appropriate authorization from the university president. For student organizations and activities this authorization is handled through the Student Affairs office, OMU 265. Purchases made by unauthorized personnel are not legal and binding upon the University.

2. A University employee does not have the authority to purchase items for individuals for their personal use or negotiate special discounts for University employees or students.

3. Travel expense payment to students in advance of travel will not be allowed from any account.

G. TYPES OF ORGANIZATIONAL ACCOUNTS

A. UOSA ACCOUNTS

Only monies received by the Budgetary Committee of the UOSA are maintained in your UOSA account.

B. UNIVERSITY ORGANIZATION ACCOUNTS

All registered organizations are eligible to set up a university account. Your advisor must complete a new account request form. Your advisor will be responsible for processing payments, making deposits and reconciling monthly statements. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through outside bank accounts or through a University account.

C. OUTSIDE BANK ACCOUNTS

University and Regent policies do not prohibit student organizations from using bank accounts outside of the University for the purpose of maintaining funds, except those from student activity fees, which are state funds that must be maintained within the University system.

Student organizations are not permitted to use the university's federal employer identification number (FEIN) to open a bank account. Groups may request a number by visiting the IRS web site at http://www.irs.gov, the form
you will need to complete is SS-4. Also, student organization registration does not imply tax exemption. The university’s tax exempt status applies to university departments and offices. Some groups may be tax exempt based upon their parent organization. Please contact your national office to determine your group’s status. In order to apply for tax exempt status you may go to the IRS website and review publication 577 and forms 1023 and 1024.

Student organizations are not required to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through outside bank accounts or through a University account. Student groups holding fund-raising events in University facilities will be required to pay a facility fee.

The UOSA Office strongly suggests that in order to protect the student officers, the account sponsor of the student organization and to alleviate any problems that might arise in regards to withdrawals and deposits, the faculty or staff sponsor of the student organization should be a co-signer for all disbursements made from outside accounts.