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# 2017-2018

## Student Financial Control Board Guidelines

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Rowan University Student Government Association

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## **STUDENT GOVERNMENT MISSION STATEMENT**

The mission of the Rowan University Student Government Association is to make certain that all matriculated undergraduate students' needs are being met by acting as a student voice for the campus community, serving as an outlet for student concerns, promoting student participation in campus life, and investigating solutions to various issues that affect the campus as a whole. The SGA supports unity, teamwork, diversification, acknowledgement of excellence, mutual respect, and a dedication to the positive development of each and every individual. The SGA acts with vision not only to meet the needs of Rowan's current students, but to also meet the needs of future Rowan students as well. The work of the SGA is performed in the spirit of change; however, it recognizes the contributions of its predecessors. The SGA takes pride in Rowan's past, present, and future.

## **STUDENT GOVERNMENT VISION STATEMENT**

The Rowan SGA takes pride in creating a state of actively engaged students that willfully participate not only within their university, but within the surrounding community.

## **CHIEF FINANCIAL OFFICER (CFO)**

The CFO duties, as outlined in the SGA Constitution are to: keep an accurate record of the SGA budget, prepare the annual budget for senate approval, serve as a member of the University Budget Planning Committee, attend regular meetings of the SGA senate, serve on at least two (2) University or SGA, standing or special committees, approve all expenditures after they have been approved by organizations' treasurers, and distribute monthly statements to each organization. The CFO must hold at least two Treasurer's Workshop sessions in both the fall and spring semesters. The CFO is also responsible, along with the new CFO elect for updating the SFCB guidelines at the end of each spring semester.

## **PURPOSE OF THE STUDENT FINANCIAL CONTROL BOARD**

The Student Financial Control Board (SFCB) chaired by the Chief Financial Officer (CFO) of the Student Government Association (SGA) will consist of ten members, nine voting members and one nonvoting member. The CFO will be the one nonvoting and may only vote in the case of a tie, in which case the vote of the CFO will be used to break the tie. The nine board members will be appointed by the CFO through whatever process they deem appropriate. However, the board must be approved by the SGA President before being considered valid. Any change to the SFCB Guidelines must be announced to the Student Body at the nearest Senate meeting following the ratification of changes or alterations.

## **STUDENT ACTIVITY FEE ADMINISTRATION**

Student activity fees are collected from all Rowan University matriculated undergraduate students and administered under the jurisdiction of the VP of Student Affairs and the VP of Administration and Finance. The VP of Student Affairs and the VP of Administration and

Finance have delegated authority to administer the Student Activity Fee under the auspices of the SGA advisor and the SFCB advisor.

The Student Activity Fee is administered by the Student Financial Control Board (SFCB) through a budget allocation process. The SFCB then submits its recommendations to the Student Government Senate for approval by formal vote. Chartering is a precondition to apply for student activity fee funding and must be maintained to remain eligible to expend allocated funds.

The Student Activity Fee may not be changed except by the recommendation of the SGA, supported by an affirmative student-body referendum, with the concurrence of the President of the University and the Board of Trustees.

### **ELIGIBILITY FOR FUNDS (CHARTERED ORGANIZATIONS)**

All chartered organizations (except recognized social fraternities and sororities) have the right to apply for funding, but do not have a right to funds. Chartering is a precondition to apply for funds generated by student activity fees. (For more information on chartering see the SGA Constitution.) Charters of recognized student organizations must be maintained in order to remain eligible to expend allocated funds. All requests for funds are determined by the SFCB based on the availability of funds. The requesting organizations must be in good standing, and no organization receiving student allocated funds may charge a membership fee or require any individual to pay money in order to join their organization (with the exception of honorary organizations).

**Please note:**

*Clubs under "frozen" status are considered to be in poor standing and are therefore not entitled to regular account funds during "frozen" period. "Frozen" clubs are, however, entitled to deposit funds into their Extra Account.*

### **ACCOUNTS**

1. Organizations receiving funds from the SGA allocation reserve are not permitted to have any accounts off campus.
2. Chartered organizations not receiving student funds are permitted, but not required to maintain an SGA account. This is referred to as an Extra Account.

#### **Regular Account**

Money allocated to clubs/organizations must be deposited into the regular account. This primary account, from which clubs function, is assigned to student organizations upon chartering into the Student Government Association (SGA). The Regular Account is to be used for purchases benefiting club initiatives and club members as it directly relates to club activities. Spending of regular account funds for personal use is strictly prohibited. Students cannot recover or profit from expenditures from the regular account.

### Extra Account

The organization's extra account (also called the fundraising account), which is populated through fundraising initiatives, may not be used for salaries or stipends, alcoholic beverages, personal items or other items that violate university policy.

If an organization raises funds in addition to their allotment, the money must be placed in the extra account. Extra accounts should be requested to the CFO by submitting an account request form. No fundraised monies will be accepted for depositing into the regular account.

*If a club owes money to a vendor or other entity at the end of the fiscal year, and the SGA Office is unable to successfully communicate with the organization(s), outstanding funds will first be removed from their Regular account and then from their Extra account. Regular and Extra Accounts are non-transferable to or from each other.*

An exception is made for a newly chartered or petitioning club. See page 17 under "Fundraising Policies and Procedures".

### CO-SPONSORSHIP

The SGA will not co-sponsor any event with organizations chartered by the SGA. Chartered organizations are eligible to request supplemental or capital improvement under the approved guidelines. However, the SGA may co-sponsor events with institutional organizations (subject to change per the SGA Bylaws or SGA Constitution).

### PROTECTION OF FUNDS

After the Bursar's office collects the Student Activity Fee from the students, the funds are deposited into the University's Clearing Account. The SFCB is then entrusted with the allocation of funds following budget hearings with the consideration of clubs' needs.

Funds received from the university and not immediately appropriated to a particular account shall be deposited into the University Clearing Account.

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Each organization will have an automated monthly transaction report emailed to the treasurer. Organizations should compare the transaction report to their budget to ensure a successful fiscal year. In addition, club treasurers are encouraged to keep a private account of all purchases under their accounts.

At the end of each fiscal year, the university selects an accounting firm to prepare an end-of-year accounting record. The accounting report will cover July 1 to June 30 of preceding fiscal year accounting record. A copy of the accounting report shall be filed with the President of the University, the Vice President of Administration and Finance, the Vice President for Student Life, and the SFCB and SGA advisors.

## THE SGA ALLOCATION PROCESS

Budget hearings are held in the spring semester to determine the allocation of funds. Each organization's treasurer is required to attend the hearing and submit a request for funds for the following year. Any organization whose treasurer (or other representative) fails to attend the hearing will have their allocation based solely on their allocation request form.

Allocation requests must meet the following requirements:

1. The request form must follow the Allocation Request Form Template offered by the CFO.
2. The form must be filled out completely, WITH supporting documentation, including organization numbers.
3. Allocation requests must be submitted electronically by the date and time specified by the Chief Financial Officer (CFO) as announced at Senate and on the SGA website. **Late or missing requests may be subject to a maximum of 25% budget reduction off of the board's final allocation. SEE BELOW.**
4. Honor societies have a maximum allocation of \$600.00. Exceptions will be determined by the SFCB committee should the society have an active membership of over 100 members which may qualify them for up to \$1,200.
5. Upon attending a budget hearing and submitting an Allocation Request Form, Athletics shall receive no less than \$100,000.

Available hearing times, other than those announced at senate, will be posted in the SGA Suite. Organizations will select a hearing time from the listed dates. In order to be funded, organizations MUST sign up for a hearing time and attend the meeting. The president, treasurer, and advisor should attend the budget hearing. If the organization cannot be represented at the time of the scheduled hearing, **48-HOUR PRIOR NOTIFICATION** must be sent to SGACFO@rowan.edu. If prior notification is not received, the organization will receive a maximum of **50% budget reduction** off of the board's final allocation. The organization's representatives are expected to present the contents of the request to the board. The organization should be prepared to answer questions that may arise from presented information.

The members of the SFCB will deliberate, and by a majority vote, formulate a recommendation to be approved by the SGA Senate. If an organization's paperwork is not prepared correctly or completely, the club representatives have not attended the hearing, and a request amount is not presented, the SFCB reserves the right to assess a \$200.00 maximum allocation.

The recommendation must pass the SGA Senate by a vote of 2/3 of members present. The CFO must publicize the final budget decisions by July 1st. The approved budgets become effective July 1st.

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Any portion of the request denied by the SFCB cannot be resubmitted during the fiscal year for reconsideration as a supplemental request.

Penalties:

- 1.) Failure to submit necessary documents: Late or missing requests may be subject to a maximum of 25% budget reduction off of the board's final allocation.
- 2.) Failure to attend budget hearing: If the organization cannot be represented at the time of the scheduled hearing, 48-hour prior notification must be sent to [SGACFO@rowan.edu](mailto:SGACFO@rowan.edu). If prior notification is not received, the organization will receive a maximum of 50% budget reduction off of the board's final allocation.

**Please note:**

*Clubs and organizations not appropriately prepared for budget hearings will be subject to a 10% budget reduction.*

## **DISTRIBUTION OF FUNDS**

1. All funds allocated to chartered organizations must be expended according to SFCB recommendation as outlined in their approved budget for the current year. No funds may be used to finance any activity that is in violation of SGA, SFCB, or Rowan University policy. If allocated funds are found to be spent violating the aforementioned policies, SFCB reserves the right to freeze the club's regular account until the SFCB deliberates with the SGA Advisor and SFCB Advisor on appropriate consequences including a reduction on the violating clubs' following fiscal year's budget proportionate to the offense.
2. Newly chartered organizations desiring allocation for the first time must contact the CFO, in writing, prior to budget hearings in the Spring Semester.
  - a. Organizations chartered **before October 15<sup>th</sup>** are eligible for a maximum amount of \$400 in funding for the remainder of the school year.
  - b. Organizations chartered **after October 15<sup>th</sup>** but **before March 15<sup>th</sup>** are eligible for a maximum of \$200 for the remainder of the school year.
  - c. Organizations chartering **after March 15<sup>th</sup>** can still request funding during the budget hearings in the spring semester, **but cannot receive it until the next fiscal year.**
3. The SFCB shall recommend a balanced budget to the SGA Senate in April of each year. The Senate, by a majority vote, may accept, reject, or modify any line item, but may not increase the total budget. **Rejected items will be reconsidered by SFCB and recommended to the Senate.**

4. In the event a complete balanced budget is not adopted by May 15<sup>th</sup>, the budget will be sent to the Advisory Committee. The Advisory Committee shall consist of the SGA President, SGA advisor, SFCB Advisor, CFO, and the Vice President of Student Life. They shall be consulted before the VP of Student Affairs, the VP of Administration and Finance, and the two (2) student representatives of the Board of Trustees take final action.
5. Copies of the final budget shall be filed before June 15<sup>th</sup> to the VP for Administration and Finance.
6. Leftover balance in any regular account (except those of Institutional Organizations, justifiable SGA accounts, and one-time special permission) on June 30<sup>th</sup> of the fiscal year will be swept and carried forward into the Fund Balance.
7. Accounts that have been inactive for two fiscal years shall be closed and their funds deposited into the Fund Balance.

## FUND BALANCE

The Fund Balance is an internal report of all SGA accounts. It is the accumulation of unspent money from club accounts at the end of the fiscal year, ending June 30<sup>th</sup>. The explicit purpose of the Fund Balance is long-term investments that directly benefit the Rowan University Student Body and its use is therefore rare and taken with serious caution. Use of the Fund Balance to exclusively benefit a club or person is prohibited.

The Fund Balance is to maintain a **minimum of \$400,000**.

To Access the Fund Balance:

1. Submit a formal letter to the SFCB detailing requested amount, purpose, and benefit to the student body.
  - a. Assuming the SFCB finds the request valid for the Fund Balance purpose and an approval of the request would not allow the Fund Balance to fall below previously stated minimum, proceed to step 2.
2. SFCB reserves the right to approve all, a portion of, or none of the requested funds. On the Senate dates allotted for supplemental requests, present (SFCB approved) Fund Balance request
  - a. With 2/3 majority approval ruling in senate, proceed to step 3.
3. The Chief Financial Officer of the Student Government Association, upon recommendation of the Student Government Association Senate, will formally address the Assistant Director of Business Operations and the University Vice President of Student Life for final approval.
4. Request for sum from Fund Balance is approved or denied by University Vice President of Student Life.

*In the case of a denied request, the SFCB shall meet with the University Vice President of Student Life to open discussions regarding the request.*

## SUPPLEMENTAL FUNDS

### Purpose and Stipulations

1. Supplemental funds are intended only for emergencies, unforeseen expenditures, or one-time expenses for additional expenditures not accounted for in yearly budget. Previous supplemental request items may not be repeated each year.
2. Supplemental funds will not be granted after an expense has been incurred.
3. No organization can receive more than one (1) supplemental grant per year.
4. Supplemental funding will not be used toward conferences.

### Supplemental Funding Process

1. Supplemental funding requests will only be granted twice a semester:
  - The third senate meeting of the fall
  - The last senate meeting of the fall
  - The second senate meeting of the spring
  - The fourth senate meeting of the spring
2. Supplemental funding requests may not exceed \$2,500.00.
3. The SFCB must meet the Monday before each of the four supplemental senate meetings.
4. The CFO will introduce the request to the senate and facilitate discussion and aid senate with the decision process.
5. The supplemental fund budget will be capped at \$16,500.00 for any fiscal year.
6. In order to apply for a supplemental fund, a club must submit an itemized line budget letter describing in detail why they are requesting the funds, as well as a supplemental funding request form. This must be submitted by no later than the **Monday at 3pm** before the scheduled senate meeting, via submission to the CFO's mailbox.
7. Supplemental funds (if granted) will be placed into the requesting club's regular account.
8. A club in poor standing, due to the negligence of the previous executive board's administration, may be considered to apply for a supplemental fund under the following conditions:
  - A club applying for a supplemental due to an executive board problem, from the last academic year, must be under new leadership. At least three-fourths of the executive board members must be new.
  - The club in poor standing must still be considered a chartered organization.
  - A detailed plan of action for the entire semester must be submitted to the SFCB board a week prior to the supplemental hearing
  - In order to aid the SFCB's decision a complete financial background check will be performed.

- A supplemental for a club in poor standing may not occur on an annual basis. If a club has received this supplemental in an academic year's term, they are not eligible to apply for a supplemental under the same circumstance.
- The club in poor financial standing may not ask for a supplemental fund exceeding the amount of \$500.

## PURCHASING GUIDELINES

The following are threshold requirements for purchases. Any purchases that fall within the threshold will require prior approval. Purchases made prior to approval may be encumbered at the buyer or organization's risk:

1. If an item is purchased an official receipt with business name and verifiable contact must be secured before an organization or individual can be reimbursed.
2. The maximum amount for which no price competition quotation is required is \$3,000.
3. **Requisitions over \$10,000 must be processed through the university's purchasing department.**
4. Purchase orders to vendors who have New Jersey State Contracts may be issued in any amount without obtaining quotations.
5. Funds collected as student activity fees may be budgeted and spent for on-campus meals or food services. This can occur only in the following cases.
  - Any organization may hold only one banquet, reception, and open house or similar event each semester.
  - Clubs and honorary organizations may have refreshments as an integral part of their meetings, provided the purpose is sufficiently documented.
6. **Written quotations are required for any purchase exceeding \$3000.00.** Organizations may obtain three written quotations on the company's letterhead, or other legitimate source's website, and forward the quotes to the CFO for approval. The CFO recommends you select the vendor offering the lowest price, however, if an organization is not selecting the vendor with the lowest price, you must justify your reason in writing to CFO and wait for the final approval before purchasing the merchandise. Any violations of this process will result in non-reimbursement of products.
  - Quotes are not required for food or any combination of items where no one item exceeds \$3000.00 individually, with the exception of merchandise (t-shirts, sweatshirts, etc.).
  - Quotes do not apply to vendors with state contracts.
  - Quotes are not required for national chapter fees.

- Quotes are not needed when using funds from the extra account.
7. New Vendors require a W-9 and a Business Registration Certificate.
- To avoid delays in processing, these items should be submitted to Purchasing either through interoffice mail or via e-mail to [requisitions@rowan.edu](mailto:requisitions@rowan.edu).
  - If a vendor is unaware of the process or the reason for obtaining a Business Registration Certificate, please direct them to the State Website: <http://www.state.nj.us/treasury/revenue/busregcert.htm>.

## BUSINESS OPERATIONS

### Miscellaneous Disbursement Vouchers (MDV)

MDVs are used to process reimbursements for out-of-pocket expenses, membership, subscription, supplies, travel, and conferences. Any purchases over \$10,000 require a purchase order from the University Purchasing Office. The SGA Chief Financial Officer (CFO) is the designee who approves and reviews organizations' purchases before they are forwarded to university administrators for final approval.

*Please only use the SGA MDV form and not the University MDV.*

#### Miscellaneous Disbursement Vouchers Checklist Correctly Completing the MDV

1. **Is the top portion of the MDV filled out to reflect the address and name of the person being paid?** If the person being paid is a business, use their place of business's address and do not check pick-up unless you have approval from the SGA office to pick it up and bring it to them personally. All others should fill out a Direct Deposit Slip and drop off to Accounts Payable or Payroll.
2. **Did you clearly explain what the purpose of the expense was for in the mid-section of the MDV?** Under "purpose and description of service" please include details about what you bought, why, how, who, where and when in this box. The more details the better, if it's not easily understood what the purpose of the purchase was your MDV may be sent back for more information.
3. **Is the amount that you listed exempt from NJ sales tax?** And does it reflect the amounts shown on the supporting paperwork that you have included? Since Rowan is a State University and is tax exempt we do not reimburse for sales tax in New Jersey. At the bottom of your receipts there should be a line that shows sales tax. Subtract this amount from the total if there is any included. When making a purchase you can show the cashier proof of tax exemption which will nullify any tax. Documentation of this can be found in the SGA office and on the SGA website.
4. **Did you include the banner # for the student/faculty member being reimbursed?** If the person is not a student, faculty member or business, then include SSN.

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5. **Did you include your organization number on the table under "Org#"**? And restate the amount? If you do not know what your organization number is, you can email SGACFO@rowan.edu and tell them your organization name, and they will tell you your account numbers. Be sure to charge the appropriate account (Regular vs. Extra)
6. **Did your club advisor and treasurer sign in the appropriate places?** And is the MDV reimbursing the club treasurer or advisor? If the person being reimbursed is the advisor or treasurer, someone else has to sign in his or her place. For the treasurer, have the president sign, for the advisor, have the department chairperson or department head sign. If neither are able to do so, the SGA Adviser may sign for the MDV.

**Miscellaneous Disbursement Vouchers Checklist**  
*Supporting Documents*

1. **Did you pay with cash?** If so, you will have a receipt from the business. Attach the original receipt from the store, not a copy; make sure it shows that cash was the method of payment.
2. **Did you pay with a debit or credit card?** If so, you will have a receipt from the business, attach the original receipt from the store, not a copy; make sure it shows the last 4 or 5 digits of the card that was used in the payment process. Now you have two options on what to attach to support the debit/credit card purchase. You may either attach a copy of the card that was used, blacking out the card # except the last 4 or 5 digits depending on what type of card was used, or you may attach the monthly or online card statement showing your name, the last 4/5 digits of the card, the date of the transaction, the amount, and the business name.
3. **Did you make the purchase online with your debit or credit card?** If you did, follow the same directions as above, except instead of attaching the receipt from the store, attach the purchase invoice. Make sure this includes the payment method as a lot of places will send a confirmation email, or a sales receipt that does not show the payment method.
4. **Did you pay with a purchase order?** If you did, attach the carbon copy of the P.O. and the original receipt from the business and any other paperwork that the business may give you documenting that the P.O. was used.
5. **Did you not pay yet?** If the business is awaiting payment from Rowan on your behalf, submit the invoice that clearly states the services performed or items purchased and has the billing address for us to make the check out to.
6. **Are you missing the receipt that you were given at the business?** If you lost the receipt there is a missing receipt affidavit form located outside the SGA office that you can fill out.  

**\*Please note, the missing receipt affidavit will only be accepted for purchases below \$100 and should be used sparingly.**
7. **Was the purchase over \$3,000?** If it was, you'll need to include 2 other quotes for the same product from different businesses to show you searched for a competitive price.

8. **Was the purchase a gift card or other prize?** If so, please also attach a gift card reconciliation form or a list of the students who won the prizes, their banner # and the name of the prize.

*MDVs are forwarded to the budget office for validation. All previous steps are rechecked, and then the MDVs are sent to Accounts Payable.*

### **Purchase Orders**

A Purchase Order is a contractual agreement between a vendor and the SGA to request that the vendor provides goods and services in accordance with the terms and conditions listed on the purchase order.

Blanket Purchase Orders are currently being accepted by many of the vendors listed in this booklet. K-Mart, Lowes, Nick's, Cicontes, Bellia's, are among the most popular vendors accepting SGA POs. SGA is always working to expand our vendor list. Please check with the SGA office administrator for a current list of vendors accepting P.O.s and to pick up a P.O. form.

### **Accounts Payable**

After MDVs leave the budget office, they go to University Accounts Payable for final review. Documents such as receipts and invoices are considered valid proof of purchase (please note bank/credit card statements are not considered valid proof of purchase).

Accounts Payable upholds University policies: reimbursement is based on rates found at (<http://www.gsa.gov>). Meal per diem reimbursements are dependent on departure and arrival times. (Rates are subject to change in accordance with those of the University).

The Director of Accounts Payable signs the MDV authorizing expenditure. Check reconciliation is maintained in Accounts Payable and occurs with each check run on Monday, Wednesday and Friday.

### **SGA Department Charge Authorization Form (DCA)**

The department charge authorization provided by the SGA is used to process purchases from all on-campus offices – the bookstore, dining services, duplicating, etc. This form is used to account for the exchange of goods or services between University departments. Each organization's treasurer is responsible for reviewing the organization's account to ensure that the automatic charges on campus have been properly recorded in Banner. A Departmental Charge Authorization Form should be completed between the department requesting the goods or services and the department supplying those goods or services.

**The University Accounts Payable office must approve all expenditures \$200 or more.**

*Do not use the University DCA, as your payments will be delayed.*

### **Contractual Agreement**

The SGA has one uniform contract for all outside performers which can be found in the appendix and on the purchasing website. When an organization plans an activity that

requires hiring an outside performer, band, speaker, DJ or other outside agency, a contract is required. Such contracts will include the terms and conditions or the service performed, and the fee. All contracts must include the Contract Cover Page, W9 Form, and Business Registration Form. Contracts can be found on the purchasing website and the SGA website.

In order to protect each organization (members, advisors, and the institution), it is imperative that these contractual agreements are reviewed and signed by the university Vice President of Student Life, Senior Director of Contracting & Procurement, and Vice President of Finance or designee. To avoid any delays in activities or events, it is imperative to plan well in advance and include your advisor. Please review all agreements carefully to ensure that your organization has adequate funds and approval forms required by SFCB. Lastly, secure and review the contract for appropriate signatures between two weeks and one month before the event or service.

Two special contracts are designed for all internal performers. When an organization plans an activity that requires hiring a student to perform a service, a student special project contract is required and if the performer is an employee, a special assignment contract is required. Such contracts will include the terms and conditions of service performed. All contracts must include W9, W4, a copy of driver's license, and social security card. Special Assignment contracts can be found outside the SGA office.

Employed students need student special contracts, which are supported with W-4, a copy of their driver's license and social security card.

Any student talent (i.e. DJ, magician, comedian) that makes their service available for business, is encouraged to register with the SGA so that the office can keep a list of local talent for organizations and departments to view and potentially hire from.

*The SGA is not responsible for student work or for providing supplies. It is up to the contracted student and student organization to manage plans without Student Government's involvement.*

## ACCEPTABLE EXPENDITURES

### Conference Attendance

Students may attend conferences only when it will directly benefit the organization. Students are expected to give the organization a full report of the conferences and be available to make a report to the Senate upon request.

1. No individual may be reimbursed for more than the daily amount listed on the General Services Administration website (<http://www.gsa.gov>) for meals when participating in a conference. Please go to the SGA office for assistance.
2. The individual will be reimbursed for conference days only, not extra days taken on the trip.

3. Students traveling via taxi, bus, aircraft or train can be reimbursed as long as proper receipts are submitted. Students may be reimbursed \$0.52 per mile if driving their own vehicle; however, a MapQuest or other directions with mileage must be provided.
4. When air fare is necessary, the lowest possible price at the point of purchase must be chosen.
5. Any number of students may attend a given conference.
6. SGA Travel Request forms and waivers are required up front.

#### Conference Planning Process (Overnight trips)

- Speak with the SGA Office Administrator or SGA CFO regarding all conference planning for club.
- Fill out SGA Travel Request form with estimated expenses and attached documentation (airfare costs, conference registration costs, per diem meal costs, etc.). The SGA CFO will have to approve and sign.
- Attach list of names of students attending and corresponding banner IDs.
- Attach list of signed waivers of all attendees.
- Submit to SGA office for approval **at least one month in advance of trip**.
- Schedule an appointment with SFCB Adviser.
- Receive encumbrance number and coordinate reservations with the SGA Office.
- If traveling with the intent on using the SGA Credit Card, please see p. 20.
- On DCA, debit club account and credit SGA. Submitting this is done simultaneously with MDV. Retain and attach all documents.
- Fill out MDV for all expenses incurred upon return.

## FUNDRAISING POLICIES AND PROCEDURES

Fundraising is defined as any event at which an organization solicits money from its members or from other members of the community. A fundraising special event is an event sponsored by an organization for which any payment is made to attend, to sponsor, or to purchase goods or services.

A newly chartered club, who plans to fundraise, with no extra account, may request a special permission from the CFO to use up to \$75.00 of the regular fund to fundraise. This exception is for one time use only and the funds must be deposited into the extra account.

#### Protocol

1. Come to the SGA Suite located in the Student Center to pick up the Fundraising Form.
2. Fill out the form in its entirety and give to SGA Office Administrator.
3. The SGA Chief Financial Officer or Office Administrator will review and sign form.
4. IF NOT APPROVED, the CFO will place the form back into the applying club's mailbox for further clarification or information to be provided.

5. IF APPROVED, the SGA Office Administrator will issue a numbered fundraising permit to the applying club's mailbox within 72 hours of receiving the form.
6. The club, at that point, can take the approved fundraising permit to the Student Center Information Desk and officially submit a request to obtain a table.

*The info desk will not provide any club or organization with a table without seeing a officially signed and numbered fundraising permit.*

### **Outside Fundraising**

**ALL FUNDRAISING ACTIVITY BY AN SGA CHARTERED ORGANIZATION MUST BE REQUESTED IN ADVANCE.**

**Organizations are permitted to fundraise using online forums (ex, GoFundMe) if the organization submits the request at least 2 weeks in advance and reports the amount of weekly funds raised to the SGA CFO. The timeline of fund raising must be set from the beginning and recorded with the SGA and its fundraising permit book. Funds are to be deposited within 48 hours of the close of the stated Fundraising Period.**

**Organizations found in violation of fundraising policies will be penalized 4 points and liable to up to a 50% budget reduction for the following fiscal year.**

### **Who Can Raise Funds?**

All Student Government organizations can and are encouraged to raise funds. The treasurer must keep accurate records of revenues and expenses, which must be reported to the SGA CFO. **All monies collected through fundraising must be reconciled and deposited into the EXTRA account no later than the two working days following the fund-raising event.** No check should be written to an individual. Have checks made payable to "[Insert Club Name]/Rowan University".

No individual member may profit from an organization's fundraising event. All events held on campus which require the use of tickets sales for admission are required to arrange and report ticket sales and receipts through the Student Center Information Desk or Campus Box Office.

Student organizations may not sign any contracts on behalf of the university or act as its agent. Should the request for a fundraising activity be denied, the decision may be appealed to the Student Financial Control Board.

### **Approved Fundraising**

- Charity tie-ins occur when funds are solicited from campus groups and tied into charity fundraisers.
- Pledge-based fundraisers are fundraisers such as bowl -a-thons and jog-a -thons, etc.
- Services fundraisers include car washes, vacuum-a-thons, etc.
- Product sale or auctioning of products to raise money is acceptable. Products include items such as CD's t-shirts, flowers, etc.

## ***Game of Chance***

An organization that wishes to hold games of chance (raffles, 50/50, bingo, etc.) must notify the SGACFO at least 2 months in advance in order for the SGA to determine if the organization's game of chance event should be included or excluded in the municipal registration and permit acquisition process. Any student organizations that do not follow the correct process are subject to a fine and game cancellation and will be penalized with 4 points in addition to the municipal fine.

*A violation of bingo and raffles licensing law carries a fine up to \$7,500 for the first offense and up to \$15,000 for the second and each subsequent offense.*

Below are examples when your organization's name is excluded from the municipal registration and permit acquisition process:

- a. If you are eligible to win a prize without paying for a bingo card or a 50/50 raffle. For example, if you did not pay for the bingo card or 50/50 raffle ticket and the gifts or prizes awarded are donated or expected to be paid for from the profits made at the concession.
- b. If you are eligible to win a prize from a game of chance without money being exchanged between the organizer and participants. For example, you are not charged an entrance fee and the raffle tickets are free of charge, even though you paid for food or drink; it has nothing to do with a chance of winning any of the prizes.

If your organization's name is excluded from the municipal registration and permit acquisition process, please skip over to item 5 on the procedural checklist.

### **Legalized Games of Chance Procedural Checklist**

1. No person under the age of 18 years shall be permitted to participate as a player in any game of chance.
2. Only expenses directly related to the game of chance can be listed as expenses.
3. Attach a sample of the raffle ticket that will be issued at your event with your application.
4. On your application form, you need to designate a no-pay bona fide member of your organization as the operator of the game.
5. The revenue received from a game of chance must be handed over to the SGA Office Administrator within 24 hours of the event or the organization will be in violation. If the event occurs over the weekend, it is the organization's responsibility to hand over revenue first thing Monday morning.
6. All of the revenue received from games of chance must be deposited into the game of chance account until the reconciliation is completed (approximately 15 days), and the SGA

will transfer the proceeds to the organization's EXTRA account through the Departmental Charge Authorization (DCA).

### ***Performance-based Fundraising***

Clubs and organizations whose primary mission and role on campus involves performing arts may not charge ticket sales to rowan students. Rowan students may only be charged under the condition that separately raised funds were a considerably larger contributor to the performance costs than the SGA allotted budget. Please check with the SGACFO or Office Administrator before charging students.

### **GREEK ORGANIZATIONS**

Any Greek organization that currently has an active SGA on-campus account (extra account) can still utilize that account at their discretion, however, in order to move money to their off campus account, Greek organizations must follow these procedures:

1. Deposit any money to be transferred off campus into the Greek organizations on-campus account.

Fill out a Miscellaneous Disbursement Voucher (MDV) form in its entirety, and attach a letter simply stating that they wish to take a certain amount of money off campus.

### **SGA CREDIT CARD**

The SGA credit card is available to be used by club treasurers and presidents under emergency circumstances only, using the same process aforementioned for the Shoprite credit card. The SGA credit card is not to be used in place of a MDV or PO, whenever possible. The SGA credit card is not to be used for gas purchases for bus/van or personal use. All purchases made with the SGA credit card must have an itemized receipt with all purchases made. The SGA credit card is not to be used to purchase alcoholic beverages, personal items or other items that violate university policy.

*MDVs for all SGA/Shoprite credit card purchases must be completed IMMEDIATELY after purchases have been made and submitted as soon as possible.*

### **SGA ShopRite Cards**

To sign out the SGA Shoprite credit card, clubs must follow the following process:

- Fill out SGA Shoprite estimated expense form (found in appendix and outside the SGA office) and submit to SGA Office Administrator to verify funds in account.
- Sign out credit card from the SGA suite Monday-Friday 8:30-4:30
  - Student must leave valid ID with office administrator
- Make Shoprite Purchases

- Complete MDV with attached Shoprite itemized receipt AND estimated expense form.
- Sign credit card back within 24 hours and collect ID.

### Using SGA Credit Card for Travel, Conferences

In some cases where the credit card is necessary to initially pay for travel or conferences (i.e. flights, hotel, rental car), clubs may fill out a SGA Travel Request form. Below is the process for using the credit card.

1. Research and present to SGA CFO the estimated costs of attending conference. This includes any registration fees, transportation, airfare, hotel, and per diem meal costs, etc.
2. Complete a Travel Request and DCA form.
3. After preliminary review, SGA CFO will approve and sign forms.
4. Schedule an appointment with SFCB Adviser to utilize credit card for approved purchases and amount. Have CFO review any changes made to the amount.
5. Approved purchases and amounts will be made with credit card. Submit signed Travel Request form and signed DCA to the SGA. Retain and attach receipts and all other documents that provide detail to support each purchase charged to the SGA Credit Card.

#### NOTE:

- For purposes of travel, flights, hotel, and registrations may be placed on the SGA Credit Card, however, may not exceed \$5,000 total per organization in one month.
- The SGA Credit Card is available to be used by club treasurer and presidents and should not be used where a Purchase Order or MDV can be used if planned in a timely fashion.
- Travel requests will be determined based on a first-come-first-serve basis as there may be times when SGA cannot accommodate all club requests.
- If DCA is not reconciled to repay the SGA within 30 days, the SGA may impose a 4-point penalty, under the SFCB Guidelines for Late Payments/Unpaid Bills Policy.
- Conference attendees must still provide signed waivers, their names and Banner #s.

### LATE PAYMENTS/UPAID BILLS

Clubs that have not appropriately completed necessary paperwork to process club purchases after the end of the semester are still responsible for their purchases. If Club members cannot be reached for signature, the SFCB reserves the right for the SGA Advisor to sign on behalf of advisors. If a club treasurer cannot be reached, the club president may sign necessary paperwork in his or her place.

Late or incomplete payments compromise the Student Government's credibility with outside vendors. Therefore, in the event a club has not appropriately or punctually completed payments to vendors/departments, the club will receive a penalty of **4 points**.

The SFCB will take late payments into consideration during the deliberation for the club's budget following budget hearings.

The SGA Office also reserves the right to transfer funds from a club's Regular account, then Extra account if a lack of action is taken by the E-Board and adviser to pay their outstanding late payments.

**DISCLAIMER**

Upon dissolution of the SGA, the SFCB designates the Rowan University Foundation as the agency responsible for coordinating and distribution of funds for student scholarships and programs.