

# FINANCE MANUAL

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## Student Activity Fees and Finance Board

### Overview:

Student Activity Fees (SAF) are collected from all full-time undergraduate Elon University students and are administered under the jurisdiction of the Vice President for Student Life. SAFs are set at the discretion of the Elon University Board of Trustees. The Vice President for Student Life allocates a fixed amount of the SAF that is to be distributed at the discretion of the Finance Board during the following academic year under the advisement of the Student Government Association (SGA) Advisor. All student groups should keep in mind that funding is limited and not all requests will be funded. The Finance Board has been designated as the advisory committee for the allocation of funds from this fixed amount of the SAF. The SGA Senate will be required to review the Finance Manual annually. Additionally, being that the Finance Board is under the jurisdiction of the SGA, if any member of the Finance Board neglects their duties, incurs excessive absences, or violates the Finance Manual, they are subject to the authority and disciplinary action of the SGA Judicial Branch.

### The Finance Board:

The Finance Board shall be made up of ten members comprised of elected SGA and non-SGA representatives. All members of the Finance Board must meet the GPA requirement of 2.7 or higher and be in good student conduct standing. The Vice President of Finance will serve as the Finance Board Comptroller and as a non-voting member responsible for facilitating the weekly Finance Board meetings and notifying organizations of the Finance Board's decisions. The remainder of the Finance Board composition is as follows:

- SGA First-Year Class Treasurer
- SGA Sophomore Class Treasurer
- SGA Junior Class Treasurer
- SGA Senior Class Treasurer
- Assistant Comptroller of the Finance Board (selected by the SGA VP of Finance)
- Four Non-Senator Representatives

Quorum must be met to run a Finance Board meeting and is set as five out of the nine voting members being present. A simple majority vote is required for a funding request to pass. In the case of a tie, the Vice President of Finance retains the right to vote.

The Finance Board meets at least once a week between the first and last days of class in the fall and spring semesters to vote on budget requests. The Finance Board is not required to meet from reading day through exams, breaks, January term, or during the summer months.

### Selection of Non-SGA Representatives:

The Assistant Comptroller of the Finance Board will be appointed at the discretion of the Vice President of Finance and will be responsible for conducting meetings and rendering decisions in the case of an absence of the Vice President of Finance. The four non-Senator Finance Board representatives will be elected by the student body during the SGA general election that occurs during the spring semester. In the event of a vacancy, the Vice President of Finance will recommend an individual to the Student Body President to be appointed to the Finance Board.

### Funding Vision:

In order to allocate the SAF in a way that maximizes the benefit for all undergraduate students, the Finance Board seeks to promote an environment where:

1. Events are inclusive and open in nature.
2. Collaboration between student organizations is emphasized in the interest of promoting campus unity.
3. Events catering to large groups of students are balanced with those which cater to a smaller number.
4. Funding shall be spread out among a variety of organizations to ensure a wide-array of well-planned events in all facets of campus life.
5. Funding shall be distributed to promote long-lasting and sustainable operations.

### Overriding the Manual:

While it is important to note that the Finance Manual holds true for the majority of cases regarding SAF usage, it is also important to recognize that an exception may be needed on occasion.

1. The Finance Board may override any portion of this Finance Manual on a case-by-case basis with a 2/3 majority vote.
2. Any override of the Finance Manual shall be specifically documented and disclosed when funding decisions are released to the public. Documentation must include the name of the organization, date of request, reason for override, and vote breakdown.
3. Overrides are considered on a case-by-case basis with appropriate documentation and do not set precedent for future decisions.
4. This override clause is excluded for requests over \$5,000, which must be approved by the SGA Senate.

## Finance Board Decision Criteria

### Funding Decisions:

The Finance Board is responsible for funding events for the undergraduate student body. All student groups should keep in mind that funding is limited and not all requests will be funded. The Finance Board will consider funding for events that are open to all undergraduate students at Elon University and do not appear to be excessive in nature. The Finance Board will consider the following factors to determine an event's benefit to the undergraduate student body:

1. Student appeal
2. Experiential value (e.g. educational, cultural, awareness, entertainment)
3. Correlation to the university or student organization mission statement
4. Strength of promotional plan
5. Anticipated attendance
6. Co-sponsorship
7. Inclusivity
8. Presentation to the Finance Board (if requested)
  - a. All requests of \$1,500 or more will be contacted to present to the Finance Board.
9. Thorough completion of Budget Request
10. Submission of Budget Request in accordance with deadlines
11. Spending report history

Events may be fully funded, partially funded, or not funded. Any organization that requests funding for an event and receives less-than-full funding will be provided with the Finance Board's rationale for its decision. Allocation decisions of the Finance Board will be communicated electronically within two business days of the Finance Board's decision. A violation of this clause is only grounds for an appeal when such a delay has specifically impacted the request. If the Finance Board is unable to fully fund the request within the budget and the organization states that everything in the request is necessary for the event to remain successful, then the event may not be funded. The Finance Board may reduce allocations based on any information given during the presentation or request. **The total amount to be reimbursed may never exceed the amount allocated by the Finance Board. Groups and individuals whose expenses exceed the allocation are responsible for any overages.**

### Budget Request Review and Approval Information

The following review and approval guidelines are in effect. These include total costs for an event, activity, or travel:

1. For funding requests of \$250.00 or less: the SGA Vice President of Finance may approve or deny the request.

2. For funding requests over \$250.00 and up to \$5,000: the SGA Finance Board must approve or deny the request.
3. For funding requests over \$5,000.00: the Finance Board must review the request and make a recommendation that must then be voted on by the SGA Senate.
  - a. The request requires a simple majority vote by SGA to pass and be approved. If the request does not pass, the decision is final. If the Senate votes to table the request, it goes back to the Finance Board for a second and **final** consideration and vote. There will be no second review or vote from the SGA Senate.

## Eligibility for Funding and Budgets

### Eligibility for Funding:

All Student Activity Fee funded events must adhere to the University's nondiscrimination statement, the Student Organization Handbook, the Honor Code, and the University's Code of Conduct.

1. Undergraduate student organizations
  - a. Only undergraduate student organizations recognized by and in good standing with the Office of Student Involvement and the Office of Student Conduct are eligible to receive SAF funding.
    - i. Organizations which have requirements for membership including tryouts, auditions, receipt of an invitation for membership (bid), or academic criteria, are only eligible for funding for events which are open and inclusive to the entire student body. Travel groups for competition or conference are eligible for funding, but only if organization membership and the travel group selection process are open to all students.
  - b. Organizations must have completed all obligations directed and required by the VP of Finance and/or Finance Board for previous events funded by SAFs.
2. Individuals
  - a. Individual undergraduate students are welcome to apply for SAF funding. Individual undergraduate student requests must adhere to the same guidelines as organization requests. These requests will be reviewed on a case-by-case basis and approved/denied at the discretion of the Finance Board.
  - b. Individuals may NOT apply for projects which carry academic credit, leisure travel, alternative break expenses, or study abroad/USA expenses.
  - c. Individuals may not submit requests on behalf of any organization that is not in good standing or is ineligible to receive SAF funding (listed below).
  - d. Graduate students are not eligible to receive SAF funding.

Several organizational clusters receive SAF funding at the discretion of the Vice President for Student Life prior to the allocation of the Finance Board's fixed amount for distribution. For this

reason, organizations in the following clusters are not eligible to receive funding from the Finance Board:

1. Campus Programs/Departments
2. Club Sports
3. Honorary Organizations
4. Media Organizations

### Early Semester Funding:

Recognizing that funding may be needed for organization events, activities, operations, or travel in the months of August and September or January and February, and that the Finance Board's first meeting of the semester may not give adequate time for reviewing requests and allocating funding before the events occur, organizations will be given the opportunity to submit a budget request for events, activities, operations, or travel during the months of August and September or January and February in the preceding semester. These requests will be reviewed with the understanding that events may not be fully planned at the time of the request.

Organizations must be given at least two weeks to prepare and submit their Early Semester Funding Requests prior to the final SGA Senate business meeting of the semester.

1. The Finance Board may allocate funds to those organizations who submitted requests.
2. The Finance Board may request meetings with organization leaders when reviewing these budgets.
3. Requests totaling \$5000 or more will require approval from the SGA Senate.

This sum of money should allow organizations to operate at the beginning of the semester without the need to submit budget requests per event. However, organizations may submit requests for events in the following school year for event-by-event review to the PhoenixConnect form beginning in April of the previous year.

If the Vice President of Finance reserves the right to convene the Finance Board during January if quorum can be reached.

1. How to apply for Early Semester Funding:
  - a. In order to receive Early Semester Funding, the following must be submitted in a PhoenixCONNECT budget request by the date set by the Vice President of Finance:
    - i. A budget breakdown of the planned expenses for August and September or January and February of the upcoming semester.
    - ii. Any materials required in the PhoenixCONNECT budget request form created by the VP of Finance

1. Specific instructions will be stated in the PhoenixCONNECT budget request form created by the Vice President of Finance. All who wish to receive Early Semester Funding must follow all instructions stated.
  - b. Failure to submit a budget request by the specified deadline will result in an organization's inability to receive a sum of Early Semester operational funding.
    - i. Organizations may still apply for funding for August and September or January and February events on an event-by-event basis if submitted at least three weeks before a decision from the Finance Board is needed.
    - ii. Any requests over \$5,000 must be approved by the SGA Senate during an SGA business meeting. Organizations must plan accordingly.
2. Organizations submitting an Early Semester Funding request may be asked by the Finance Board to present their request. Organization contacts listed on the budget request will receive an email with the specific date, time, and location of the presentation at least 24 hours prior to the presentation.
  - a. At least one student member of the organization's executive board is expected to give a thorough presentation to the Board (if requested). An outside designee may be appointed in extenuating circumstances with the approval of the VP of Finance.
  - b. The representative should:
    - i. Introduce themselves and their positions.
    - ii. Present the details and purpose of the event.
    - iii. Explain how the event(s) benefits the organization and the undergraduate community as a whole.
    - iv. Define the proposed expenses for each budget line item.
    - v. Be prepared to identify which proposed expenses of the request are absolutely necessary for the intent of the event(s) to be successful.
  - c. The SGA Senate will vote on proposed budgeting if the request exceeds \$5,000.00.
3. Results of the request
  - a. If the request is \$5,000 or less, the individual/organization will be notified within two business weeks of their budget request presentation on the outcome of their request
  - b. If the request is over \$5,000, the individual/organization will be notified within two days of the SGA Senate voting on the request.
    - i. Note: The SGA Senate only votes on these requests during scheduled business meetings.



## Annual Budgets Allocated by The Office of the Vice President for Student Life:

The Finance Board recognizes that there are organizations for which planning numerous events on a large scale, this model may not be feasible. For that reason, organizations who meet the following criteria are eligible to apply to receive a fixed SAF budget from the Vice President of Student Life:

1. The organization provides a service, events, and/or membership open to the entire undergraduate student body.
2. The organization's services are available throughout the academic year.
3. The organization has demonstrated proper spending habits, as evidenced through requests from the past year.
4. The organization is in good standing and has not been sanctioned/on probation within the past year.
5. The organization has a paid, full-time University faculty or staff member whose advising responsibilities are included in their job description. The advisor is responsible per their position description for assisting its student leaders in the proper administration of these Student Activity Fees.

Organizations who feel they meet the above criteria must submit their application on PhoenixCONNECT to the Finance Board by the deadline specified by the VP of Finance. If the Finance Board approves an organization to receive an annual budget from the Vice President of Student Life, the student organization will be only eligible to apply to the Finance Board for additional SAF funding at the discretion of the VP of Finance. Decisions administered by the Finance Board will be reviewed on a case-by-case basis; no decision made by the Finance Board sets precedent for future decisions.

Elon's Student Government Association may receive an annual budget for the following events and functions:

1. Executive Stipends
2. Administrative fees and operational expenses
3. Homecoming
4. The President's Holiday Party
5. The Dr. Leo M. Lambert Awards
6. Administrative Professional Day Recognition
7. The Academic Opportunities Fair
8. Senate Dinner
9. SGA Retreat
10. Organizational education and bonding events not to exceed \$5000 in total

All events SGA hosts outside of those listed above are required to adhere to the Finance Manual if applying on an event-by-event basis.

## Event Criteria and Spending Request Guidelines

### Event-by-Event Budget Requests:

Budget requests must be submitted on an event-by-event basis, unless otherwise funded by Early Semester Funding.

An event-by-event budget request must include the following:

1. A completed PhoenixCONNECT budget request, including all required fields, attestations, and approvals.
  - a. If the event involves the provision of services or goods, the SGA VP of Finance or Assistant Comptroller will provide the requestor with contract templates to be completed by a set date prior to the event.
    - i. If the budget is approved, the SGA VP of Finance and SGA Advisors will begin the process of University contract approval. Contracts take approximately 2-3 weeks to be processed. Contracts cannot be signed retroactively.
      1. The contract and budget authorization are not complete until the contract has been signed by the Director of Purchasing and returned to SGA.
    - ii. Students may not sign any agreement for goods or services on behalf of their organization, SGA, or the University. Contracts are carefully reviewed by Purchasing to minimize the risk to students, organizations, and the University.
      1. Students who do sign such agreements or who host events without properly executed contracts are personally liable for all costs.
  - b. Orders for goods and supplies should not be placed until all SGA and University authorizations are secured. If the event involves the purchase of any goods in excess of \$1,000.00, a properly Executed Purchase Order must be obtained by The SGA VP of Finance. Students who order supplies or goods without obtaining proper contracts or purchase orders will be personally responsible.
2. In addition, groups submitting an event-by-event budget request that contains a costume portion must include an up-to-date costume inventory in order to be considered complete.
3. A calendar of submission deadlines will be set by the VP of Finance, approved by the Finance Board, and made public to all student organizations before the start of each semester.
  - a. Any individual/organization may petition the VP of Finance to submit a budget request after the set deadlines have passed, provided there is justification of

extenuating circumstances that the request could not have been submitted prior to the appropriate deadlines. This request to present late must be accompanied by a completed PhoenixCONNECT budget request.

- b. It is the responsibility of the student organization to seek out deadlines and request information. Members of the Finance Board and the VP of Finance are not responsible for contacting vendors or service providers on behalf of student organizations.
4. Organizations submitting a budget request may be requested by the Finance Board to present their event request. Organization contacts listed on the Event Request will receive an email with the specific date, time, and location of the presentation at least 24 hours prior to the presentation.
  - a. At least one student member of the organization's executive board is expected to give a thorough presentation to the Board. An outside designee may be appointed in extenuating circumstances with the approval of the VP of Finance.
  - b. The representative should:
    - i. Introduce themselves and their positions
    - ii. Present the details and purpose of the event
    - iii. Explain how the event benefits the organization and the undergraduate community as a whole
    - iv. Define the reasons for each budget line item
    - v. Be prepared to identify which part(s) of the request are absolutely necessary for the intent of the event to be successful
    - vi. Organizations requesting \$1500 or more will be asked to present their request
5. Individuals/Organizations will be notified within two business days of their Event Request presentation on the outcome of their request to the Finance Board. Requests that exceed \$5,000.00 will be forwarded to the Senate for approval and voted on at the next scheduled SGA business meeting. Those decisions will be communicated to organizations within two business days.

### Large Event Requests:

Any request over \$5,000.00 will require additional documentation due to the nature of the request. Additional requirements include:

1. At least two comparable quotes for all items to be requested or a documented explanation as to why providing two comparable quotes is not possible.
2. A copy of previous spending reports of the event if this event has occurred in the past.

The Finance Board will hear all large event requests and then submit a formal recommendation on the request to the SGA Student Senate. The individual/organization who submitted the request will then be invited to present their request to the SGA Student Senate at the next SGA business meeting. All large requests will require a simple majority to pass, and the requesting

individual/organization will be notified of the outcome of their request within two business days of the SGA Senate meeting. If the Senate votes to table the request to the Finance Board, the request goes back to the Finance Board for a second and **final** consideration and vote.

## Legislation

All proposed legislation which authorizes funds for use from the SGA Reserve Fund must be presented to the Finance Board before being presented to the SGA Senate. A formal recommendation from the Finance Board will be given and presented by the VP of Finance to the SGA Senate with the proposal of the legislation.

## Event Expenditure Restrictions:

All Student Activity Fee funded events must adhere to the University's nondiscrimination statement, the Student Organization Handbook, the Elon University Honor Code, and the University's Code of Conduct.

The Finance Board will impose the following limitations on the use of the SAFs in order to best utilize the funding:

1. All events funded by Student Activity Fees must be:
  - a. Registered and listed on the Events Page on PhoenixCONNECT
  - b. Bear the SGA logo "Supported by Student Activity Fees" (shown below)
    - i. This includes, but is not limited to, fliers, PhoenixCONNECT postings, tickets, and all social media posts.
    - ii. This logo (below) can be also accessed on the SGA PhoenixCONNECT page in the documents section.



- iii.
2. Service Events
  - a. It is encouraged that community service events funded by SAFs work with community and state partners.
  - b. Direct financial donations/contributions to an off-campus charitable or philanthropy group will not be funded by SAFs.
3. Political Events/Activities/Services

- a. Political events, activities, and services may only be funded when they are educational in nature. Events that support, in whole or in part, the campaign of an individual candidate or party for a political office, cannot be funded.
  - b. All requests for political events must adhere to University policies and guidelines regarding speakers on campus.
4. Religious Events and Activities
  - a. Religious events and activities funded by SAFs must be open in nature. Events may not discriminate based on a student's religious beliefs.
5. Costumes/Props
  - a. Costumes and props may be funded on a case-by-case basis. Organizations are encouraged to rent all costumes and props unless items can be reused on an annual basis. Should the Finance Board fund costumes and/or props, the following stipulations are required:
    - i. Items must be reusable and maintained at the expense of the organization.
    - ii. Items must be appropriately stored by the organization in a location where they will be secured from damage and theft, and be accessible by the organization for similar events in future years.
    - iii. Organizations must keep an inventory of any and all costumes and/or props purchased detailing the specific items. Up-to-date inventories must be able to be submitted, if asked by the Finance Board.
  - b. Organization uniforms will follow all stipulations associated with costumes and must be kept within the organization for future members.
6. Equipment Rentals
  - a. Equipment rentals for events may be funded if the following can be proven:
    - i. The event cannot occur without the requested equipment.
    - ii. The current equipment of the venue cannot meet the requirements of the performer or planned event.
    - iii. The organization has explored all on-campus options for obtaining adequate equipment.
    - iv. Examples include rental cars and sound systems.
7. Giveaways/Food:
  - a. Food
    - i. Food purchases/events/meals must follow University guidelines. Elon University Campus Dining (Harvest Table ) has exclusive rights to sell and distribute food on campus. Organizations and individuals must obtain prior approval from the Resident District Manager of Harvest Table to cater from vendors outside of Elon's partnerships.
    - ii. The total cost of food and drinks for an event/meeting should not exceed \$17.00 per anticipated attendee.

- iii. Off-campus meals for an organization executive board must be approved by the Finance Board. Reimbursement of these meals is contingent upon a submission of members in attendance and notes from the meeting. No reimbursements will exceed the total food cost allocation listed above.
  - iv. No SAFs may be used for the purchase of alcoholic beverages.
  - v. For local food orders, up to 20% of the approved amount will be automatically added to the total funding amount to account for a tip, where it is applicable to do so.
- b. Giveaways
- i. Giveaways are constituted as an item distributed without cost to organization members or others with no expectation that the item be returned back to the organization.
  - ii. Giveaways must be considered as promotional items and should not exceed more than \$10.00 per anticipated attendee.
    - 1. T-shirts
      - a. Will be considered as giveaways and should not exceed more than \$10.00 per anticipated attendee.
      - b. Will not be funded when the purpose is solely for the distribution or personal wear amongst group members.
    - 2. Program hand-outs
      - a. Program hand-outs, such as those outlining the cast or sequence of a performance, are considered as giveaways but should not exceed \$3.00 per program.
8. Gifts/Prizes
- a. Gifts for student organization members will not be funded by SAFs.
  - b. Gifts for speakers, guests, and program coordinators will be considered on a case-by-case basis.
  - c. Gifts must not exceed more than \$20 per person.
9. Plaques/Trophies
- a. Plaques and trophies will be funded at the discretion of the Finance Board if they are deemed integral to the overall purpose or mission of the organization.

## Equipment:

Organizations may submit either one equipment request or one capital equipment request per semester.

- 1. Equipment Request:
  - a. Equipment being requested must have a minimum life of one year.
- 2. Capital Equipment Request:
  - a. Capital equipment is defined as equipment that has a life of at least two years and has a cost-per-unit of at least \$1,500.00.

- b. If approved, a properly executed Purchase Order must be secured and the order must be placed by the SGA VP of Finance.
3. An organization that wishes to purchase equipment should provide a detailed inventory of the equipment that is already in the group's possession along with the equipment request. This must include, but is not limited to, year of purchase, any repairs that have been made, and the current condition of the equipment.
4. The Finance Board may request an inventory report at any time, as well as any information they deem necessary.
5. All Equipment and Capital Equipment Requests should include the following documentation:
  - a. A strong justification indicating the necessity to purchase the equipment.
  - b. A justification of how this equipment will benefit the Elon University community as a whole.
  - c. Complete specification of the item(s) to be purchased.
  - d. Price quotations from two or more vendors.
  - e. Methods of providing upkeep/maintenance services and supplies consumed in the use of the equipment.
  - f. Affirmation from the organization's advisor verifying the need for the purchase of the equipment and a proposed equipment storage location.

### Conference, Competition, and Retreat Funding:

Organization requests to attend conferences, competitions, or retreats will be reviewed on a case-by-case basis and may be funded within the following guidelines:

1. Conferences
  - a. National/Outside of Driving Distance Conferences :
    - i. 2-3 member's registration fee
    - ii. 2-3 member's lodging and travel
    - iii. 1 faculty advisor
  - b. Regional/Within Driving Distance Conferences:
    - i. 6-10 member's registration fee
    - ii. 6-10 member's lodging and travel
    - iii. 1 Faculty Advisor
  - c. Driving distance is defined as distance that the group is willing or able to drive to
2. Competition
  - a. Up-to the cost of entrance for one team of Elon students and an advisor.
3. Retreats
  - a. Retreats will be funded on a case-by-case basis at the discretion of the Finance Board. In order for a retreat to be eligible for funding, the submitted request must include:
    - i. All costs associated with the retreat

- ii. Agenda of the retreat with learning and clear programmatic outcomes described
    - iii. Itinerary of the retreat
    - iv. Expected members in attendance
  - b. Retreat costs will only be funded for undergraduate members of the organization and their respective faculty or staff advisor. Funding may be allocated for one advisor for groups up to 25 students and 2 advisors for groups over 25 students.
- 4. Travel and Lodging:
  - a. Airfare:
    - i. \$275.00, (or the best available rate (if <\$275.00))
  - b. Gas:
    - i. \$0.32 per mile
  - c. Hotel/Lodging:
    - i. \$60.00 per person per night (or the best available rate if < \$60.00)

#### Non-Fundable Items:

1. Items, events, services, or trips purchased prior to authorization by the Finance Board/Comptroller/SGA cannot be funded.
2. Expenses for personal or private use cannot and will not be funded and will be regarded as larceny.
  - a. This excludes food and giveaways per the stipulations in the above sections.
3. Alcohol, drugs, and tobacco products
  - a. However, on-campus events where alcohol may be present, given there is an environment where equal access and entertainment is provided for both of-age and underage students, may be funded.
  - b. The Finance Board may authorize funding for auxiliary costs at such events.
    - i. Example: bartender wages, food, non-alcoholic beverages
4. Direct contributions/donations to charities, charitable foundations, educational institutions, or other non-profit organizations.
5. Fundraisers or any items that directly generate revenue for the organization's cash index
6. Late fees/expediting charges/penalties of any type
7. Loans or other grants for students
8. Scholarships or tuition/fees for a curricular event or program, including study abroad/USA
9. Requests from individuals from any of Elon's graduate schools



## University Accounting Guidelines, Spending, and Reimbursements

### Spending Student Activity Fees:

If an individual or organization receives SAF funding, all ordering, purchases, and contracts must adhere to University guidelines and policies.

**\*\*Purchases can only be made after the Finance Board, SGA, or the SGA VP of Finance approve the budget request.**

### **For products orders totaling less than \$1,000.00 (including taxes and shipping) options include:**

1. A representative of the organization may personally order the product with personal funds and submit the receipt for reimbursement per the guidelines below.
2. A representative may request that the SGA VP of Finance purchase the order for them on the SGA Procurement system, transfer funds into another on-campus account, or forward a check to the place of purchase. This would reduce out of pocket expenses for the individual/organizations
3. The VP for Finance may make approved purchases on the SGA procurement card for up to \$2500.

### **For product orders totaling \$1,000.00 or more:**

1. A University Purchase Request must be secured by the SGA VP of Finance prior to placing the order. The SGA VP of Finance must place the order for all product/good orders that may total \$1,000.00 or more once the Purchase Authorization (Order) is complete.

### **Contracts for Goods and Services**

1. No individual, except the President, Vice President for Business, Finance and Technology, Director of Purchasing, or persons specifically authorized by these individuals has the authority to enter into purchase contracts, or in any way obligate Elon University for procurement indebtedness. Any other commitments are considered unauthorized purchases and the individual may encounter a personal obligation to the supplier.
2. Student organizations must consult with the SGA Vice President of Finance and submit all contracts or agreements within a reasonable timeline (30 days) prior to the event or service. This will allow ample time for the proper execution of such contracts. This is in place to protect students from personal liability. Requests for reimbursement or payment for services without a properly executed contract in advance of the event or service will not be processed.

### **Receipt Requirements**

University Accounting procedures require that all receipts meet the guidelines outlined below. If guidelines are not met, authorization for reimbursement and/or purchasing will not be granted.

Receipts may be uploaded to an SGA form on PhoenixCONNECT or the University petty cash system. After uploading the receipt, it is the student's responsibility to retain the original receipt until the reimbursement process is complete. This assures the documentation is retained until it is cleared by Accounting.

**All receipts must:**

1. Be clearly legible and readable when uploaded
2. Include the name of the vendor and contact information
3. Be itemized and individually list all goods and their quantities, taxes, gratuities, and other charges (i.e. shipping and handling)
4. Indicate the name of the individual who paid for the goods
5. Indicate the method of payment (cash, check, credit, or debit)
6. Contain the name of the cardholder and the last four digits of the card used (if credit or debit is used)
7. Be a final receipt
  - a. If the product was purchased online, the receipt must indicate the product has been shipped and delivered along with all required payment information
  - b. If the expense is for airfare or a hotel expense, the receipt cannot be an itinerary or reservation confirmation. It must be a final receipt issued by the hotel or carrier.
8. Not be handwritten

The Finance Board requires every organization that receives funding to submit a reimbursement request no later than one week after the event concluded. Event spending reports must include the following:

1. A completed PhoenixCONNECT Payment Request Form. Petty cash reimbursements will be processed via the University system and check requests/departmental transfers must be processed via PhoenixCONNECT.
2. A detailed accounting for all expenditures, including itemized receipts.
3. An explanation to any budget line item spending variance of 10.00% or more.
4. Advertising samples.
5. Any additional information requested by the Finance Board or the VP of Finance.

The VP of Finance will review all event spending reports and either approve, approve with an educational letter, or disapprove a report based on the following criteria:

1. Failure to submit a report by the deadline.
2. Misrepresentation of information.

3. Failure to adequately explain budget line item spending variances of 10.00% or more.
4. Failure to complete all sections of the Event Spending Report Form.
5. Failure to follow spending guidelines set forth in the Finance Manual or those indicated at the time of the allocation.
6. Failure to submit all documentation.
7. Failure to use the SAF logo or phrase “Supported by SAF” on promotional materials.
8. Failure to include advertising samples with the SAF logo.

Organizations may be subjected to sanctions as a result of a disapproved spending report. Additionally, following a disapproved spending report, an organization’s next request will be limited to a maximum of \$1,000.00. Student organizations may not request funding while any previous spending reports are past due.

### Audits:

The Finance Board, to determine the overall SAF utilization, reserves the right to perform random audits of organizations, accounts, membership, and events. If an audit reveals evidence of misspending of funds, the student organization may be subjected to sanctions.

### Sanctions:

Sanctions may be imposed upon an organization for the following:

1. Failure to submit a spending report by the deadline
2. Disapproval of a spending report
3. Unauthorized spending of SAF funds
4. Spending which violates any clause of this Finance Manual
5. Inappropriate storage or record-keeping of equipment, costumes, or props
6. Falsifying information on any submissions to the Finance Board

Sanctions that may be implemented upon an organization include but are not limited to:

1. Loss of eligibility to request funding for a specified time period
2. Requirement to co-sponsor events for a specified time period or number of events
3. Required weekly meetings with the VP of Finance or Board liaison
4. Referral to the Office of Student Life for organization status review
5. Referral to the Office of Student Conduct
6. For annual budgets, required submissions of monthly spending reports

All sanctions with specified time periods will be imposed from spending report due dates.

Sanctions imposed upon organizations will be detailed and outlined in a written memorandum to the organization president, treasurer, and faculty advisor. Appeals on sanctions may be submitted

on any decision made by the Finance Board or VP of Finance. Appeals should follow the guidelines set forth in the Appealing a Decision section of this Finance Manual.

## Organization Appeals Process

### Appealing a Decision:

The following appeals process will allow student organizations to request that decisions made by the Finance Board be reconsidered. An appeal may only be based upon the following criteria:

1. Established policies and procedures were not followed.
2. The funding allocation decision was arbitrary or capricious.
3. The severity of imposed sanctions was unnecessarily harsh in nature compared to the severity of the infraction.

The fact that the Finance Board did not fund a request in its entirety does not in itself constitute grounds for an appeal.

If an organization chooses to appeal a decision rendered by the Finance Board, they must submit an appeal request to the Executive President within seven business days of funding decision notification. The appeal request is located under the forms section of the SGA

PhoenixCONNECT page. The written appeal should include the following, when applicable:

1. The request for which the decision was made, along with all supporting materials.
2. The funding decision.
3. The allocation and spending workbook.
4. The Spending report submitted.
5. The sanction decision.
6. Any other memorandums from the Finance Board related to the matter.
7. The criteria on which the appeal is based, noting the specific policies within the Finance Manual that were violated.

The SGA Chief Justice will receive the appeal and determine if the appeal has merit based on the aforementioned criteria. An appeal that has been found to have merit will be considered by the Appeals Board within five business days of receipt. The Appeals Board will consist of the following members:

1. SGA Chief Justice
  - a. Who will serve as the convener of the appeals process
2. SGA Vice President of Finance
3. Student Body President
4. SGA Speaker of the Senate
5. SGA Vice President of Communications

In the event that SGA is the appealing organization, the Vice President of Student Life, or a designee, will make the decision on the appeal.

The Appeals Board will consider all aspects of an appeal, including but not limited to:

1. Criteria on which the appeal is based
2. Finance Manual policies that were or were not followed.
3. The ability of the event to succeed without the items that were not funded, if applicable.

The Appeals Board may make one of the following decisions with a simple majority vote:

1. Uphold the original decision of the Finance Board
2. Amend the decision to allocate funding for items not originally funded
  - a. The Appeals Board may not allocate funding above the originally requested amount
3. Fully fund the event

Once a decision has been made, the Appeals Board must provide the rationale of its decision within three business days in a memorandum to the student organization, the organization's advisor, and the Finance Board. Decisions made by the Appeals Board will not have precedent on future appeals, and all appeals will be considered independently. The decision of the Appeals Board is final.

## Additional Source of Funding

### Fun Fund:

On October 23, 2008 the Student Senate approved an endowment of \$150,000.00 to the university. This was done in order to implement a "Fun Fund" separate from funding projects of the SGA to enhance the ability of students to produce events on campus for the entertainment of the entire student body.

All Fun Fund events must be "fun" on-campus events that are open to the entire student body and enrich campus unity and promote inclusivity. It is the responsibility of the Finance Board to determine that a proposed budget request should fall under the Fun Fund and to allocate Fun Fund funding to those events. All undergraduate students are welcome to request to use the Fun Fund.