

Effective July 1, 2023

RECOGNIZED STUDENT ORGANIZATION

Finance Manual

The University of Akron
2023-2024

The **SOURCE**
Student Organization Resource Center

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Philosophy Statement

The Department of Student Life is committed to building community through collaborative learning experiences that provide our students the opportunity to: Engage • Serve • Lead

The SOuRCe, as well as the Department of Student Life support this mission by empowering student leaders to make decisions, assume financial responsibility, operate the day-to-day needs of their student organization, attend meetings, respond to administrative requests, and generally be aware of, and answer for, the overall operations of their organization.

Additionally, we believe the Campus Advisor(s) should engage with their officers on a regular basis in order to be aware of, and answer for, the overall operations of the organization. It is our intention to empower student leaders to interact with the SOuRCe which includes the submission of paperwork, responding to administrative requests, and generally assuming they will be the first point of contact should a need arise for a University office/officer to contact the student organization.

Common Terminology and Acronyms Used in this Manual

- SAF = Student Activity Funds
- UAF = Undergraduate Activity Funds
- EAF = Extracurricular Activities Fund
- USG = Undergraduate Student Government
- GSG = Graduate Student Government

General Service Fee

Financial support (UAF/EAF) for registered student organizations comes from the General Service Fee.

- Parameters of this fee include:
 - The General Service Fee is paid for by students taking credit courses and provides funds that support student activities and services, including:
 - the health professionals in Student Health Services
 - intramurals
 - UA-recognized student organizations
 - intercollegiate athletics
 - other co-curricular activities
- Because of this support, certain restrictions are applied to UAF/EAF monies. Examples of approved and prohibited purchases are outlined below.

Ethical Decision Making

The SOuRCe, through the Department of Student Life expect all student organization leaders, advisors, or other representatives, to make ethical decisions, and serve as role models, on the use, implementation, and management of student organization funds. The General Service Fee funds, and Student Activity Funds are paid for, or raised by, University of Akron students and should be treated with respect.

Access to Funds

Only Registered Student Organizations who have completed the annual registration process have access to the funding accounts and requests outlined in this manual. Financial paperwork and account balances can be found in the "Finance" section of RooConnect. Access to this Finance section is granted to Presidents and Treasurers after officer training is completed as aligned with the annual registration process. Additional access can be requested through a form on RooConnect, pending verification and/or completion of officer training.

Also note, the close of the fiscal year will impact organization's access to spending each year. Account access will be limited or frozen at certain points every spring semester through certain points in the summer to complete processing/balancing and closing/opening of all accounts from one fiscal year to the next. Details are communicated each spring by the SOuRCe. Organizations are expected to abide by the deadlines and restrictions and plan to be spending their funds before or after this timing accordingly.

USG/GSG Funding Allocation Process

Club Sports, Fraternity and Sorority Life, and Law organizations, please see your main contact for information.

UAF/EAF Account Overview

When a student organization requests, and receives, a funding allocation from Undergraduate Student Government (USG) or Graduate Student Government (GSG), the following financial accounts through the SOuRCe are utilized throughout the entire process.

Undergraduate Activity Funds (UAF) Accounts

UAF (9-90) are accounts designated to undergraduate or blended student organizations.

- These accounts are designed to manage funds that the Undergraduate Student Government allocates to registered student organizations.
- When an organization receives travel or project funding from the government(s), the funds will be disbursed into this account.
- Funds in these accounts are not transferred to SAF, academic, or departmental budget accounts.
 - You are not required to spend your entire allocation, but unused funds will be rolled back. Allocated money cannot be permanently retained by your student organization.

Extracurricular Activities Funds (EAF) Accounts

EAF (9-90) are accounts designated to graduate student organizations.

- These accounts are designed to manage operating funds that are allocated to student organizations by the Graduate Student Government.
- When an organization receives additional travel or project funds from the government, the funds will be disbursed into this account.
- Funds in these accounts are not transferred to SAF, academic, or departmental budget accounts.
 - You are not required to spend your entire allocation, but unused funds will be rolled back. Allocated money is not permanently retained by your student organization.

Application and Funding Overview

- All student organizations wishing to submit a funding request for travel or non-travel activities are required to be registered for the academic year before applications will be accepted by the SOuRCe. *If an organization has not completed the registration process, their application will not be considered.*
- Any student organization wishing to request funds will need to submit an allocation request through the parameters set forth by the SOuRCe for the academic year located on RooConnect.

- An organization officer or member will submit the funding application with the advisor approving the request before the application is reviewed and considered.
- Purchases made prior to receiving an approved funding allocation from USG/GSG will not be funded.
- The timeframe communicated is set forth to ensure that there is enough time for the SOuRce and USG/GSG to verify Good Standing, review your request, and process an approval/denial of funds.
 - We want to help ensure your organization has enough time to book your trip/event and receive the best deals. Please contact the SOuRce with any questions or concerns.
- Due to multiple organization requests, we want to accommodate all organizations with enough time to provide the needed attention to review all applications individually.
- If an application is submitted and is deemed incomplete (missing documentation, no advisor approval, not submitted within the timeframe allotted etc.) it will not be reviewed.
- Once an allocation request is approved, the student organization officer will create an expenditure request prior to a purchase being made.
- All receipts will be submitted to the SOuRce within two business days after purchase or return from travel.
- If the organization does not properly utilize their funding allocation, or paperwork is not submitted, the funds may be rolled back to USG/GSG after a one-month period.
- The primary form of payment for any purchase by a student organization is through the utilization of the VISA Card Program (see page 12 for more information).
 - **If you choose to make a purchase without first submitting an expenditure request to the SOuRce, please be advised that reimbursements or payments are not guaranteed by the University.**

Allocation Review Process

When an Allocation Request is submitted in RooConnect, it is received by the SOuRce. It is reviewed to ensure there is proper documentation and that it aligns with the RSO Manual and University Policy. After the SOuRce review, it is sent to USG/GSG for their review and determination of the allocation decision. USG/GSG sends their decision back to the SOuRce, who will communicate USG/GSG's decisions to the student organization.

Funding Requests for Travel and Non-Travel Activities

Current University travel restrictions related to Covid-19 will take precedence over the information in this manual. See the most up to date policies here: <https://www.uakron.edu/return-to-campus/>

Travel Policies:

- To qualify for travel, there will be at least two members of the organization (undergraduate, blended or graduate), traveling and all students will be in "Good Standing" with The University of Akron.
- Organizations wishing to travel will register their plans within the Allocation Request form in RooConnect if using UAF funds, or by submitting an Intent to Travel form in RooConnect if using SAF and/or personal funds. Travel should be registered following those methods, but also within any other parameters outlined for the academic year.
- Groups attending a conference or competition or taking part in a trip that aligns with the educational mission of the University will be considered for travel funding.
- Student organizations requesting funds for overnight and day trips may request up to \$2,500 (undergraduate/blended) or \$2,000 (graduate) per fiscal year.

Non-Travel Activities Policies:

- Student organizations requesting funds can request up to \$2,500 (undergraduate/blended) or \$1,000 (graduate) per fiscal year.

- Non-travel activities that are free for University of Akron students, held on campus, and open to the campus community will be considered for funding.

Approved UAF/EAF Use of Funds:

- Travel expenses
 - Including, but not limited to: registration (in person or virtual), airfare, buses, rental vehicle (through Enterprise), gas (in conjunction with a rental vehicle only), parking, etc.
 - Lodging specifically:
 - Max \$300.00/night per room in hotels
 - For Airbnb or similar style lodging
 - 2-7 students= up to \$300 per night. 8-11 students= up to \$400 per night. 12-15 students up to \$500 per night. Etc. - \$100 additional funds are considered with every increase of 4 students.
- Supplies for activities:
 - Including, but not limited to: balloons, table cloths, decorations, etc.
- On campus space rental fees for activities only will be limited to \$500 per academic year.
- Food – for non-travel activities only
 - Requests for food go through Aramark, unless granted permission to purchase outside food by a catering exemption waiver.
- Vendors, speakers, or lecturers (in person or virtual)
- Non-travel activities hosted for charitable donation (100% of proceeds will be donated)
- Marketing materials may not exceed \$500.00 per year
 - This includes printing/advertising materials/items, but also any promotional materials such as branded clothing, pens, notebooks etc.
- Giveaways:
 - Giveaway purchases are capped at \$250 per event
 - Gift cards/all-campus courtesy cards
 - Can only be in the amount of \$25.00 or less per card

Prohibited UAF/EAF Purchases:

- (Co)sponsorship for non-travel activities by academic or administrative departments
- Chemicals or hazardous materials (these items should be purchased by the academic department affiliated with the purchase, or by Health and Safety staff at 330.972.6866)
- Projects, programs, and series that are already offered by University Departments or other student organization(s)
- Purchases made prior to receiving an approved funding allocation from USG/GSG or expenses previously charged to an SAF account
 - Organizations are not permitted to use their SAF account to “pre-purchase” items. Allocations may only be utilized for purchases made after a funding decision is in place.
- Alcoholic beverages, tobacco products, and related paraphernalia
 - Some exceptions such as bottle openers or koozies may be acceptable when it is indicated that the item’s function is not related to alcohol-use
- Weapons
- Cash Advances or Petty Cash
- Food will not be an eligible line item to be covered by **travel funding**. Food will also not be eligible as a line item if food is off-campus i.e. going to restaurants, ordering food for an off-campus venue etc.
- Equipment

- Equipment is defined as any tangible, non-expendable property having a useful lifetime of more than one year, and costs more than \$50. Examples include, but not limited to, furniture, computers, printers, audio/visual technology, cabinets, chairs, outdoor adventure equipment, etc.
- Financial donations for an organization or another entity
- General membership/affiliate dues or fees for national organizations
- Gifts, tokens of appreciation, clothing, awards, prizes, etc. for organization members, advisor(s), guests/speakers, and/or alumni, for organizational benefit or individual person gain
- Per Diem food costs for special guests, speakers, etc.
- Legal Fees
- Loans or paying off existing debt(s)
- Off-campus venue fees
- Security other than UAPD
- Salaries or stipends for student leaders
- Scholarships
- Student organizations cannot profit off a General Service Fee allocation
- Subscriptions to services that would cause a re-occurring charge

#ZipsHeartbeat Account Details

Undergraduate Student Government will support the initiative known as the #ZipsHeartbeat movement. The movement seeks to foster the development of a better campus culture at The University of Akron by investing in the Zips community and the development of the Zip identity, mental health and wellness initiatives, and enhancing the student experience. As part of #ZipsHeartbeat, USG has created a source of funding for student organizations who want to take part in supporting this movement at the University of Akron. The criteria to apply for this funding is listed below.

- The sponsors of the proposed project/event will meet with the USG President or his/her designee to discuss the details of the project/event.
- The project/event will directly promote the mental health and wellness of students.
- The project/event will have the expected benefit and impact of at least 75 students.
- The project/event will be sponsored with either USG or at least 1 other student organization.

Limits to maximum allocations for projects/events will be determined on a case by case basis. Student organizations wishing to initiate a project or event, which meets the prescribed criteria, can apply for funding support on RooConnect or on the USG website.

Student Organization Self-Funded Accounts (Non-USG/GSG)

SAF Account Overview

All registered student organizations are entitled to have an SAF account through the SOuRce.

Student Activity Funds (SAF) Accounts

SAF (9-96) are accounts designated to both undergraduate and graduate student organizations that are designed to manage self-generated funds for the organization.

- It is up to the organization's discretion how these funds are utilized, as long as it is in accordance with University policies.

- The SAF account is used for all student organization activities that are not funded with a student government allocation.
- All funds collected by student organizations are to be kept within the assigned SAF account. These monies are monitored by the University and are subject to University financial policies. Physical cash or checks collected by organizations must be deposited into the organization's SAF account through the SOURCE. Cash boxes or other means to manage funds outside the SAF account are strictly prohibited.
- A student organization officer will create an expenditure with the SOuRCe prior to a purchase being made and all receipts must be submitted to the SOuRCe within two business days after purchase or return from travel.
- The primary form of payment for any purchase by a student organization is through the utilization of the VISA Card Program (see Page 13 for more information).
 - **If you choose to make a purchase without first submitting an expenditure request to the SOuRCe, please be advised that reimbursements or payments are not guaranteed by the University.**

Prohibited SAF Purchases

- Alcohol beverages, tobacco products, and related paraphernalia
 - Some exceptions such as bottle openers or koozies may be acceptable when it is indicated that the item's function is not related to alcohol-use
- Weapons
- Chemicals or hazardous materials (these items should be purchased by the academic department affiliated with the purchase, or by Health and Safety staff at 330.972.6866)
- Subscriptions to services that would cause a re-occurring charge
- Equipment
 - It is not recommended that equipment is purchased due to the accessibility of the item for all members and the accountability to the members that the item will remain "organization-use only"
 - Equipment is defined as any tangible, non-expendable property having a useful lifetime of more than one year, and costs more than \$50. Examples include, but not limited to, furniture, computers, printers, audio/visual technology, cabinets, chairs, outdoor adventure equipment, etc.

Guiding University Policies for Registered Student Organizations

Tax Exemption

- The University of Akron is a tax-exempt organization. When making purchases, student organizations are required to present a tax-exempt form at the point of purchase. If tax is charged the student organization will be required to recoup the tax charged.

Missing Documentation

- Missing documentation occurs in two forms:
 - 1- When there is a charge on the student organization's account without any pre-approval through an approved expenditure request.
 - 2- When an organization has an approved expenditure, but the organization fails to turn in appropriate receipts for the transaction.

- Missing documentation in the 1st form is prohibited. In rare cases where there is missing documentation in the 2nd form (where organizations misplace, or cannot obtain a valid receipt) a missing documentation slip can be filled out. This is limited to twice a semester only.

Reimbursements

- Reimbursements are only given in rare circumstances where a purchase is pre-approved through an approved expenditure, and there ends up being a problem with a VISA card such as declining without obvious explanation.
- Reimbursements are not offered in other instances including:
 - Negligence: using a personal card in error
 - Failure to plan ahead: looking to purchase items with personal funds because a group does not have enough time to submit an expenditure before the item is needed

T-Shirts or other Promotional Items

- The University has agreements with three local vendors:
 - Consolidus/UA Shop www.theUashop.com
 - Global Promotions/ASW Global www.shopglobalpai.com
 - The AG Group/AG Print Promo www.theaggroup.com
- Student organizations are restricted to utilize these vendors when looking to purchase promotion items, t-shirts, giveaways, etc. These vendors are aware of institutional brand standards and offer competitive pricing to University-affiliated parties.

University Food Policy and Spending Funds with Aramark

- Per the contract between the University and Aramark, dining services has first right of refusal on all food orders across campus. Additionally, due to health and liability issues, food purchased or made by an outside source is prohibited, unless approval has been granted by Aramark (Food Exemption Waiver).
- Aramark is aware that there are many dietary needs, including specific religious and ethnic requests, and will work with organizations to meet these needs and accommodate our guests.
 - In the event an organization wishes to bring food on campus, the “University Catering Waiver Request Form”, found on the Aramark website and/or RooConnect, will be completed and turned in prior to the event - through the procedures/timelines stated on the form. The form should also be completed and approved before submitting an expenditure form.
- Please note: bake sales are strictly prohibited on campus (see Terms & Conditions).
- Aramark also offers a “Student Organization Budget-Friendly Menu” - be sure to ask when scheduling food for your event so you can potentially save money.
- Organizations must do the following within 3 business days before their event, or orders will be cancelled by Aramark:
 - Create an expenditure to pay Aramark and ensure it is approved through the SOuRCe
 - Place their order with Aramark
 - Orders placed less than 3 business days before an event will be cancelled by Aramark.
 - If the order is placed more than 3 business days before an event and an expenditure is still not approved within 3 business days before the event, the order will still be cancelled.
- Contact Aramark Catering at 330.972.8215 with questions.

Utilizing an Outside Vendor/Contracts

- Any student organization wishing to utilize an outside contractor (DJ, Photographer, Lecturer, etc.) should complete an expenditure request on RooConnect at least 3 weeks before any anticipated event, program, or performance. An official invoice from the vendor should be included as the documentation in the expenditure. Screenshots of emails or texts from vendors are not sufficient.
- The organization event/program where a vendor is being utilized must be an approved venue by the University of Akron.
- Lodging/travel expenses/food for the vendor will be approved through the contract creation process and payment included in the contracted fee.
- After receiving this request, the SOuRCe will contact the vendor to ensure they complete various vendor documents/paperwork. The paperwork and documents are required in order to be paid. If the vendor is not responsive or does not fully complete the forms, they will not be paid. The SOuRCe will contact your organization if this is the case. Organizations are responsible for assisting with communications and confirmation when vendors are not responsive to staff.
 - Note: the SOuRCe will not send a contract to a vendor without verifying available funds for the organization - this includes SAF/EAF/UAF.
 - In the event an organization is requesting funding support from the government(s), the SOuRCe will wait until an allocation has been made to send the agreement to the vendor(s).
- Note: if the vendor you wish to use for your event is a University of Akron staff, faculty or student, they may be required to be paid through University Payroll, thus incurring additional fringe benefit costs to the student organization. The vendor, if a university employee, will also be taxed on their payment.
 - The signed and completed agreement should be returned to the SOuRCe by the vendor, at least 10 days before your event date.
 - From there, completed paperwork is sent off to Accounts Payable to create and send out payment. Payments are not sent to vendors before services are rendered.
 - Failure to turn in the paperwork within 10 days before your event, by either the organization or the vendor, may result in the inability to pay the vendor or delayed payment.

*****Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement.*****

****Vendors are not permitted on campus without a signed University Services Agreement on file with the institution.****

Reserving Rental Vehicles

- All student organizations are strongly encouraged to utilize a rental vehicle if traveling more than 140 miles away from the institution.
 - Due to liability and the unknown condition of student vehicles, the University strongly advises that student organizations utilize the rental agreements with two national car vendors.
- The University has agreements with national vendors who are considered “preferred” rental vehicle vendors for campus. It is encouraged organizations use Enterprise.
 - Students over the age of 18 may rent a vehicle with these vendors
 - The University does not endorse the utilization of 15-passenger vans.
- If utilizing a rental vehicle, be sure to also request a gas card for your expenses.
- For a direct link to reserve a rental vehicle, please visit Purchasing’s website: <http://www.uakron.edu/purchasing/facultystaff/travel-information--forms.dot>

Bus Vendors

- Student organizations wishing to utilize any type of bus services for pre-approved travel are encouraged to use one of the university's approved vendors. These include Anderson, Great Day, Barons, and Cardinal. Any other bus company needs to be approved prior to booking.
Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement with the SOuRCe office.

Gas Card vs. Mileage Reimbursement

- Student organizations wishing to utilize a rental vehicle for organization travel will be asked to utilize a gas card for all gas expenses.
 - This card can be checked out in the SOuRCe and helps to track the expenses accurately for your trip.
 - To arrange a gas card for an upcoming trip, please see the SOuRCe liaisons.
- If a student wishes to drive their personal vehicle on an organization trip, though discouraged by the University, the student organization can only be reimbursed for mileage.
 - The rate for mileage reimbursements will be dictated by the University's current rate - which can be found on the Controller's website: <http://www.uakron.edu/controller/travel.dot>
 - Reimbursement may not be awarded for mileage, if driving a non-rented vehicle, for trips outside of 140 miles from campus. The Campus Advisor will agree to reimbursement.

Utilizing Student Organization Finances

Expenditure Form

In order to utilize funds from *any* of their accounts (UAF/EAF/SAF), student organizations are required to complete an Expenditure request on RooConnect, in order to request to spend their funds.

The expenditure form is required *every time* an organization wishes to spend funds, whether they wish to spend funds at a physical storefront (Walmart, Target etc.), online stores (Amazon, Etsy etc.), by paying a vendor (DJs, Photographers, Artists etc.), with on-campus providers and partners (UAShop, DocuZip, Aramark etc.), or any other payment method/store type/service type.

The form will ask organizations to describe the items/services they are wishing to purchase, the price, the intended payments method (VISA card, transfer funds to campus partner such as Aramark, send check to vendor etc,) the account they are using, the event date and other relevant information to the intended purchase. Documentation is also required to be uploaded into the form, and shows the proof of the pricing you are requesting. Sufficient documentation is a screenshot, or photo showing the price, the item/services, and store/vendor you are requesting. The information on the documentation screenshot/photo should match the information you are inserting into the rest of the expenditure form.

Expenditure Forms are reviewed within 5 business days after submission. Organizations are responsible for uploading and completing all required information into the form. Incomplete forms, or insufficient documentation will lead to submissions being delayed or denied. Expenditures that need a turnaround of less than 5 business days cannot be guaranteed to be reviewed by then.

After expenditure approval, receipts are required to be turned in after purchase for all expenses.

- Note- The SOuRCe will not obtain receipts or final invoices on your behalf from on-campus providers – organizations must contact the on-campus provider, obtain the final receipt or final invoice and turn it in to the SOuRCe.

The expenditure request and all supporting documentation for each organization expense/purchase will be kept on file in the student organizations' file folder maintained by the Student Organizations Financial Specialist.

Account Overdrafts

While the SOuRCe assists student organizations with the management of their account(s), it is the responsibility of the organization to be aware of their current account balance.

- For any overdrafts incurred by the organization, it will be their responsibility to deposit the funds into their account in order to bring it to a zero or positive balance.
- Failure to do so by the organization may result in suspension of the organization until the issue is resolved, and/or a referral to the Office of Student Conduct and Community Standards.

E-Market

E-Market sites can be created for free for organizations wishing to accept credit card deposits through an online website. These credit card deposits can be used for fundraising/donations, event tickets, and membership dues. No fee is collected for using the site from either the organization or the individual making a purchase, unless an organization is selling items, in which sales tax will be deducted. Funds go directly to an organization's SAF account. New requests or changes to a site's content can be requested through the E-Market Request Form in RooConnect.

Organizations are expected to keep track of who is listed as the main contact for the site. That individual will receive email receipts each time a transaction is made with relevant information such as name of patron, amount of transaction, date of transaction etc. Organizations who rely on names of individuals who made these transactions for membership or other reasons, need to keep track through the email receipts sent to the main contact. The SOuRCe will not track this information for organizations.

E-Market transactions are manually deposited into to organization's Roo Connect sites. This may take 2-3 weeks to appear due to volume of transactions across organizations.

Deposits and Donations

For all registered student organizations, the SOuRCe provides the service of depositing and managing student organization accounts.

- To deposit funds into an account, the student organization representative simply needs to complete a deposit request via RooConnect.
- A donation differs in that it is money that is not fundraised by the organization itself, rather, it is a monetary gift given to the organization by an individual or group.
- This online form, and the cash/checks to be donated, can be brought to the SOuRCe during normal business hours following the parameters set forth by the SOuRCe.
 - Deposits should be made to the SOuRCe no later than 2 business days following the collection of funds. Failure to deposit any/all funds generated from the organization is against policy: cash boxes and other means of keeping organization funding outside the SAF/UAF/EAF account is prohibited.

- Deposits take approximately five (5) business days to process and show on an organization's SAF account.
- Deposits for student organizations are not permitted to be processed directly to the Cashier's Office; they first come through the SOuRCe.
- Organizations who receive a deposit from a transfer of funds from a department account as a means of support, should notify the SOuRCe as soon as they are aware. Staff will ensure the funding is properly deposited.

University Procurement Card (VISA) Program

The VISA Procurement Card allows student organizations to purchase certain goods. This program allows for the payment of small dollar orders in a more efficient and cost-effective manner. Under special circumstances, credit limits can be increased. Thus, the VISA card can be used to purchase approved items wherever the VISA card is accepted and should be used for as many purchases as possible. All authorized users will be held accountable for their actions and are required to follow the established rules and procedures.

This program is designed to work side by side with existing purchasing procedures and to empower the user to make needed purchases without delay and with minimal paperwork. In addition, this eliminates the need to use personal funds and paperwork for personal reimbursements.

Security

- VISA cards are kept in a locked safe in the SOuRCe and checked in and out by a SOuRCe Liaison when needed.
- The VISA card is University property and should be secured just as you would secure your personal credit cards.
- Guard the VISA card account number and be suspicious of any requests for account information.
- Do not put your account number in an e-mail; only use the last 4-digits if necessary.
- Contact the SOuRCe and the Department of Purchasing should you have any questions regarding a fraudulent request.
 - If your card is lost or stolen, or you suspect fraud on your account, call Bank of America immediately at (888) 449.2273.
 - Also, report this to the Department of Purchasing at 330.972.7340 and the SOuRCe at 330.972.2483.

When calling for lost/stolen/ or fraudulent activity, Chase Bank will ask for:

- Mailing/Billing Address for Card – 302 Buchtel Ave Akron OH 44325.
- Verification ID Number- 1896.

Using the University VISA Card

In order to make a purchase, an authorized organization representative will need to bring their UA Zip Card after submitting an expenditure request to the SOuRCe.

- A SOuRCe Liaison will review your expenditure request and check your account balance in accordance with office procedure to ensure all necessary information is present and accurate.
- The cardholder or authorized user will also be required to sign the University of Akron's VISA Cardholder Agreement each time they take out the card.
 - All VISA cards are due back to the SOuRCe within two (2) business days, unless prior arrangements have been made.

- A VISA limit Increase is needed if you exceed any of the following: \$5,000 monthly limit, \$2,500 single transaction limit, or (15) transaction limit per day.
 - It is the responsibility of the organization to notify the SOuRcE at least three (3) business days prior to an anticipated expense if an increase is needed on a card.
- Online purchases must be shipped to the SOuRcE Office in the Student Union. Items cannot be shipped to home addresses. You can find the address to send packages below:
 - *University of Akron*
Department of Student Life
Student Union - Suite 130
ATTN: SOuRcE, [Organization Name]
303 Carroll Street
Akron, OH 44325
- After making a purchase the VISA card and all original and itemized receipts will be returned to the SOuRcE by the due date as noted on the Cardholder Agreement.
 - If you are unable to obtain or turn in receipt(s), it is your responsibility to contact the SOuRcE and make other arrangements.
 - Failure to return the organization VISA card by the stated deadline, with original receipts, may result in suspension or termination of the VISA card for the remainder of the academic year, or as deemed necessary by Student Life.
 - If you have lost a receipt, it is the responsibility of the organization to contact the vendor to obtain a copy.
 - If a copy is unable to be obtained, and the purchase is less than \$50 the organization will complete a "Missing Documentation Form" with the SOuRcE.
 - Use of this form more than two (2) times per semester will result in the organization's inability to utilize the card, if deemed necessary by Student Life.

Restricted Vendors

The VISA card is restricted from use with certain types of suppliers and merchants. Vendors are assigned a Merchant Category Code (MCC) based on the type of business they operate. If your VISA is being declined, please verify the item is not on the restricted list and contact the SOuRcE for additional assistance.

The following items should not be purchased on a VISA card without express permission from the University.

- **Advertising: Internet, publications, etc.** – Contact Student Life Marketing staff at 330.972.7886 who will contact Institutional Marketing if necessary.
- **Websites/Digital Platforms-** Contact IT for free website creation or assistance with current, free digital platforms such as Microsoft Teams 330.972.6888
- **Catering:** Contact Aramark.
- **Gasoline or Fuel:** The gas card, issued by the State of Ohio, is available through The Department of Purchasing and exempt from fuel and gasoline taxes and is required to use when using the vehicle rental program. The VISA and Gas card cannot be used when driving personal vehicle.
- **Promotional Products:** Items are to be purchased through University contracted vendors Consolidus LLC, Global Promotions & Incentives, LLC., and AG PrintPromo Solutions.
- **Printing:** For all off-campus printed materials, student organizations are required to work with Student Life Marketing staff at 330.972.7886 who will contact Institutional Marketing for approval.
- **Rentals / Leases:** Including but not limited to Vehicles, Parking Spaces, Halls, Tools, Tents, Property, Storage, Equipment, Halls, etc.
- **Services, including but not limited to:** Performance, Professional, Personal, Lectures, Construction.

Improper Card Usage

The following list provides examples of violations of the VISA card usage:

- Purchase of a prohibited and restricted item.
- Exceeding per transaction limits by splitting purchases (also known as pyramiding).
- Improper receipts or lack of recordkeeping.
- Failure to return the VISA card to the SOURCE within the expected time frame.
- Excessive state sales tax applied to VISA transactions.