



Student Organization Business Office (SOBO)

Student Organization Business Office

- ◆ Serves UISG and GPSG commissions and committees, and all of their registered Student Organizations.
- ◆ Assists in financial planning/budgeting for programs and events.
- ◆ Provides interpretation of University financial policies and procedures

Student Organization Business Office

◆ 159 Iowa Memorial Union
319-335-3065
sobo@uiowa.edu

M-F 8-4:30

- ◆ Stuart Stutzman
- ◆ Gina Griffith
- ◆ Paul Braem

Student Organization Financial Accounts

- ◆ Each recognized Student Organization is part of the University of Iowa.
- ◆ Funds in every University of Iowa financial account are subject to campus-wide restrictions and regulatory practices.
- ◆ Funding from Student Government is further restricted.

Guidelines: University Account Numbers

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

◆ Corp	10
◆ Fund	950
◆ Org Unit	49
◆ Dept/Sub-dept	4690/X0000
◆ Grant/Program	552XXX00
◆ Institutional Acct	XXXX
◆ Organizational Acct	000
◆ Department Acct	XXXXX
◆ Function	00
◆ Cost Center	0000

◆ For each financial transaction, a 42-digit account # must be used. This account number is called the Master File Key (MFK).

Sub-Department

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

- ◆ 00000 Non-CFOs (most Student Organizations)
- ◆ 40000 Collaboratively Funded Organizations* (CFOs)

*'Collaboratively Funded Organization' is a status granted to a select few organizations for a period of two fiscal years. In order to attain this status, an eligible organization must formally apply to the Student Governments.

Student Organization Account Number

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

- ◆ The Student Organization Account Number is unique to each individual organization.
- ◆ This three-digit number appears on most documents between 552 and 00 in the Grant/Program field.
- ◆ Treasurers are expected to know this number for their organization(s).

Institutional Account

10-950-49-4690-X0000-552XXX00-XXXX-000-00XXX-00-0000

- ◆ Institutional Account indicates type of income or expense
- ◆ The Student Organization Business Office can always provide you with this number.

Examples (INCOME)

- ◆ 4401 Internal sales & services: Revenue from sales and services to members of the University community (e.g. sales to UI students and staff)
- ◆ 4402 External sales & services: Revenue from sales and services to outside entities or people (e.g. sales to the public)
- ◆ 4212 Tickets, registrations, or admissions: Tickets, registration, or admission to student organization events (e.g. raffle or event tickets)
- ◆ 4221 Hosting a conference or seminar: Revenue collected from a conference or seminar that your organization hosted on campus
- ◆ 4599 Miscellaneous Revenue: Most other student organization income
 - (e.g. dues, donations, sponsorships, and fundraisers)
 - Required to inform potential contributors that the contributions will not be tax deductible.
 - "Contributions made to our organization are NOT tax deductible NOR is our organization a 501(c)3 charitable organization."

Departmental Account

10-950-49-4690XX0XX-552XXX00-XXXX-000-XXXXXX-00-0000

- ◆ Departmental Account indicates the type of funds being used to pay an expense.
- ◆ The first digit is 0 for organization “00” funds, 1 for UISG funds, or 3 for GPSG funds.
- ◆ The second two digits indicate type of student government funding: 01 for office supplies, 02 for events, 03 for travel (00 for organization funds).
- ◆ The last two digits may be used by organizations for internal budgeting purposes—default is 00

Guidelines: Prior Approvals

◆ Event Information Form (EIF) required for:

- any gathering for which admission is charged or donations are collected
- payment to an individual or business requiring a contract (including speaking and performance fees)
- film/movie
- tournament
- rally
- bake sale
- raffle
- blood drive

◆ Prior Approval to Travel:

- Required any time an organization travels
- At least two weeks prior to date of departure
- Estimate all expenses associated with the trip
- List all organization members traveling

Guidelines:

Procurement Card Purchases

- ◆ Student Organizations may request to check out a P-Card from the Student Organization Business Office.
- ◆ P-Cards are used for local business and online purchases only.
- ◆ The amount of the purchase must be less than \$5,000.
- ◆ After a signature person has filled out and signed a request form, any member of the Student Organization can check out the P-Card.
- ◆ Requests should be submitted at least 24 hours prior to when the card will be checked out.
- ◆ Certain purchases are restricted (e.g. copies, cylinder gases, gasoline, alcohol, etc.)

Guidelines: Blue Requisition

- ◆ Blue Requisition is used to pay for University of Iowa expenses (Hawk Shop, IMU room rental and catering, Copy Center, etc).
- ◆ Also used to transfer money between University accounts, including from one Student Organization to another.
- ◆ Requisitions should be submitted to SOBO at least 24 hours prior to when they are needed.
- ◆ Additional documentation is usually required (design for Copy Center flyers, invoice from IMU, meeting minutes for transfer to another organization).

Guidelines: Check/ACH Voucher

- ◆ Used for non-credit card purchases to vendors outside the University.
- ◆ Results in a paper check or electronic funds transfer.
- ◆ Invoice must be turned in with completed form.
- ◆ It takes approximately 2-3 weeks for a check/ACH payment to be processed (may be longer if the vendor is not a pre-approved University vendor).

Guidelines:

Member Reimbursement

- ◆ Submit completed form with itemized receipts and proof of payment to reimburse members for purchases made on behalf of the organization.
- ◆ Form must be signed by payee and a different authorized signature representative.
- ◆ There is no guarantee that an out-of-pocket expense will be eligible for reimbursement—always check with SOBO before money is spent.
- ◆ Be aware that student government funds cannot be used to reimburse sales tax (exceptions: hotel/airfare).

Guidelines: OfficeDepot Order Form

- ◆ Used to purchase office supplies, computer supplies, and various other items from OfficeDepot.
- ◆ The University has a contract with OfficeDepot resulting in discounted prices.
- ◆ Orders are generally delivered in 1-2 business days to SOBO for you to pick up; can also be sent to a campus address of your choice.

Guidelines:

Collecting/Depositing Money

- ◆ All money collected by a Student Organization **must be** deposited into their University account. Never spend cash.
- ◆ Each person collecting cash should have their own cashbox
- ◆ Checks should be written to a Student Organization, not to an individual member.
- ◆ Checks and cash collected should be deposited as soon as possible at the IMU Business Office in room 132.
- ◆ The [University cash handling rules](#) should be followed at all times.

Guidelines:

Honoraria (Speaker payment)

- ◆ Event Information Form required before the event.
- ◆ A contract will be required with the speaker. It must be signed by the speaker prior to the event.
- ◆ A completed and signed [W9 form](#) may also be required.
- ◆ An Individual Services Voucher should be submitted in addition to the contract and W9 form.
- ◆ Payment method will be a University-issued check, which can take 2-3 weeks to process, so plan accordingly.

Guidelines: Travel

- ◆ Prior approval form required each time a Student Organization takes a trip, **before** traveling.
- ◆ Hotel reservations must be made by a student. SOBO can then contact the hotel and reference a reservation number to put a P-Card on file for payment.
- ◆ Conference registration and airfare can be paid in advance by submitting a P-Card request.
- ◆ Other travel expenses can be reimbursed after a trip by submitting original, itemized receipts with proof of payment and a Travel Expense Voucher.

Guidelines:

University Vehicle Rental

- ◆ Prior approval form required.
- ◆ Student Organizations may use University vehicles for transportation to and from a national or regional conference or official sport club competition only.
- ◆ Student drivers must complete a Driver Training course.
- ◆ Student Organizations will be charged for driving record eligibility checks of drivers with out-of-state licenses.
- ◆ Each vehicle rented must have at least two eligible drivers (more for longer trips).
- ◆ Vehicles come with a gas card and optional GPS unit. Gas charged to the card is included in the [vehicle rental fee](#) (daily rate + per mile rate, varies by vehicle).

Guidelines: Fundraising

- ◆ Follow [University cash handling rules](#)
- ◆ In addition:
 - Review Administration of Registered Student Organizations located on the [Dean of Students website](#)
 - Taxes - Student Organizations do not have tax-exempt status from the US Internal Revenue Service. [Please read student organization fundraising and related tax issues](#)

Guidelines:

Fundraising - Raffles

- ◆ To hold a raffle, Student Organizations must complete an Event Information Form and a Gambling License Application.
- ◆ Raffles are considered gambling in the State of Iowa. 6% of your proceeds go to the State.
- ◆ A copy of the Gambling License must be on display during the raffle. This can be picked up at SOBO once approval has been granted.
- ◆ The [University cash handling rules](#) should be followed at all times.

Guidelines: Apparel

- ◆ For merchandise/apparel using University of Iowa trademarks or wordmarks, Student Organizations are required to use an approved University vendor. Approved vendors are guaranteed to comply with the University of Iowa's Code of Conduct.
 - Current list available at: <http://licenseworks.codeworks-software.com/index.cfm/licensee/search>.
- ◆ For each purchase, before placing an order, Student Organizations must submit the design and:
 - Trademark Licensing Application for approval from UI Licensing if using University of Iowa trademarks or wordmarks.
 - Proof of permission to use other copyrighted trademarks.

Guidelines: Contracts

- ◆ Events held by a Student Organization may require a signed contract for goods and services utilized.
- ◆ Any event needing a signed contract requires a prior approval (EIF) form.
- ◆ PLAN AHEAD. Allow 1 week for signatures.
- ◆ A review by a University lawyer is required. Standard contracts will be signed by the Associate Dean of Students, Tom Baker.
 - Contracts for \$2,000 or more are escalated to UI Purchasing and may take additional time for approval.
- ◆ All contract forms should be brought to the Student Organization Business Office, 159 IMU, to process.

Guidelines: Volunteers

- ◆ Liability Insurance Coverage - Volunteers and agents are covered as any other University employee while they are acting within the scope of their authorized volunteer duties, and while under the direction and supervision of the University.
- ◆ Medical Insurance Coverage - Volunteers are eligible for worker's compensation for injuries sustained while volunteering. Note: If you receive academic credit for the activity, you are not a volunteer and not eligible for worker's compensation coverage.
- ◆ Personal Vehicle Usage - Use of personal vehicles is not authorized. In Iowa, the owner of a vehicle has primary financial responsibility for accidents. Therefore, if you are involved in an accident in a personal vehicle, your personal auto policy applies.

Guidelines: Outside Bank Accounts

NO

outside bank accounts
without approval*.

- ◆ Two approved reasons to have an outside bank account:
 - Investment group
 - National affiliate requirement

*Form/checklist available in 132 IMU.

Guidelines:

Telephone Service

- ◆ Student Organizations may have telephone service if they have the funds available (one-time setup and monthly fees apply) and an office space (such as SOOS).
- ◆ Service can be limited to local calls only or local/long-distance.
- ◆ Long distance access codes are available to any member of your organization at no cost. Fill out a blue requisition. Long distance charges will be placed on your University account.
- ◆ All access codes are canceled by the University June 1st of each year.

Fiscal Year 2018 Student Government Funding Deadlines

- April 2017 Period 1
- September 22, 2017 Period 2
- December 1, 2017 Period 3
- February 2, 2018 Period 4

****All Applications must be turned in electronically via [OrgSync](#). Organizations' OrgSync Administrators should update organization officer information via OrgSync to grant access to the appropriate member(s).**

Student Government Contact Info

- **UISG (SABAC) Finance Contact Information**
 - Jeremy Vogel
 - jeremy-vogel@uiowa.edu
- **GPSG (GPAC) Finance Contact Information**
 - Chris Cozzolino
 - christopher-cozzolino@uiowa.edu

Additional information available at:

<http://uisg.uiowa.edu/>; <http://gpsg.uiowa.edu>