



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

STUDENTS' ASSOCIATION APPROPRIATIONS COMMITTEE Business Manager Manual

University of Rochester Students' Association 2019-2020

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Students' Association
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Overview Students' Association Appropriations Committee (SAAC)

The Students' Association Appropriations Committee (SAAC) is responsible for managing the finances of the Students' Association in a way that is both fiscally responsible and in the best interest of the University of Rochester student body. The Students' Association (SA) budget is funded entirely by the AS&E Undergraduate Student Activity Fee contributed by each student, as part of their tuition. For this reason, it is our top priority to allocate funds in a manner that will cultivate positive student experiences.

SAAC is comprised of the Students' Association Treasurer, Deputy Treasurer, Student Accountants, SA Senators, Manager of Finance & Administration, and Associate Dean of Students. In addition to the daily tasks of monitoring an organization's budget and being the primary point of contact for Business Managers questions, the committee meets on Tuesday nights at 8:00 PM to hear student organization requests for supplemental funding. Each spring, the committee reviews budget submissions and allocates funds to eligible student organizations for the upcoming year.

Budgets are available for use starting on the first day of class each academic year, unless pre-arranged with SAAC and the Student Organization Finance Office, known as "SOFO."

Transactions must be processed through SOFO located in the Ruth Merrill Center in Wilson Commons, room 101E. The office is open Monday through Friday, 8:00 AM until 4:30 PM. **In the event that SOFO is closed due to unforeseen circumstances, please email the SA Treasurer or the Manager of Finance & Administration for assistance.**

The majority of transactions for College Student Organizations will occur in SOFO. Transactions processed by SOFO include (but are not limited to) online orders, credit card pick-up, Copy Center order placements, Purchase Order requests, payment of invoices via check, payment of internal U of R vendors (including Meliora Catering, ECM and Facilities), and payment of contracts for individual Service Providers.

[Students' Association – Principles of a Student Organization](#)

The Student's Association Senate aims to support an organizational system which allows students to pursue their interests while focusing their energy in ways that promote community on the River Campus. The Principles of Student Organizations are designed to encourage more collaboration, more community-directed programming and fewer self-serving activities. In order to gain recognition as a College Student Organization, an organization must fulfill all of the Principles.

The Principles can be found on the SA Government Website.

[Student Accountants](#)

Student Accountants are undergraduate students that are selected by SAAC after an application and interview process. Once elected, Student Accountants are confirmed by SA Senate. Student Accountants are responsible for documenting Student Organization income and expenses, approving paperwork submitted to SOFO, hearing and voting on Supplemental hearing's and participating in the annual Budgeting Allocation process. Student Accountants work closely with Business Managers throughout the year and during the spring budgeting process to help with the budget submission process.

For those who may be interested in becoming a Student Accountant, selections are open to the entire student body, and include an application and interview process. This process will be publicized well in advance throughout campus, and applications are available online. Student Accountants must hold regular office hours in SOFO throughout the year. A link to the Student Accountant Office Hours can be found below.

[Student Accountant Office Hours](#)

Student Accountants typically hold office hours up to 3 days per week for one hour at a time, but Business Managers are encouraged to make an appointment with their Student Accountant if the scheduled office hours conflict with their schedule. Office hours for each accountant are available online via the link above and will be posted on the SOFO door. If you have questions or concerns regarding your budget, monthly reports, or transaction processes, please do not hesitate to contact your Student Accountant or the Treasurer. If you have questions or concerns regarding SOFO, please contact the Manager of Finance & Administration. We are here to help you and want your organization's activities and programs to run smoothly. A link to the Student Accountant Category assignments can be found below.

[Student Accountant Assignments](#)

[Business Manager Roles & Responsibilities](#)

As a Business Manager, you are responsible for accurately tracking your organizations transactions, ensuring that they are in line with the itemized budget that was approved during the annual budgeting process, and initiating transactions in the Student Organization Finance Office (SOFO). It is of utmost importance that you, as the Business Manager, are aware of your Organizations financial status at all times. Please read through your budget as and the guidelines within this manual to familiarize yourself with the proper use of your Organizations funds. If at any time, you are unable to act on your organization's behalf, please notify your Advisor and the SA Treasurer. During emergencies (with proper authorization from the Treasurer) other e-board members may be permitted to transact on your behalf.

Below is a brief list of your responsibilities as Business Manager (please note that this does encompass all Business Manager duties):

- Ensure that your organization is spending within the parameters of your SOFO account and/or Itemized budget
- Submit all Organization transactions to SOFO for processing
 - Please allow 2 – 3 business days (Monday – Friday) for processing
- Work with your e-board to submit and/or ensure submission of Activity Reflection form through the CCC for all events hosted by the Organization within 2 weeks of the event date.
 - Budgets and Future Supplemental requests may be negatively impacted if Activity Reflection forms are not completed within 2 weeks of program occurrence.
- Track and initiate all of your Organizations expenditures and income.
- Maintain the respected name of the Students' Association of the University of Rochester by properly handling transactions, initiating payment of bills in a timely manner, and using courtesy and common sense.
- Keep complete and accurate records of your organization's finances.
- For Budgeted Student Organizations, plan & Submit a budget to SAAC that adheres to budgeting guidelines outlined in the "Funding Guidelines" section at the end of this manual.
- Reach out to your student accountant for any and all questions you might have
- For Budgeted Student Organizations, please discuss deviations from your organization's submitted budget with your Student Accountant well in advance and require the completion of an exception form.
 - Reallocations of \$500 or less will be reviewed by your Student Accountant
 - Reallocations between \$500 and \$999 will be reviewed by SAAC Leadership.
 - Reallocations of \$1,000 or more will be heard before SAAC in the format of a Supplemental hearing.

Funding

Funding Limitations

Article V- Section Two Letter F of the Organization Administration & Review Committee Guidelines regarding Funding Eligibility states:

"Funding shall not be granted to:

- a. Student organizations whose purposes and programs violate the constitutional discrimination policy found in Article V, Section 2
- b. Student organizations whose purposes and programs are religious or political in nature
 1. Flat funding is available for religious and political organizations through Appropriations Committee
- c. Student organizations whose purposes and programs are political in nature

1. A SA funded organization may not explicitly advocate for or against a political party, candidate, or public official
 - i. Exception: A SA funded organization may still receive funding if they criticize or support a public official's, political candidate's or political party's policies and actions
2. Student organizations that set a precedent that may lead to the future funding of a limitless number of similar organizations
3. Flat funding is available for political organizations that satisfy the above criteria through the Appropriations Committee"

SOFO Account Types

- Flat Funded
- Budgeted
- Agency

Flat Funded

Flat Funded organizations are Student Organizations that do not submit an itemized budget to SAAC. These organizations receive a predetermined dollar amount each year that has reduced limitations. For example, a Flat Funded organization can spend their entire allotment on food for their individual members, whereas Budgeted organizations cannot. Student Organizations that fall under the following Categories are considered "Flat Funded":

- Political
- Religious
- Academic/Pre-Professional
- Class Councils

The amount of funding varies by Category.

Political and Religious organizations receive \$80 per academic year.

Academic/Pre-Professional organizations receive \$200 per academic year.

Class Councils receive \$12,000 per academic year (the Senior Class receives additional funding from the Senior Student Activity fee).

Flat Funded organizations are NOT required to attend budgeting presentations, but they are required to adhere to SOFO & SAAC policies related to transactions and MUST send a Business Manager to the [Fall Leadership training](#).

Budgeted

Budgeted organizations are Student Organizations that participate in the annual budgeting process during the spring semester of each academic year. All budgeted Student

Organizations are automatically allocated \$40/semester to hold a General Interest Meeting. **These funds are specifically for GIM related expenses and cannot be reallocated.**

College Student Organizations that receive funding via a budget are not permitted to be exclusive or selective in nature (i.e. requiring auditions or application to be a member of the Student Organization).

Agency

Agency Accounts are available for College Student Organizations and Fraternity & Sorority Life Governing Bodies that do not receive SAAC funding through the budgeting process, but bank with SOFO. Financially, they earn their own money and have limited restrictions on how their funds are spent. Agencies are permitted to use their money to purchase gift cards, or other give-away items. Agency Student Organizations must adhere to SOFO purchasing policies and methods.

Student Organizations that do not receive SAAC funding, but elect to bank with SOFO are afforded the many benefits of banking with SOFO, including but not limited to:

- Access to Credit Cards at Local Vendors
- Tax Exemption for most transactions
- Ability to temporarily draw account negative
- No fees for low balances
- Transition of E-boards does not impact the Account (ex. No name changes, etc.)
- Auto Payment of invoices from Select Vendors
- Use of the Ruth Merrill Copier to make 50 or Less copies on behalf of a Student Organization
- Ability to receive Gifts from Alumnus through Alumni & Advancements giving page and the ability for Alumnus to receive tax credits/receipts for donation.

Expectations for Use of Funds

Student Organizations that receive funding from SAAC must follow SAAC Funding Guidelines in addition to the Policies listed below.

Advertising

There must be sufficient campus-wide publicity for all activities. Any Organizations hosting an event, activity, or program where any of the following are true, must include the applicable statement(s) in a clearly visible location on their advertisements, in a minimum font size of 12 point.

Budgeted Events

All organizations that receive funds from the SA through the Annual Budgeting Process must include the following statement in their advertising:

" _____ is a SA funded organization."

Sponsored Events

In relation to Student Organization Programs, Sponsor is defined as:

- *The Primary entity(s) responsible for contributing significant financial or in-kind resources associated with an event, activity, or program and is **NOT** responsible for the planning and/or coordination.*

Funding Sources include (but are not limited to) Supplemental Funding, Funding Portal submissions, Departments, Other Student Organizations, Local businesses, etc.

Student Organizations that receive funding or in-kind contributions from Sponsors must include the following statement in their advertising:

"Sponsored by: _____, _____, and _____"

In relation to Student Organization Programs, Co-sponsor is defined as:

- Additional entity(s) contributing financial or in-kind resources towards and event, activity, or program.

Student Organizations that receive funding or in-kind contributions from Co-Sponsors must include the following statement in their advertising:

"With additional support from: _____, _____, and _____"

Host

In relation to Student Organization Programs, Host/Co-host is defined as:

- The Primary entity(s) responsible for the planning and coordination of an event, activity, or program and *may* also be the primary financial contributor.

Special Guests

SAAC understands that Student Organizations may not always have the financial resources to contribute to an event, activity, or program monetarily and instead choose to guarantee that a certain number of members will attend on behalf of their Organization.

In these instances, Special Guest is defined as:

- Organization(s)/Department(s) that have a predetermined number of members committed to attending an event, activity, or program.

As there is no financial or in-kind resource contribution, it is not permissible to use the term Sponsor or Co-Sponsor in this instance.

The recommended terminology for advertising is:

“Hosted by _____ with special guests from _____, _____, and _____.”

Catered Meals

Student Organizations that are selling tickets to a Catered event, must include the following terminology ***prominently*** on their signage:

“Tickets for catered events will not be sold at the door. All tickets must be purchased at The Common Market (*and/or online*) by XX/XX, X days before the event.”

At the Door Ticket Sales

Student Organizations that are interested in selling tickets at the door of their event, must include the following terminology ***prominently*** on their signage:

“All tickets that are sold at the door, will be at General Public price. Tiered pricing, if applicable is available at The Common Market up to _____ hours into the event.”

Disclosure for Special Accommodations

All publicity directed to the general public ***must*** contain the following statement, in 9 to 12 point font, and include the active handicap symbol:

“Anyone requiring disability accommodations should contact Wilson Commons Student Activities at 585-275-5911 or wcsa@rochester.edu. This request should be made at least five (5) business days in advance of the event.”

Food Purchases

The SA will not fund food for the exclusive consumption of organization members, with the exception of 2 GIM’s per academic year at \$40 each. Purchases of food for consumption by members only, will require that income will be collected in advance and the moneys dispensed shall not exceed the income brought in. Please refer to Funding Guidelines for additional polices related to food purchases.

Charitable & Fundraising Events

Charitable or fundraising events will not be subsidized as students may object to their money going to sponsor an event for charity of which they disapprove. Please refer to the Funding Guidelines for specific policies related to Charitable & Fundraising Events.

If an organization would like to hold a charitable or fundraising event, prior to disbursement of donation, all expenses must be covered in full. Once expenses related to the event have been paid, any further proceeds may be donated or used to purchase items for fundraising. All publicity must include a statement of:

“Proceeds to benefit _____”

And there must be a sign prominently displayed at the door of the event with such a notice. The Business Manager should consult with their Student Accountant before such an event is planned.

Community Engagement Student Organizations, whose missions are community services, are the only exceptions to this rule.

SA Property

All Equipment or Supply purchases made on behalf of College Student Organizations, particularly those purchased with SA funds, are considered the Property of the Students' Association. Should an organization be de-recognized, all items must be returned to the SA.

Equipment purchased with SA funds cannot be removed from Campus without prior approval from the Students' Association Treasurer and Director of Student Activities.

It is an expectation that each Student Organizations maintain an up to date equipment and inventory list. Items that are no longer functional/use-able must be notated as such prior to disposal/removal from the Organizations inventory list. Inventory lists will be requested by SAAC annually, prior to budgeting. Failure to submit an inventory may result in a denial of budget submission.

Reimbursements

Any organization which incurs expenses by transacting independently of SOFO with their own funds and without prior approval may have their SOFO account frozen until the amount is repaid in full. Exceptions will be granted on a case by case basis and must be sought prior to transacting via the Exception form.

Ticketing

All ticketed events must be sold through the Common Market. Updates to the ticketing policy can be found at the link below:

[Wilson Common Ticketing](#)

Violations to Policies

If a College Student Organization is not adhering to SAAC or SOFO policies, the Student Accountant and Treasurer may place the organization on Probation. During this period, the organization must provide monthly reports to their Student Accountant about their activities, how many people are attending their meetings, and any other information that the Student Accountant and Treasurer deem necessary. During the probation period, SA organizations may only present a request for supplemental funding to SAAC with the approval of their Student Accountant, Advisor and the Treasurer. Furthermore, organizations may only receive a budget equal to or less than their previous budget during the Probation period.

Supplemental Funding

A sum of money is set aside during budgeting each year that will be distributed by Committee Action. This money is intended for use by organizations for expenditures related to a new event, program, or activity and/or unexpected expenses that were not included in their approved budget. This may include unexpected equipment needs, new programs or expanded costs for a budgeted program, or attendance at a conference. Supplemental funding cannot be requested for an event that has already occurred. Money obtained through supplemental funding requests must be used within all SAAC guidelines. **Only College student organizations are eligible for supplemental funding, Fraternity & Sorority Life groups can apply for Program/Event Supplemental for events, activities, or programs open to the undergraduate campus community.**

SAAC will hear up to 2 requests (excluding conference and post-season) per academic year or grant up to \$4000 per academic year per organization, whichever happens first.

How does it work?

In order to obtain Event or Program, Conference, Equipment, or Competition/Travel supplemental funding for your organization, it is required that you to meet with your organization's designated student accountant. **Meeting with your advisor prior to submission is no longer required, HOWEVER, your advisor should be aware of the request, as SAAC will verify that the request is approved by them.**

Request submissions for Program/Competition Supplemental (does not apply to Post Season) must adhere to the following submission timelines:

Large Scale Program/Events - 30 days prior to event date

Small Scale Program/Events - 10 days prior to event date

In general, an event, activity, or program is considered Large Scale if:

- It is located in Strong Auditorium, Douglass Ballroom, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra and the Field House
- It is open to Minors
- Substantial resources are required (extensive ECM and/or Facilities set up, Funding, increased number of public safety officers, etc.)
- A Significant number Off-Campus attendees is expected

Any organization that failed their SOAR report from the Administration and Review Committee (ARC) in the spring semester is ineligible to apply for supplemental funding the following Fall semester.

Organizations with Endowments/Gift Accounts must discuss their request with the Treasurer prior to supplemental and/or budget submissions. Organizations with these types of accounts must explain to the Treasurer how they plan to use their endowments/gifts.

Once you have met with your Student Accountant, you will need to complete the appropriate [Supplemental Request Form](#). Please be very specific when answering the questions asked on the request forms. Vague description of program details, funding needs, or other specifics will delay the process and does not make a very strong case for your request in front of the Committee.

Once the Supplemental request has been submitted, the Business Manager can expect to hear from the SAAC Deputy Treasurer within 14 days of Submission to set the date/time slot for the Supplemental Hearing.

SAAC hears supplemental funding requests on Tuesdays at 8:00 PM. The SAAC Calendar can be found on the SAAC Calendar. At the Supplemental Hearing, the Student Organization will be given the opportunity to explain the request to SAAC and answer questions. Once the Hearing moves to Committee Discussion, SAAC will discuss internally (with the organization present) to determine if and how the Supplemental request should be granted.

If an organization has already exhausted their 2 supplemental requests or \$4,000 cap (whichever occurs first), they should discuss with their advisor and SAAC accountant whether an exception should be made by SAAC to consider an additional Supplemental request.

Additional Funding Sources

Gift or Donations

Gifts and donations from parents, alumni, friends, etc. are viable sources of income for any student organization that banks with SOFO. Contributions via check can be written out to *University of Rochester*. If the contributor would like to receive documentation of their tax-deductible donation, please be sure to notify SOFO personnel at the time of deposit.

Any funds deposited through the Alumni & Advancement website, will be automatically deposited into the Student Organization's SOFO account. Gifts and donations may be used as the organization sees fit; such income does not count towards the annual income requirement, unless otherwise indicated.

Each club is expected to write Thank You notes for all donations. Blank Thank You cards can be picked up from SOFO. Please return the finished Thank You Cards to SOFO, with the name of the donor clearly indicated on the envelope, SOFO personnel will address and mail them.

Crowdfunding at the U of R

College Student organizations that wish to raise money via Crowdfunding are required to use the University preferred platform. Donors will receive documentation of their tax-deductible donation from the University's Alumni & Advancement office.

Interested Student Organizations, must first start by discussing with their Advisor.

Use of other crowdfunding platforms may result in the forfeit of any supplemental funding opportunities.

Funding Portal administered by the AS & E Dean's Office

The AS & E Funding Portal was established to assist with the transfer of funds from Departments to Student Organizations.

Funding Portal requests for Student Organizations should occur AFTER funding has been requested from SAAC through the Supplemental process.

Requests submitted through the Funding Portal will be sent to the Advisor for review, prior to distribution to departments.

If an organization is requesting funds from Departments that are not currently included in the Funding Portal, they must submit a list of the contributing departments with their Point of Contact and Financial contribution amount to:

- The funding portal administrators
- Advisor
- SA Staff Accountant

Policy Exception Form

The [Policy Exception Form](#) should be used for all Student Organizations that would like to request an exception to established Policies/Guidelines.

An informal discussion with your Advisor and Student Accountant is required prior to the submission of an exception form relating to SAAC/SOFO policies.

Appendix B. 2019-2020 Contact Information

SAAC Leadership

Name	Position	E-Mail Address
Rita Pecoraro	SA Treasurer	rpecorar@u.rochester.edu
Lionel Imena-Kirenga	SA Deputy Treasurer	limenaki@u.rochester.edu
Anne-Marie Algier	SAAC Advisor – Associate Dean of Students and Director of Student Activities	anne-marie.algier@rochester.edu
Jen Nicholson	SAAC Advisor – Manager of Finance and Administration	jennifer.nicholson@rochester.edu

Student Accountants & SOFO Professional Staff

Name	Position	E-Mail Address
Andrew Bailey	Student Accountant	abailey9@u.rochester.edu
Annemarie Kearns	Student Accountant	akearns@u.rochester.edu
Camila Ruiz Vega	Student Accountant	cruizveg@u.rochester.edu
Grace Conheady	Student Accountant	gconhead@u.rochester.edu
Kamil Ahmed Aslam	Student Accountant	kaslam2@u.rochester.edu
Michaela Farmer	Student Accountant	mfarmer5@u.rochester.edu
	Student Accountant	
	Student Accountant	
Jessi Kerr	Accounting/Bookkeeper	jessica.kerr@rochester.edu



STUDENT ORGANIZATION FINANCE OFFICE

Business Manager Manual

University of Rochester 2019-2020

Jen Nicholson – Manager, Finance & Administration – jennifer.nicholson@rochester.edu
Jessi Kerr – Accounting/Bookkeeper – jessica.kerr@rochester.edu

Wilson Commons Student Activities
101E Wilson Commons · P.O. Box 270281 · Rochester, NY 14627-0281 · 585.275.5943

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Student Organization Finance Office

Transactions must be processed through SOFO located in the Ruth Merrill Center in Wilson Commons, room 101E. The office is open Monday through Friday, 8:00 AM until 4:30 PM. **In the event that SOFO is closed due to unforeseen circumstances, please email the SA Treasurer or the Manager of Finance & Administration for assistance.**

The majority of transactions for College Student Organizations will occur in SOFO. Transactions processed by SOFO include (but are not limited to) online orders, credit card pick-up, Copy Center order placements, Purchase Order requests, payment of invoices via check, payment of internal U of R vendors (including Meliora Catering, ECM and Facilities), and payment of contracts for individual Service Providers.

SOFO Form Types

Transaction Request Form

The image shows a green Transaction Request Form with the following sections:

- Transaction Request Form** (with checkboxes for Student Organization and WCSA)
- CC #:** _____
- Organization Name/WCSA Attribute:** _____ **Today's Date:** _____
- Business Manager/Requester's Name (Please Print):** _____
- Business Manager/Approver's Signature:** _____
- Payment Method – please select only one (1)**
 - Check
 - Credit Card pick-up
 - Facilities, ECM or Catering Invoice
 - Online purchase
 - Purchase Order
 - Requisition
 - Transfer
 - Other _____
- Preferred Vendor:** _____ **Estimated Amount:** _____
- Event Name:** _____
- Event/Service Date:** _____
- Product description or explanation of how funds will be used:** _____
- Please Indicate Funding Source:**
 - Budget Expense
 - Excess Income Carryforward
 - Unbudgeted
 - Other _____
- For Check requests ONLY:**
 - Mail to Vendor at: _____
 - Business Manager pick-up from SOFO office during business hours
- FOR OFFICE USE:**
 - Actual Amount:** _____
- FOR OFFICE USE ONLY**
 - PROCESSED BY:** _____ **DATE:** _____
 - Funding:** OP99 _____ WCSA Operating Student Employment CommonMkt Hirs: Gowen (ip/trm)
 - FAOs:** CommWknd FSA Transportation Vendor Other _____ **RC/SC:** _____

The Transaction Request form aka “the Green form” is our most frequently used form. Once completed by the Business Manager, can be dropped in the “Form Drop Off” basket located on the Business Manager desk in SOFO. Requests will be processed within 2-3 business days of Submission.

The following transactions are initiated with the Transaction Request form:

- Check
- Credit Card pick-up **
- Facilities, ECM, or Catering Invoice payment
- Online purchases/Printing & Copying 50 or more copies
- Purchase Order requests *
- Requisition *
- Transfers

* Items are typically read for pick-up within 2-3 business days and can be found in the “Form Pick Up” file located under the Student Accountant chalkboard.

** Checks are issued twice per week, typically Tuesday’s & Friday’s

Check

Student Organizations that have outstanding Invoices from the purchase of products, fully executed Standard Performance Agreements, Contest Personnel forms, etc. will need to complete a green Request form by placing a check mark in the “Check” box. If at any time payment is made without approval, **reimbursements are not the responsibility of SOFO or SAAC**. All check submissions must be accompanied by the appropriate documentation, (ex. Invoice, fully executed Contract w/ W-9 attached, etc.). No checks will be cut without this documentation.

When completing the request please use the full/legal name of the people or businesses to whom check(s) will be issued to. **DO NOT USE NICKNAMES**. Indicate if check should be mailed to the Vendor or if it will be picked up by the Business Manager and given to the vendor.

Checks are issued on most Tuesdays and Fridays, so please plan ahead. If pick-up is indicated on the request, the Business Manager must pick up the check from SOFO (unless prior arrangements have been made). If “Mail to vendor” was selected, SOFO will mail the check on your organization’s behalf.

To initiate payment to an individual or business for services rendered, please follow the steps associated with the Standard Performance Agreement & W-9 Tax Form.

Standard Performance Agreement & W-9 Tax form

A Standard Performance Agreement is the only permitted form accepted for payment to individuals or businesses for Services provided (i.e. Photographers,

Caterers, etc.). The form can be obtained by working directly with the Student Organization's Advisor. The Signed agreement & W-9 must be turned into SOFO 1 week prior to the event.

Once the Standard Performance Agreement is signed, it is binding. Therefore, if your organization signs into a contract, the organization is legally responsible to pay the performer. All contracts must be signed by the Director of Student Activities (through your Advisor). Business Managers are not permitted to sign contracts.

Once the Standard Performance Agreement is fully executed (signed by all parties) a check request can be used to initiate payment. Payment will not be processed without the fully executed contract and a completed W-9 attached to the SAAC/WCSA Check Request).

Payment to Students

SOFO does not generally issue checks to students who are active members of the organization that is seeking their services. Students are expected to donate their time and work to their Student Organization. In this context services include, but are not limited to, photography, make-up application, web design and choreography.

For SOFO's internal processing, payments to students for services must be submitted via a Standard Performance agreement with a check request and a W-9 form. They must be signed by the service provider, and the Director of Student Activities at least one week prior to the date of the event.

Credit Card Pick-Up

Student Organization's that would like to shop at one of the local vendors listed below, can request to Pick-Up a Credit Card. To do so, place a check mark in the "Credit-Card pick-up" box on the green SAAC Request form. Within 2-3 days after submitting the green form the Business Manager can come into the SOFO office to sign out a Credit Card.

Credit Cards can be signed out from SOFO for the following local vendors:

- AC Moore
- BJ's
- Home Depot
- Tops
- Wegmans
- Walmart
- Sunoco Gas Cards (Can be used at 99% of gas stations in the United States)

Credit Cards are available for pick up during SOFO business hours by the Business Manager (unless previously arranged with SOFO). A SOFO employee will help the Business Manager sign out the selected card(s) and explain how to use, if necessary. Credit cards must be returned within 1 business day of sign out (i.e. If signed out on a Tuesday, card is due back Wednesday before 4:30 pm. If signed out on a Friday, card is due back by Monday before 4:30 pm). Student Organizations that do not return Credit Cards to SOFO (or the Credit Card drop box located right outside the SOFO door) by the designated time will be charged a \$5.00 late fee per day for each late card.

Facilities, ECM or Catering

Payments to Facilities, ECM or Catering will be processed by SOFO once the Green Request form has been submitted by placing a check mark in the “Facilities, ECM, or Catering Invoice” box on the green SAAC Request form. Please also attach a copy of the Work Order, or Invoice to the Request form prior to submitting the form in the Form Drop-Off bin. SOFO will process the payment and e-mail the vendor.

Online purchase

Student Organizations that wish to order from an online vendor must place a check mark in the “Online purchase” box on the green SAAC Request form. Within 2-3 days after submitting the green form the Business Manager can sign up for an Online Order appointment via the Calendly link above.

It is expected that the Business Manager will arrive to their appointment promptly and will know exactly what items they wish to purchase. Failure to arrive on time, or with a prepared list may result in cancellation of that appointment. Be aware of delivery times to ensure that all purchased items will arrive before the date they are needed.

SOFO has a Business/Tax-Exempt Amazon Prime account.

Printing/Copying

50 Copies or Less on standard paper:

Flat-funded, Agency or Budgeted College Student Organizations are urged to utilize the Color copier in the Ruth Merrill Center for print jobs of 50 copies or less.

The fees associated with the copier usage are auto-paid at the end of the Month from their SOFO account. This is only to be used for student organization related printing, all other print jobs submitted will be denied. Through this service, organizations will have access to print in black and white or color on paper up to 11x17. Colored paper is also available for 8.5”x11” printing. Any special instructions (paper size, color, etc.) should be included when submitting your file and the preferred file types are jpeg or pdf.

Submissions must follow the Ruth Merrill Copying policy at the link below:

[Ruth Merrill Copying](#)

Pricing per page:

- Black and white 1 sided - \$0.007
- Black and White 2 sided - \$0.014
- Color 1 sided - \$0.19
- Color 2 sided - \$0.38

Greater than 50 Copies or outside of the Ruth Merrill Copier capabilities:

Student Organizations that would like to place a copy order with Xerox Print Services, must place a check mark in the “Online purchase” box on the green SAAC Request form. Within 2-3 days after submitting the green form the Business Manager can sign up for an Online Order appointment via the Calendly link above. These requests will be submitted via the Xerox Print Services Online Job Submission website by the SOFO Online Order Student Accountant.

Student Organizations are not authorized to initiate orders through Xerox Print Services without receiving prior authorization from their Student Accountant.

Purchase Orders (PO)

Purchase Orders are used to initiate/authorize a transaction with an external Vendor. It is NOT the same as an invoice. Not all vendors accept Purchase Orders, it is the Business Manager’s responsibility to verify that it is an acceptable form of payment. Once accepted by the Vendor, it becomes a contract that guarantees payment from the Student Organization to the external Vendor. It can also be viewed as an I.O.U., which must be paid promptly once an invoice or receipt is received by the submitting Organization.

To request a purchase order, place a check mark in the “Purchase order” box on the green Request form and indicate an estimated expense amount. Please allow 2-3 business days before picking up a purchase order form from the form pick-up file. The white copy of the PO should be provided to the Vendor, the yellow copy is the Organization’s copy to be returned to SOFO with the Invoice or Receipt attached. Invoices can also be e-mailed to askaac@rochester.edu. Payment will be relinquished to vendor 2-3 days after documentation is received by SOFO.

Sponsorship/Co-Host Form

Student Organizations that want to contribute financially or collaboratively with another Student Organization, must complete a Sponsorship Form.

The Sponsorship Form can be located on the SAAC website or a hard copy can be retrieved from the SOFO Business Manager desk.

Sponsorship Financial Contribution

There is a \$50 minimum financial contribution for Student Organizations who wish to sponsor another organizations event, activity, or program. Sponsorship forms for a financial contribution under \$50 will not be accepted by SOFO. Once the Sponsorship form has been signed by all parties (Both Business Managers & Advisors), it can be submitted to SOFO.

Co-Host Collaboration

Student Organization's that are participating in the planning/coordination of event, activity, or program but are not contributing financially, must complete the Co-Host portion of the Sponsorship form and have it signed by all parties. This form does NOT need to be turned into the SOFO office, it is for the Organization's records only.

Auto Payment

Auto Payment is a means of paying select internal vendors. Student Organizations that solicit services from the following vendors do not need to initiate payment in SOFO, as they will automatically be paid.

Please note, any submission to the vendors listed below must be outlined in your budget- failure to adhere to the budget (ex. Requesting services that were not approved) will result in appropriate action being taken, as outlined in the SAAC bylaws.

Auto payment Vendors:

- Charters
- Graphic Arts
- Campus Times
- WRUR

Policy Exception Form

The [Policy Exception Form](#) should be used for all Student Organizations that would like to request an exception to established Policies/Guidelines.

An informal discussion with your Advisor and Student Accountant is required prior to the submission of an exception form relating to SAAC/SOFO policies.