



STUDENTS' ASSOCIATION APPROPRIATIONS COMMITTEE

# Business Manager's Manual

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University of Rochester Students' Association

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## Position of Business Manager

As Business Manager, you have responsibilities to your group and to the Students' Association Appropriations Committee (SAAC). Your most obvious responsibility is to keep track of the financial situation of your group. You are the person in the group who is "most informed" about your group's financial situation and, in that position, it is important to keep your books and account information up to date. Even though your Student Accountant is keeping track of your club's income and expenses, you must do the same; this will allow you to answer your group members' questions about your account, such as the amount remaining. It will also help you so you do not request more money than you have in your account. Once you request money, you are responsible with what your group does with this money. Please read the guidelines in this manual to familiarize yourself with what is considered proper and improper use of funds. It is important to be involved in your group's activities so you know that the money is being spent properly.

Here is a brief list of your responsibilities as Business Manager:

- Keep track of all group expenditures and income. Any deviations from the submitted budget must be approved by your Student Accountant and/or Appropriations Committee.
- Maintaining the respected name of the Students' Association of the University of Rochester by properly handling credit, promptly paying bills, and using courtesy and common sense.
- Keeping complete and accurate records of your financial position.
- Planning and presenting a budget to the Appropriations Committee (with the exception of groups with agency accounts).
- Keeping your Student Accountant aware of all planned activities well before their planned implementation.
- Submitting all paperwork at least three days prior to the day they are needed.

Agency Accounts are organizations that receive no money from the Students' Association but which bank with the Students' Association. They have the same responsibilities as other groups. Agency accounts are afforded the protection of the Appropriations Committee's services, so their Business Managers must adhere strictly to the SAAC guidelines.

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

The Students' Association Appropriations Committee (SAAC) is in charge of 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 budget is funded entirely by the Student Activities Fee that each student contributes as part of their tuition. For this reason, it is vitally important to keep vibrant student life as our top priority.

SAAC is made up of the Students' Association Treasurer, Deputy Treasurer, Student Accountants, and SA Senators. The committee meets on Tuesday nights at 8:00 PM to hear requests by student groups for supplemental funding to hold programs or purchase equipment that were not originally in their budgets. Each spring, the committee reviews budget requests and allocates funds to each student group for the upcoming year.

The SAAC office is located in the Ruth Merrill Center in Wilson Commons room 101E. The office is open Monday through Friday, 8:30 AM until 4:30 PM.

## Student Accountants

Each Student Accountant is a student who was selected by the Appropriations Committee and is responsible for keeping track of groups' income and expenditures, filling out necessary paperwork and signing off on checks. At the beginning of the Spring semester, Student Accountants work closely with Business Managers to help them draft a preliminary budget to be presented to the Senate.

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 in the SAAC office.

Student Accountants hold regular office hours throughout the year to help groups manage their accounts. Typically, accountants hold office hours 4 days per week for one hour at a time, but can also make appointments to meet outside of these hours. Office hours for each accountant will be posted on the SAAC office door.

If you have questions or problems, please do not hesitate to ask the Student Accountant, the Appropriations Office Accountant, or the Treasurer. We are here to help you and want your group's activities and events to run smoothly.

## Appropriations Office Forms

### SAAC Fund Request Form

Nearly every transaction should begin with the SAAC Fund Request Form. These slips are located on the front of the accountant's desk in the SAAC office. A blank copy can be seen below.

SAAC FUND REQUEST FORM		DATE _____
Purchase Order	Blue Requisition	I.R. Copy Center
GROUP _____	ACCOUNT# _____	
VENDOR _____	AMOUNT _____	
ADDRESS _____	DESCRIPTION _____	
_____	_____	
P.O.: UR Catering and OUTSIDE Vendors Blue Req.: All UR Vendors EXCEPT Caterers I.R.: Payment/Co-sponsorship with order SA groups		Date Needed by _____ Do Not Write A.S.A.P.
Please add any additional information on the back.		
(Please allow at least 2 working days)		
BUSINESS MANAGER _____		

When you need to request funds of any kind for your group, fill out one of these slips and leave it in your Student Accountant's mailbox. Your Student Accountant will pick it up when they hold their office hours and fill out the corresponding paperwork for you. You can then pick up the completed paperwork after three business days.

Make sure you include the type of form you need (purchase order, copy center, blue requisition, or internal requisition), your group's name and account number, the vendor, a "do not exceed" amount, the purpose of the expenditure, the date by which you need the form, and your signature. **Please be explicit about the purpose of the request; vague comments will only delay processing of your request. If you are vague, your Student Accountant will return the request form (or email you) and ask for information.**

### Purchase Orders

Purchase orders are as good as cash and should be treated as such. Only Business Managers can pick up and sign purchase orders, and only Business managers should be responsible for them.

Purchase orders should be used when you need to buy something from a vendor outside the University. Before requesting a purchase order, the Business Manager should find from if the vendor accepts purchase orders. If a vendor does not accept them, please try to find a different vendor. The Students' Association **tax-exempt**. Make sure the vendor knows this before you make the final purchase. If the vendor asks to see a tax-exempt form, we can mail or fax one to them.

When you pick up the completed PO from the SAAC office, you must sign it at the bottom. The yellow copy will then be left with the accountant. When you use the PO, the vendor fills in the amount and retains the top white copy while you keep the green copy. **Make sure you get a receipt for the goods!** Return the green copy of the PO and the receipt to the SAAC office and fill out a check request (see section on Check Requests) to complete payment for the purchase. If a PO is requested and not used, it must be returned to the SAAC office.

**Note** – Each Student Accountant writes an inalterable "Not to Exceed" amount on all purchase orders, based on the amount requested. If the "Not to Exceed" amount is altered in any way, the group will be charged with improper use of funds and may have their funds frozen as a result.

### Wal Mart, Wegmans, and Target

Cards may be requested for use at certain locations in the community at which the SA has made special arrangements. In order to use a shopping card, the Business Manager must request funds in exactly the same way that they would request a Purchase Order. The SAAC Fund Request Form is used, and completed and signed with a "do not exceed" amount.

As with other requests, please allow 3 business days for your request to be processed by your Student Accountant. After this time, only the Business Manager is allowed to pick up the card from the SAAC office, as a signature is required. The card must then be returned by the end of business on the following day. When returning the card, please provide the receipt for goods purchased and fill out a check request for this amount.

### Blue Requisitions

Blue requisitions ("blue reqs") are used with all internal University vendors, such as Dining Services, Event Support, etc. You do not need to sign the requisition. As with purchase orders, the SAAC office will keep the yellow copy. When using the blue req, both copies are given to the vendor. You do not need to retain a copy of

the req or obtain a receipt, although you should note the charge for your personal records. The exact charge will appear on your monthly statement.

### Internal Requisitions

Internal requisitions are used between all SA funded groups. For example, you would use an IR if you wished to place an ad in the Campus Times or to pay another student group as part of a co-sponsorship.

For use with the Campus Times or Graphic Arts (URSAGAS):

- Request an IR from your Student Accountant using the SAAC Fund Request Form
- Sign the IR at the bottom when you pick it up from the SAAC office
- Retain the yellow copy and give the white copy to CT or URSAGAS
- The exact charge will appear on your monthly statements

For use with co-sponsorships:

- The group to be charged should request the IR from his or her Student Accountant using the SAAC Fund Request Form
- Sign the IR at the bottom when you pick it up from the SAAC office. Make sure the correct amount is on the form.
- The group charged should give the group credited the signed IR
- The group credited takes the white copy and gives it to the SAAC accountant to be processed.
- The group charged retains the yellow copy for their records.

### Check Request/Deposit Slip

The Check Request Form / Deposit Slip is the other most commonly used form after the SAAC Fund Request Form. This form can be used in two different ways – requesting a check or depositing money. Different information is included on the form depending on which type of transaction you need to perform.

#### Check Requests

Check requests are most frequently used to pay invoices received from Purchase Orders. After you use a purchase order with a vendor, that vendor mails a bill to the SAAC office. At this time, the accountant will process the check request and mail a check to that vendor. Check requests also accompany all contracts (see Contracts section).

A check is requested by filling out the appropriate information on the Check Request Form/Deposit slip. The necessary fields are shown below.

→ ACTIVITY _____	→ Date _____	
Income No. _____	→ Expense No. _____	CHECK BOX
Currency \$ _____	→ Net Payment \$ _____	Mail-out <input type="checkbox"/>
Coin _____	→ PAY TO: _____	Pick-up <input type="checkbox"/>
Checks _____	→ Address _____	Submit in Triplicate
TOTAL \$ _____	→ P. O. No. _____	
Receipt No. _____	→ Check No. _____ Date _____	
Date Deposited _____	→ Remarks _____	
→ Authorized by: _____ Bus. Mgr.		
→ Group No. _____		

Check requests must be in 3 days in advance      Original supporting documentation must be attached

Please make sure you sign all check requests; only requests signed by the Business Manager will be processed. Under “remarks”, **please be specific in your explanation of what the check is for, including the number of the Purchase Order if used.** If the check request is for an event, give the name and date of the event. Attach bills to your check requests. If you receive two copies of the bill, send both to the SAAC office. We keep one on file, and send the other copy with the check to ensure proper credit. All purchases made with a purchase order **must** have a receipt attached to the green copy. **No checks will be issued without the proper documentation/backup!** Give the check request to the staff accountant when you are finished filling in the proper information.

Use full names of people to whom checks are to be made payable. Remember that we are tax-exempt. If the vendor includes tax on the invoice, exclude that amount when filling in the check request. If a merchant questions our tax exemption, we will mail a tax-exempt form. If you wish the check to be mailed out, please provide the complete address and check the “mail out” box. If you have enclosures to accompany checks, paper clip them to the check request. We will gladly enclose other forms of letters. However, an extra copy of each is necessary for SAAC records. If you wish to pick up the check yourself, check the “pick up” box. Checks cannot be mailed to students: either the student or the Business Manager must pick up the check at the SAAC office. Performers and speakers are paid only after the service is rendered; usually checks are handed to them right after their performance. After the check has been processed, the pink copy of the check request is returned to you with the check number filled in.

**Pay your bills promptly!** The Students’ Association has a good credit rating and a reputation for quick payment; we would like to keep it. If an invoice is mailed directly to the SAAC office, we will send you a notice to come in and fill out a check request. Please respond to these notices promptly.

**Note:** Anticipate your checks. Don’t expect to have the check the day you request it. Allow at least 3 business days for a check request to be processed.

### **BJ’s**

If your group needs to make purchase that may be more cost effective at a wholesale retailer, the SA has a BJ’s Club card that is available for use. In order to use the BJ’s card, a check request must be completed, made payable to the Business Manager, for the amount you wish to spend at BJ’s. As with all check requests, please allow 3 business days for the check to be processed. When the check is ready, the Business Manager may pick up the check, along with the BJ’s card. The Business Manager may then cash the check and use the money to make their purchases at BJ’s. **Be sure to obtain a receipt at the end of the transaction.**

The BJ’s card must be returned by the end of business on the following day. When returning the card, all remaining cash must be returned as well as all receipts from the purchase. The sum of the submitted receipts and remaining cash must be equal to the original amount withdrawn. Finally, a deposit slip must be completed to deposit the remaining cash into your account (see “Deposit Slips” section of this manual).

### **Deposit Slips**

When you’d like to deposit money into your account, use the left side of the Check Request Form/Deposit Slip. The required fields can be seen below. List currency and checks separately on the form.

<p>→ ACTIVITY _____</p> <p>→ Income No. _____</p> <p>→ Currency \$ _____</p> <p>→ Coin _____</p> <p>→ Checks _____</p> <p>→ TOTAL \$ _____</p> <p>Receipt No. _____</p> <p>→ Date Deposited _____</p> <p>→ Authorized by: _____</p> <p>→ Group No. _____</p>	<p>Date _____</p> <p>Expense No. _____</p> <p>Net Payment \$ _____</p> <p>PAY TO: _____</p> <p>Address _____</p> <p>P. O. No. _____</p> <p>Check No. _____ Date _____</p> <p>Remarks _____</p>
<p>Check requests must be in 3 days in advance</p>	<p>Original supporting documentation must be attached</p>

Submit in Triplicate

Large sums of money collected at an evening event may be brought to the SAAC office (Ruth Merrill Center, Room 101H). The Wilson Commons night manager will deposit the money in the Wilson Commons safe for you. **The next business day, you must contact the Wilson Commons staff accountant to check out the money and bring it to the SAAC office.**

Arrange currency according to the denomination, the bills facing up and in the same direction. Put the largest denominations on top if you do not have enough to make a wrapped amount. Wrap money as follows:

Currency	Coins
1's -- \$50.00	Quarters -- \$10.00 roll
5's -- \$250.00	Dimes -- \$5.00 roll
10's -- \$250.00 or \$500.00	Nickels -- \$2.00 roll
20's -- \$500.00 or \$1000.00	Pennies -- \$0.50 roll

Have checks made out to your activity and SAAC. Traveler's checks and money orders are not treated the same as checks. Look checks over carefully. Make sure they are signed and not postdated. You will be responsible for collecting NG (no good) checks, returned by the bank for one reason or another. We are charged a fee for every check we deposit that is NG and that charge will be passed along to the organization that received the check. It is the responsibility of the Business Manager to collect the principle as well as the service charge. **If this procedure is not followed and does not result in a satisfactory conclusion, the organization will lose its privilege to accept checks as payment.**

## Contracts

A contract is used for all performers, speakers, coaches, instructors, etc. You can pick up a blank contract from your SAO (WCSA) advisor. After filling in the necessary information, give it to the artist to sign, then bring it to your SAO advisor to sign. You may also need to have the performer complete a W9 if the payment is being received by an individual. All contracts must have original signatures. Faxed or photocopied documents will not be accepted. When the contract has the proper signatures, bring the contract to the SAAC office and fill out a



check request. **Remember to check the pick-up box if you are delivering the check to the performer!** If you want the check to be mailed, we will mail it to the performer after the event.

Once a contract is signed, it is binding. Therefore, if your group signs into a contract, the group is legally responsible to pay the performer. All contracts must be signed by your SAO advisor, your Student Accountant, and the Treasurer. **Business Managers are not permitted to sign contracts.**

## Monthly Statements

Each month the Appropriations Office sends a monthly statement to the Business Manager and to the organization's Student Accountant. This statement gives the financial status of your group as of the first of the month indicated on the statement. It lists the total expenditures and incomes of your accounts, as well as giving a detail of each transaction.

Your monthly statement will not show the requested POs for which invoices have not been received. You will have to use these POs as reconciling items when comparing your books to SAAC statements. All blue reqs will be grouped together under one entry entitled "UR LEDGER – *month*". To find out the individual charges for each blue req, you must come into the SAAC office and ask the accountant.

If your books do not agree with the statement, check with your Student Accountant. Do this immediately as a delay means there will be more entries to be checked. Do not just file these monthly statements for posterity. If you do not understand them, ask your Student Accountant or the accountant to explain them to you.

## Supplemental Funding

A sum of money is set aside during budgeting each year that will be distributed to SA groups by Committee Action. This money is intended for use by groups for expenditures that were not included in the budget request submitted during the previous year. This may include unexpected equipment needs, new programs, or attendance at a conference. Money obtained through supplemental funding requests must be used within all SAAC guidelines.

## How does it work?

In order to obtain supplemental funding for your group, the first step is to consult your Student Accountant and your SAO advisor. They will have a good understanding of the guidelines for supplemental funding. This should be done as far in advance as possible before your group requires the funding.

Once you have met with your Student Accountant, you will need to complete the appropriate supplemental request form and obtain the necessary signatures. 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.

When the request forms are completed, you will need to attend a SAAC meeting on Tuesday nights in the Stackel Room, Wilson Commons. At this meeting, you will sit before the committee, have a chance to explain your request, then field questions. The committee will decide at the meeting whether or not they will grant you the requested amount, or an amount less than your request.

To appear at a SAAC meeting, you must make 20 copies of your completed request form and hand them in to the SAAC office or place them in the Treasurer's mailbox. **This must be completed no later than 12 pm (noon) on the WEDNESDAY prior to the SAAC meeting you wish you attend. This is a firm deadline and no**

**exceptions will be made. Requests that miss the deadline must wait an extra week until the next SAAC meeting.** The extra time is required for all committee members to look over the request and to send it to a Senate meeting if the Treasurer feels it is necessary.

Each type of Supplemental Funding is outlined in the following sections, and request forms can be found in the appendices of this manual.

### Program and Travel Supplemental Funding

Program and Travel Supplemental Funding is used to obtain funding for group programs that meet all SA guidelines as described in this manual. On the supplemental request form, provide a detailed response for each field.

If a group is granted supplemental funding at a SAAC meeting, the members in attendance at the meeting will be handed a Program Evaluation Form. This form is to be filled out after the event is held and must be returned directly to the SA Treasurer **no later than one (1) week after completion of the event.** The purpose of this report is to allow SAAC to evaluate the use of Supplemental Funding and to ensure that the program was successful. A program for which Supplemental Funding is granted can be viewed as an investment for the Appropriations Committee, so the feedback tells us whether or not it was a good use of our money.

### Equipment Supplemental Funding

Equipment Supplemental funding can be requested in order to purchase equipment that was not listed in the budget submitted during the previous year. Equipment supplemental funding may not be used to purchase uniforms.

### Conference Supplemental Funding

We understand the value in allowing members of your SA group to have the opportunity to attend conferences. However, there is a limited amount of funding available for this use. For this reason, a few guidelines have been set in place to ensure that all SA groups have equal opportunity to participate in conferences and that our limited funding is distributed fairly.

**The following criteria must be met in order for a group to be eligible to submit a request for Conference Supplemental Funding:**

1. The conference may have a maximum of 4 attendees from the same SA group.
2. Registration fees for the conference must be less than \$100 per person.
  - Note: Supplemental funding will only cover registration fees of \$100 per person. If registration fees exceed this amount, the SA group may pay the difference in cost out of their budget with approval of their Student Accountant and/or the SA Treasurer.
3. The same SA group may only receive Supplemental Funding for Conferences once every other year.

### Experience Eastman Supplemental Funding

A small sum of money is available to help fund programs at the Eastman School of Music or to co-sponsor events with Eastman student groups. The process to obtain Experience Eastman funding is exactly the same as

Program/Travel Supplemental funding and Equipment Supplemental funding – the Experience Eastman Supplemental Request Form must be submitted with appropriate signatures no later than Wednesday at noon before the SAAC meeting that you wish you attend. The Experience Eastman Supplemental Request form can be found in Appendix F.

## **Budgeting**

More detailed information regarding budgeting will be available at the **mandatory** Budgeting Workshop for business managers in January. Business Managers are responsible for preparing a budget request for submission to SAAC. The committee examines each budget separately and makes a recommendation for approval by the Senate. Business Managers will be notified of the date and time of this meeting as it draws near.

## Appendix A – Do's & Don'ts for Business Managers

### Do's

- Do form a good relationship with your Student Accountant.
- Do read your Business Manager's manual.
- Do pick up your mail regularly and process all invoices you receive promptly.
- Do help maintain our good credit rating.
- Do review your monthly statement right away and check any discrepancies with either your Student Accountant or the SAAC office accountant.
- Do keep your organization informed of their financial status.
- Do turn in receipts or have other documents for all check requests.
- Do train your successor and give them accurate records of your group's finances.

### DON'Ts

- Don't let anyone else pick up your mail and/or completed forms.
- Don't expect to have a check processed the day you turn in the request. Allow at least 3 days notice for all check requests.
- Don't use nicknames when ordering checks; use the proper legal name.
- Don't keep the invoice. Turn in all copies with the check request. The original will be on file for your inspection at any time.
- Don't pay taxes of any kind. We are exempt from state and local taxes.
- Don't charge a fee for admission to an event without going through the ticket service. All events using tickets for admission must be handled through the SAO/Common Market.
- Don't plan any events during the reading period or finals week. Talk to your Student Accountant if you do plan an event such as a study break, as they do not hold normal office hours during these periods.
- Don't expect the Student Accountant or Accountant to complete requests the same day. Always allow at least two working days.
- Don't ever hesitate to call the Treasurer in emergencies.

## Appendix B – Student's Association "Glossary"

**Advertising** - There must be sufficient campus-wide publicity for all activities. All organizations that receive funds from the SA must include the following statement in their advertising: "\_\_\_\_\_ is a SA funded organization". This statement should be printed in an appropriate size font, at least 14 point, so that it is clearly visible.

**Agency Account Organizations** - The SA recognizes the fact that agency accounts do not derive any funds from the SA activity fees. Due to this, there are exceptions to the SAAC policies for the agency accounts. Please discuss these with your Student Accountant. Even with the exceptions, agency accounts must maintain proper accounting of all funds.

**Approval of Events** – Any event not budgeted for must be approved by SAAC for supplemental funding. Supplemental requests must be presented before the committee four (4) weeks in advance of the event.

**Assessment Period** – If a SA group is not adhering to the SAAC policies, the Student Accountant and Treasurer may place the group in an assessment period for a semester. During this period, the group must provide monthly reports to their Student Accountant about their activities, how many people are attending their meetings, and any other information the Student Accountant deems necessary. During the assessment period, SA groups may only present a request for supplemental funding to SAAC with the approval of their Student Accountant, SAO advisor, and the Treasurer. Furthermore, groups may only receive a budget equal to or less than their previous budget during the assessment period.

**Banking** – All banking must go through the SAAC office, even if it is an event we do not fund.

**Business Managers** - Business managers are responsible for all financial transactions of their organization. Only the business manager is authorized to work with SAAC.

**Business Manager's Meeting** – All Business Managers must attend this meeting in the fall. If you fail to do so, your group's funds will be frozen until you speak with the Treasurer.

**Charitable Events** – Charitable events will not be subsidized as students may object to their money going to sponsor an event for a charity of which they disapprove. If a group would like to hold a charitable event, they must first meet their expenses with income, and any further proceeds may be donated. 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 Service Network, whose mission is community service, is the only exception to this rule.

**Coaches and Instructors** – The SA will cover ½ of the coaching and instruction fees. Please note that the Club Sport Council policies may differ from this.

**Conferences** – If members of your organization are interested in attending a conference, please speak to your SAO advisor. Please note that a few requirements must be met in order to obtain supplemental funding for a conference. See the Conference Supplemental Funding section of this manual.

**Contracts** – Contracts will always be required for an organization to retain any paid speaker, instructor, or advisor. Any contract must be approved and signed by an SAO Advisor, the Student Accountant for the organization, and the Treasurer. No payment will be made without a completed contract with original signatures.

**Drugs** – The SA does not, under any circumstances, fund the purchase of drugs, including but not limited to alcohol and tobacco.

**Entrance Fees** – Events that cost more than \$1,000 are expected to charge an entrance fee to the general public, which must be more than the charge to students.

**Exclusive & Discriminatory Organizations** – Exclusive and discriminatory organizations will in no way receive funds. Furthermore, because every undergraduate pays the Activity Fee, all SA funded activities, meetings, and events must be open to all undergraduates.

**Food** – The SA will not fund food for the exclusive consumption of group members. Income will be collected in advance and the moneys dispensed shall not exceed the income brought in. The following are guidelines which shall be strictly enforced:

- Interest meetings – The sum of \$30 shall be allotted for each interest meeting, one per semester.
- Speakers – The SA will only pay the cost of the speaker's meals. Any SA members accompanying the guest shall be responsible for their own expenses.
- Reception – Receptions will only be funded for special events, such as speakers and exhibitions, with prior approval by the group's Student Accountant, the Treasurer, and in some instances, SAAC.

**Films** – All films shown by SA organizations must be approved beforehand by the SAO in order to avoid scheduling conflicts.

**Gifts** – The Appropriations Committee does not fund gifts, including gift certificates. Money for this purpose must be raised by the group's members (in addition to income).

**Income** – Groups organized for personal outlets, such as Creative Arts Club, will have an income requirement of \$10 per member per semester.

**Intercollegiate Teams** – These teams are budgeted following the same formula that Club Sports uses. SAAC will pay up to ½ of their expenses, and the group must fundraise the rest.

**Inventory Lists** – All equipment in the possession of a SA organization belongs to the Students' Association. However, the responsibility falls upon the individual organization to maintain accurate inventory lists of all property in this possession. Inventory lists must be submitted with each new budget request. No organizations will be considered for budgeting until an inventory list is submitted to the Student Accountant.

**Libraries** – Libraries will only be funded if the organization can prove that the library is integral to its functions. Literature that is available through the University library system will not be subsidized. All SA organization library materials shall be recorded as inventory.

**New Groups** – The SA will not reimburse any expenses of a new group prior to SA approval for funding. There is a small group fund available for interest meetings through the Student Activities Office, and new groups may apply for Supplemental Funding.

**Off-Campus Events** – The SA generally does not fund events held off-campus because of their inaccessibility to students. However, the Appropriations Committee will consider individual requests by organizations.

**Paying Students** – Students are not paid for their services relating to the normal functioning of their activity. Students are expected to donate their time and work to their SA organization.

**Performance Groups** – Each group may receive up to \$12 per member for costumes, and the SA only funds costuming for two major shows.

**Pre-professional and Academic Groups** – Each pre-professional and academic group receives \$200 each year. These groups must adhere to the SAAC guidelines.

**Prizes and Awards** – The SA will not subsidize trophies or any similar type of prize, with the exception of the SA Teaching Award.

**Printing and Artwork** – All SA organizations shall have their composition done through the Graphic Arts service unless the organization can prove to the satisfaction of SAAC that outside services are integral to the success of a given publication or event.

**Publications** - Only publications of organizations whose sole purpose is that publication shall receive funding unless SAAC approves a one-time project. Newsletters of organizations will not be funded. Each publication group is funded for two issues per year, to be distributed by November 15<sup>th</sup> and April 15<sup>th</sup>.

**Reimbursement** – Only under special circumstances will the SA reimburse any student or SA organization. Any organization which incurs expenses upon the SA without prior approval will have their funds frozen until the amount is repaid in full.

**Requests for Committee Action** – All requests for Committee action, such as Supplemental requests, must be submitted in writing and twenty copies placed in the Treasurer's mailbox **no later than 12 pm on the Wednesday before the Tuesday night SAAC meeting at which you wish you appear (6 days early)**. No exceptions will be made to this rule, so please plan accordingly.

**Testing and Certification** – The SA will not pay any costs relating to testing or certification of group members, including travel costs.

**Tickets** – All tickets are to be sold through the Wilson Commons Ticket Service. The procedures and guidelines for tickets can be obtained from the SAO office. Tickets should be sold with the lowest price for UR undergraduates and a higher price for all others. If there is to be a different price at the door, this must be advertised. All events in which cash will be exchanged at the door must have prior approval of the Student Accountant. All tickets, including collected stubs and unused tickets, shall be retained for a period of two years following the date of the event. All organizational income (and expenditures) should have complete documentation to support each income or expense posting to your organization's monthly statement, thus providing a complete audit trail.

**T-shirts and Uniforms** – The SA does not fund T-shirt sales as fundraisers or as promotion or publicity for the group, nor does it subsidize uniforms. Groups hoping to purchase t-shirts or uniforms must raise the funds (that will be in addition to their income) to cover the expenses.

**Travel** – When approved, the SA will pay up to ½ of the total cost of travel expenses for trips within a five hundred (500) mile radius. This covers gas and hotel fees, but does not include food. For further information regarding travel options available to student groups, please see the Transportation section in this manual.

## Appendix C – Program and Travel Supplemental

# Program and Travel Supplemental

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**NOTE** - 20 copies of this form must be handed in to the SAAC office (101E Wilson Commons) no **later than 12pm (noon) on the Wednesday** prior to the SAAC meeting that you wish to attend, and at least **two weeks prior** to your event.

### *Program and Travel*

Name of Group(s) hosting the event: \_\_\_\_\_

Amount Requested \_\_\_\_\_ Group(s) Membership (active/inactive) \_\_\_\_\_

Title of Event: \_\_\_\_\_ Room space already reserved? (Y/N) \_\_\_\_\_

Expected Attendance: On Campus \_\_\_\_\_ Off Campus \_\_\_\_\_

Description of Event:

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---

Have you run a similar event in the past? (if yes, please give a brief description, attendance, etc)

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---

---

How will the program contribute to the campus community?

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---

---

### *Program Only*

What is your program marketing plan/publicity efforts?

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---

---

### *Travel Only*

Destination: \_\_\_\_\_ Means of Transportation: \_\_\_\_\_

Length of Stay: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_



Appendix D – Equipment Supplemental Request Form

# Equipment Supplemental Request Form

**NOTE** - 20 copies of this form must be handed in to the SAAC office (101E Wilson Commons) no **later than 12pm (noon) on the Wednesday** prior to the SAAC meeting that you wish to attend, and at least **two weeks prior** to your event.

**Group Name:** \_\_\_\_\_ **Amount Requested:** \_\_\_\_\_

**Equipment being purchased:**

---

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---

**Why is this equipment needed?**

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---

---

*Price Comparison*

Vendor	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Required Signatures*

**Student Accountant:** \_\_\_\_\_

_____	_____	_____
<b>Name (printed)</b>	<b>Signature</b>	<b>Date</b>

**Advisor:** \_\_\_\_\_

_____	_____	_____
<b>Name (printed)</b>	<b>Signature</b>	<b>Date</b>

**Business Manager:** \_\_\_\_\_

_____	_____	_____
<b>Name (printed)</b>	<b>Signature</b>	<b>Date</b>

**Business Manager Email** \_\_\_\_\_

Appendix E – Conference Fund Request Form

# Conference Fund Request Form

---

Name of Group Requesting Funds: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Conference Name & Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference Date: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Length of Conference: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Please answer the following questions and attach:

1. Why do you feel your group will benefit from attending this conference?
2. What skills will your group members gain at this conference that they would not otherwise have been able to?
3. How will your group be able to contribute more fully to the campus community after attending this conference?
4. Please include any other information you feel relevant to the request, including a breakdown of expenditures.
5. Please list any potential co-sponsoring groups.

Student Accountant: \_\_\_\_\_

(Name) Printed

Signature

Date

Club Advisor: \_\_\_\_\_

(Name) Printed

Signature

Date

Business Manager: \_\_\_\_\_

(Name) Printed

Signature

Date

Business Manager Email: \_\_\_\_\_

## Appendix F – Experience Eastman Supplemental Fund Request Form

### **SAAC Experience Eastman Program Supplemental Form**

20 copies of this form must be handed into the SAAC office (101E Wilson Commons) by noon Wednesday at least two weeks before the event.

**1. Name of Group Hosting Event:** \_\_\_\_\_

**2. Amount Requested:** \_\_\_\_\_

**3. Title of the Event:** \_\_\_\_\_

**4. Description of the Event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Estimated Attendance:** \_\_\_\_\_

**6. How will this program bring Eastman and River Campus students together:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. What is your method of advertising for this event:**

\_\_\_\_\_  
\_\_\_\_\_

**8. Are you working with anyone at the Eastman School of Music to coordinate this program (not required for funding):**

Yes \_\_\_\_\_ No \_\_\_\_\_

**8a. If yes, please explain:**

\_\_\_\_\_  
\_\_\_\_\_

**9. Have you run a similar event in the past:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**9a. If yes, please explain:**

\_\_\_\_\_  
\_\_\_\_\_

**Expenditures/Income**

List all the specific expenditures needed for the event. Also, list any income to be received for the event (i.e. number of tickets expected to be sold, and prices for students/university/affiliated/general public). Income is not required but recommended.

**Expenditures:**

Items:

Anticipated Costs:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Income:**

Items:

Income:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Anticipated Total Expenditures

Anticipated Total Income

Anticipated Total Profit

_____
_____
_____

Student Accountant:	_____	_____	_____
	Name (Printed)	Signature	Date
Advisor:	_____	_____	_____
	Name (Printed)	Signature	Date
Business Manager:	_____	_____	_____
	Name (Printed)	Signature	Date
	_____	_____	
	Phone	Email	

## Appendix G – Wilson Commons Ticket Service Policies

### Wilson Commons Ticket Service Policies

1. Wilson Commons Student Activities (WCSA) supervises the operation of the ticket service, and determines the ticket policies and their implementation.
2. The ticket service is used for University of Rochester related events and activities. Normally, it is not used for off campus activities and programs by organizations not affiliated with the University of Rochester.
3. Priority is given to Student's Association and WCSA events.
4. By the end of the month that the event takes place, all moneys generated from ticket sales will be made payable to the sponsoring organization.
5. Regular business hours are posted outside the Business Office, 101i Ruth Merrill Center, Wilson Commons (585) 276-3717.

#### TO USE WILSON COMMONS TICKET SERVICE

1. All paperwork must be submitted three (3) days before tickets go on sale at the Common Market and/or online.
2. Each ticket service request must include:
  - Ticket order form (backside of this sheet)
  - Signed policy form (bottom of this side of page)
  - Ticket information sheet (attached)
  - **A blue requisition or other form of payment for services**
  - An account number for transfer of money (for non-SA funded groups only)
3. Tickets are available for sale at the Common Market in Wilson Commons during regular business hours and online if applicable until two business days before the event.
4. Tickets to be sold at locations other than the Common Market will be not printed for the groups unless "preprinted" tickets are specifically requested on the Ticket Request Order Form. Individual groups are solely responsible for tickets sold by their members. Once the group has signed for the preprinted tickets, they cannot be returned to the Market to be resold.
5. Preprinted tickets can be picked up from the Wilson Commons Ticket Service Manager, or Kathy Webster in the Business Office. Three days notice must be given for pre-printed tickets to be processed.
6. If the group requesting tickets is SA recognized, there is a \$ 10.00 event set up fee and a \$.15 charge per ticket printed. For non-SA recognized groups and departments it is as follows:
  - A \$30.00 set up fee plus \$.15 per ticket sold at the Common Market.
  - A \$20.00 set up fee plus \$.15 per pre-printed ticket for events not sold at the Common Market.
7. In general, tickets sold at the Common Market must be generated by the Wilson Commons Ticket Service.
8. **Special Approved Event Tickets** being sold at the market that are not created and generated from the Common Market will incur a \$15.00 set up fee. (Subject to approval of the Director of Wilson Commons).
9. **Online Tickets** can be set up along with tickets sold at the Common Market. However, please note that there is an additional \$10.00 event set up fee to the group putting tickets on sale online. There is also a \$4.00 additional cost to the customer per ticket to cover the cost of doing business online.

**BY SIGNING THIS CONTRACT I AGREE TO THE TERMS LISTED ABOVE AND OBSERVED BY THE WILSON COMMONS TICKET SERVICE.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## Appendix H – Wilson Commons Ticket Service Order Form

### Wilson Commons Ticket Service Order Form

Please provide the information in the boxes. Each box may have only one letter, number, punctuation mark or space.

Event Date \_\_/\_\_/\_\_\_\_

Event Time \_\_: \_\_ AM / PM

Line 1 (Group Name)

Line 2 (Presents/Sponsors)

Line 3 (Name of Show) (this will be the largest font on the ticket, so make it something important)

Line 4 (Show subtitle) (this line will also be large print)

Line 5 (Location)

Line 6 (any other info)

**TICKET PRICES:**

Ticket Maximum Event Capacity \_\_\_\_\_ Date to start tickets on sale \_\_\_\_\_

Undergraduate Student \_\_\_\_\_ Organization \_\_\_\_\_

UR Community \_\_\_\_\_ Business Manager Name \_\_\_\_\_

General Public \_\_\_\_\_ Business Manager Email \_\_\_\_\_ Phone \_\_\_\_\_

Make Tickets Available For Online Sales: Yes ☐ No ☐ Maximum Tickets per Person Online \_\_\_\_\_  
(Additional \$10.00 charge for setup of online event)

Start Online Ticket Sales \_\_\_\_\_ End Online Ticket Sales \_\_\_\_\_

**NOTE: There will be a \$4.00 service charge assessed to the customer for each ticket sold online.**

**If you need preprinted tickets please fill out the section below and see the Ticket Manager. This form must be turned in three days before the tickets are needed along with blue requisition or payment for services.**

**Amounts Preprinted:**

Undergraduate \_\_\_\_\_ Date Preprinted Tickets needed (ASAP is not acceptable) \_\_\_\_\_

UR Community \_\_\_\_\_

General Public \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Business Manager Phone Number \_\_\_\_\_

Date: \_\_\_\_\_ Business Manager E-mail address \_\_\_\_\_

**OFFICE USE ONLY:** Date \_\_\_\_\_ Requisition Number \_\_\_\_\_

Billing Information: \_\_\_\_\_ x .15 = \_\_\_\_\_ + \$ 10.00 (Event Fee) or (+ \$20 Pre-printed or \$30 if non-SA Group)  
Quantity Due

Online Setup Fee: \_\_\_\_\_ x \$.15 \_\_\_\_\_ Tickets Sold \_\_\_\_\_ Consigned \_\_\_\_\_ Sold Online \_\_\_\_\_  
PLUS Used \_\_\_\_\_

## Appendix I - Ticket Information Sheet

### Ticket Information Sheet

(For the Common Market and the Common Connection)

Event Name \_\_\_\_\_ Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ Max # tickets/person \_\_\_\_\_

Brief description of event \_\_\_\_\_

\_\_\_\_\_

Date on Sale \_\_\_\_\_ Date off Sale \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone number \_\_\_\_\_

E-mail address \_\_\_\_\_ Online Sale Start Date \_\_\_\_\_

Online Sale End Date \_\_\_\_\_

#### People authorized to pick up preprinted tickets (if applicable):

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

#### PERSON RESPONSIBLE FOR PICKING UP WILL CALL ONLINE TICKETS:

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

#### Ticket Prices

#### PLUs (OFFICE USE ONLY)

Undergraduate Student \_\_\_\_\_

UR Community \_\_\_\_\_  
(Grads, staff, faculty, alumni)

General Public \_\_\_\_\_

#### Comments, special instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_