
2023-2024

Student Financial Control Board (SFCB) Guidelines



ROWAN UNIVERSITY

**Student Government
Association**

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FORMS

The following forms are considered appendixes of the SFCB Guidelines:

Found on SGA website:

- [SGA BUDGET](#)
- [SGA DEPARTMENTAL CHARGE AUTHORIZATION](#)
- [SGA DOMESTIC TRAVEL REQUEST FORM](#)
- [SGA INTERNATIONAL TRAVEL REQUEST FORM](#)
- [SGA HONORARIUM FORM](#)
- [SGA PURCHASING CARD AUTHORIZATION](#)
- [SGA REIMBURSEMENT PRE-AUTHORIZATION REQUEST](#)
- [SGA LOW-SPEED VEHICLE \(LSV\) RENTAL PROCEDURES & AUTHORIZATION FORM](#)
- [SGA VAN RENTAL PROCEDURES & AUTHORIZATION FORM](#)
- [SFCB GUIDELINES](#)
- [SFCB SIGNATURE FORM](#)
- [EXTRA ORG REQUEST FORM](#)
- [VENDOR LIST](#)

Found on SGA ProfLink > Documents:

- [ROWAN UNIVERSITY TAX EXEMPTION AND ST-5](#)
- [SGA TAX EXEMPTION](#)

Found on ProfLink > Forms:

- [FUNDRAISING APPLICATION FORM](#)
- [CLUB SPECIAL PROJECTS REQUEST FORM](#)
- [STUDENT SPECIAL PROJECTS REQUEST](#)
- [OVERNIGHT TRAVEL FUNDING REQUEST](#)

Found on [Accounts Payable website](#):

- [VENDOR PAYMENT AUTHORIZATION AGREEMENT \(ACH/DIRECT DEPOSIT\)](#)
- [ENTERTAINMENT FORM](#)
- [GIFT CARD FORMS](#)
- [DAY TRAVEL EXPENSE](#)
- DOMESTIC OVERNIGHT TRAVEL: [PREPAYMENT FORM](#), [EXPENSE FORM](#), [CLERY TRAVEL FORM](#)
- [ROWAN UNIVERSITY TRAVEL WAIVER](#)
- FORM W-9: [REQUEST FOR TAXPAYER ID](#) or [ROWAN UNIVERSITY'S W-9](#)

Found on [Office of Contracting & Procurement website](#):

- CONTRACTS: [INDEPENDENT CONTRACTOR SERVICE AGREEMENT](#), [VENDOR PACKAGE](#), [VENDOR SERVICE AGREEMENT](#)
- [NJ - BUSINESS REGISTRATION APPLICATION](#)
- [VENDOR INTAKE FORM](#)

Found on Human Resources website:

- [STUDENT SPECIAL PROJECT CONTRACT \(CRITERIA\)](#)
- [SPECIAL ASSIGNMENT CONTRACT \(SALARY VOUCHER\)](#)

SECTION ONE:

STUDENT FEE ALLOCATION

STUDENT GOVERNMENT MISSION STATEMENT

The mission of the Rowan University Student Government Association is to make certain that all matriculated undergraduate students' needs are being met by acting as a student voice for the campus community, serving as an outlet for student concerns, promoting student participation in campus life, and investigating solutions to various issues that affect the campus as a whole. The SGA supports unity, teamwork, diversification, acknowledgement of excellence, mutual respect, and a dedication to the positive development of each and every individual. The SGA acts with vision not only to meet the needs of Rowan's current students, but to also meet the needs of future Rowan students as well. The work of the SGA is performed in the spirit of change; however, it recognizes the contributions of its predecessors. The SGA takes pride in Rowan's past, present, and future.

STUDENT GOVERNMENT VISION STATEMENT

The Rowan SGA takes pride in creating a state of actively engaged students that willfully participate not only within their university, but within the surrounding community.

CHIEF FINANCIAL OFFICER (CFO)

The CFO duties, as outlined in the [SGA Bylaws](#) are to: keep an accurate record of the SGA budget, prepare the annual budget for senate approval, serve as a member of the University Budget Planning Committee, attend regular meetings of the SGA Senate, serve on at least two University or SGA standing or special committees, and approve all expenditures after they have been approved by student organizations. The CFO must hold at least two Treasurer's Workshop sessions in both the fall and spring semesters. The CFO is also responsible, along with the new CFO-elect for updating the SFCB Guidelines at the end of each spring semester. Revised Guidelines are reviewed by the SFCB advisor.

PURPOSE OF THE STUDENT FINANCIAL CONTROL BOARD

The Student Financial Control Board (SFCB) chaired by the Chief Financial Officer (CFO) of the Student Government Association (SGA) will consist of at least fourteen members, thirteen voting members and one nonvoting member. Nine members are considered a quorum for decision making at any meeting; decisions are typically made by majority vote of the members who are present. The CFO will be the nonvoting member and may only vote in the case of a tie, in which case the vote of the CFO will be used to break the tie. The board members will be appointed by the CFO through whatever process they deem appropriate and must go through training as required by the CFO. The Board appointments must also be approved by the SGA Senate before being considered valid.

SFCB members should attend Senate and regularly scheduled SFCB meetings. The CFO may remove board members who are unable to attend scheduled meetings.

Any change to the SFCB Guidelines must be announced to the student body at the nearest Senate meeting following the ratification of changes or alterations by the SFCB.

STUDENT GOVERNMENT FEE ADMINISTRATION

[Student Government fees](#) are collected from all Rowan University matriculated undergraduate students and administered under the jurisdiction of the Vice President of Student Life and the Senior Vice President for Finance. The VP of Student Life and the Senior VP of Finance have delegated authority to administer the Student Government Fee under the auspices of the SGA advisor and the SFCB advisor. The Student Government Fee is administered by the Student Financial Control Board (SFCB) through a budget allocation process. The SFCB then submits its recommendations to the Student Government Senate for approval by formal vote. Chartering is a precondition for organizations to apply for activity fee funding, and must be maintained to remain eligible to expend allocated funds. The Student Government Fee may not be changed except by the recommendation of the SGA, supported by an affirmative student-body referendum, with the concurrence of the President of the University and the Board of Trustees.

ELIGIBILITY FOR FUNDS (CHARTERED ORGANIZATIONS)

All SGA-chartered organizations (except recognized social fraternities and sororities) have the right to apply for funding, but do not have a right to funds. Chartering is a precondition to apply for funds generated by student activity fees (for more information on chartering see the [SGA Constitution](#) and [Bylaws](#)). Charters of recognized undergraduate student organizations must be maintained in order to remain eligible to expend allocated funds. All requests for funds are determined by the SFCB based on the availability of funds. The requesting organizations must be in good standing, and **no organization receiving student allocated funds may charge a membership fee or require any individual to pay money in order to join their organization** (with the exception of honorary organizations). As the SGA fee is only paid by undergraduate students, only organizations serving the undergraduate student body shall receive funding.

Please note:

Clubs under “frozen” status are considered to be in poor standing and are therefore not entitled to Regular Org funds during “frozen” period. “Frozen” clubs are, however, entitled to deposit funds into their Extra Org.

ORG ACCOUNTS

1. Chartered student organizations receiving funds from SGA are not permitted to have any accounts off campus.
2. Recognized student organizations not receiving SGA funds are permitted, but not required, to maintain an SGA fundraising account. This is referred to as an Extra Org.

Regular Org

Money allocated by SGA to clubs/organizations must be deposited into the Regular Org. This primary account, from which clubs function, is assigned to student organizations upon chartering into the Student Government Association (SGA). The Regular Org is to be used for purchases benefiting club initiatives and club members as it directly relates to club activities. Spending of Regular Org funds for personal use is strictly prohibited. **Students cannot recover or profit (fundraise) from expenditures from the Regular Org.** Regular Org purchases should benefit undergraduate students at Rowan University. Remaining funds at the end of the fiscal year each June are returned to the SGA Fund Balance (with the exception of internal SGA and institutional organization accounts). A special request to carry forward funding may be submitted to the CFO if the organization has summer expenses etc. (this is exceedingly rare and must have a convincing justification of need).

Extra Org

The organization's Extra Org (also called the fundraising account), which is populated through fundraising initiatives, may not be used for alcoholic beverages, personal items, or other items that violate university policy. If an organization raises funds in addition to their allotment, the money must be placed in the Extra Org. Extra Orgs should be requested to the CFO by submitting an [Extra Org Request form](#).

If a club owes money to a vendor or other entity at the end of the fiscal year, and the SGA Office is unable to successfully communicate with the organization(s), outstanding funds will first be removed from their Regular Org and then from their Extra Org. Remaining Extra Org funds at the end of the fiscal year each June are carried forward into the next fiscal year. Carry forward funding may not be posted and available during July and August until prior to the beginning of the fall term to allow for end of the fiscal year accounting reporting. Otherwise, Regular and Extra Org are typically non-transferable to or from each other. No fundraised monies will be accepted for depositing into the Regular Org. An exception is made for a newly chartered or petitioning club. [See page 17 under "Fundraising Policies and Procedures"](#).

CO-SPONSORSHIP

The SGA will not financially co-sponsor any event with organizations chartered by the SGA. Chartered organizations are eligible to request supplemental or capital improvement under the approved guidelines. However, the SGA may co-sponsor events with institutional organizations (subject to change per the [SGA Bylaws](#) or [SGA Constitution](#)) and/or other departments or entities on campus.

PROTECTION OF FUNDS

After the Bursar's office collects the [Student Government Fee](#) from the students, the funds are deposited into SGA's Clearing Org. The SFCB is then entrusted with the allocation of funds following budget hearings with the consideration of clubs' needs. Funds received from the University and not immediately allocated to a particular organization shall be held in the Clearing Org.

Each organization will have access to review their organizations transactions via ProfLink as a tool to help manage their finances. However, ProfLink does not show real-time account balances. In addition, club treasurers are encouraged to keep their own documentation of all purchases under their accounts, establishing a Google Sheet or Excel document for this purpose is strongly encouraged. Organizations should compare the transaction report to their budget to ensure a successful fiscal year.

At the end of each fiscal year, the university selects an accounting firm to prepare an end-of-year accounting record. The accounting report will cover July 1 to June 30 of preceding fiscal year accounting record. A copy of the accounting report shall be filed with the President of the University, the Senior Vice President of Administration and Finance, the Vice President for Student Life, and the SFCB and SGA advisors.

TREASURER ACCOUNTABILITY

Student organizations must keep their Treasurer assignment accurate on ProfLink, which also provides security access for ProfLink Finance tools. Upon appointment to a Treasurer position, students must accept the Terms and Conditions presented (see [Appendix 1](#)).

THE SGA ALLOCATION PROCESS

Budget hearings are held in the spring semester to determine the allocation of funds. Each organization's treasurer is required to attend the hearing and submit a request for funds for the following year. Any organization whose treasurer (or other representative) fails to attend the hearing will have their allocation based solely on their allocation request form. Failure to submit a request form may result in no budget allocation.

Allocation requests must meet the following requirements:

1. The request must be made using the Allocation Request Form Template provided by the SFCB.
2. The form must be filled out completely, WITH supporting documentation, including organization numbers.
3. Overnight travel will not be requested during budget hearings. All overnight travel allocations may occur throughout the year on a case-by-case basis. Same-day travel may be requested in the annual budget process.
4. Allocation requests must be submitted electronically by the date and time specified by the Chief Financial Officer (CFO) as announced at Senate and on the SGA website. **Late requests may be subject to a maximum of 25% budget reduction off of the board's final allocation determination, and failure to submit a request form may result in no budget allocation. SEE "Budget Penalties" BELOW.**
5. Honor societies have a maximum allocation of \$600.00. Exceptions will be determined by the SFCB should the society have an active membership of over 100 members which may qualify them for up to \$1,200.
6. Upon attending a budget hearing and submitting an Allocation Request Form, Athletics shall receive no less than \$100,000.
7. All institutional-classified organizations, including Athletics, must attend and follow the budget hearing process in order to be eligible for funding.

Available hearing times will be announced at senate and emailed to club treasurers of record via ProfLink, and hearing information will be posted on the SGA ProfLink page/Senate minutes. Organizations may select a hearing time from the listed dates. In order to be funded, organizations MUST sign up for a hearing time and attend the meeting. The president, treasurer, and advisor are encouraged to attend the budget hearing. The organization's representatives are expected to present the contents of the request to the board. The organization should be prepared to answer questions that may arise from presented information.

The members of the SFCB will deliberate, and by a one-half majority vote, formulate a budget recommendation to be approved by the SGA Senate. The SFCB must appropriate all club budgets, with the exception of institutional organizations, within the guidelines as specified in the "SFCB Credit System" below. If an organization's budget request is not prepared correctly or completely, the club representatives have not attended the hearing, and a request amount is not presented, the SFCB reserves the right to issue no budget allocation, up to a \$200.00 maximum allocation.

The budget recommendation must pass the SGA Senate by a one-half majority vote of voting members present. If the Senate fails to adopt a budget by May 15th, funding allocations will be determined by an [Advisory Committee](#) (as described in "Distribution of

Funds” below). The CFO must publicize the final budget decisions by July 1st, meaning the budget must be posted onto the SGA website by this date. The approved budgets become effective July 1st. Funds are not accessible until posted to the University’s Banner Finance system.

Any portion of the request denied by the SFCB cannot be resubmitted during the fiscal year for reconsideration as a supplemental request.

Budget Penalties

- Late or missing requests may be subject to up to a maximum of 25% budget reduction off of the board’s final allocation.
- If the organization cannot be represented at the time of the scheduled hearing, 48-hour prior notification must be sent to SGACFO@rowan.edu. If prior notification is not received, the organization will receive a maximum of 50% budget reduction off of the board’s final allocation.
- Clubs and organizations not appropriately prepared for budget hearings will be subject to a 10% budget reduction.

SFCB Club Budget Allocation Credit System

SFCB Credits	# of Active Members	Years Active	Past FY Approved Budget	# of Meetings Held
0	1-5	1-2	\$0-200	1-2
1	6-10	3-5	\$201-500	3-10
2	11-20	6-8	\$501-1,000	11-15
3	21-30	9-10	\$1,001-3,000	16-20
4	31-40	11-20	\$3,001-5,000	21-25
5	41-50	21-30	\$5,001-8,000	26+
6	51-60	31-40	\$8,001-10,000	
7	61-70	41-50	\$10,000-12,000	
8	71-80	51-70	\$12,001-13,000	
9	81-90	71-100	\$13,001-15,000	
10	91+	101+	\$15,001+	

SFCB Credits	# of accountability Points	Required Fundraising	Awards at Competitions
0	7+	0-25%	0
1	5-6	26-50%	1-2
2	3-4	51-75%	3-4
3	1-2	76-100%	5+
4	0	101%+	

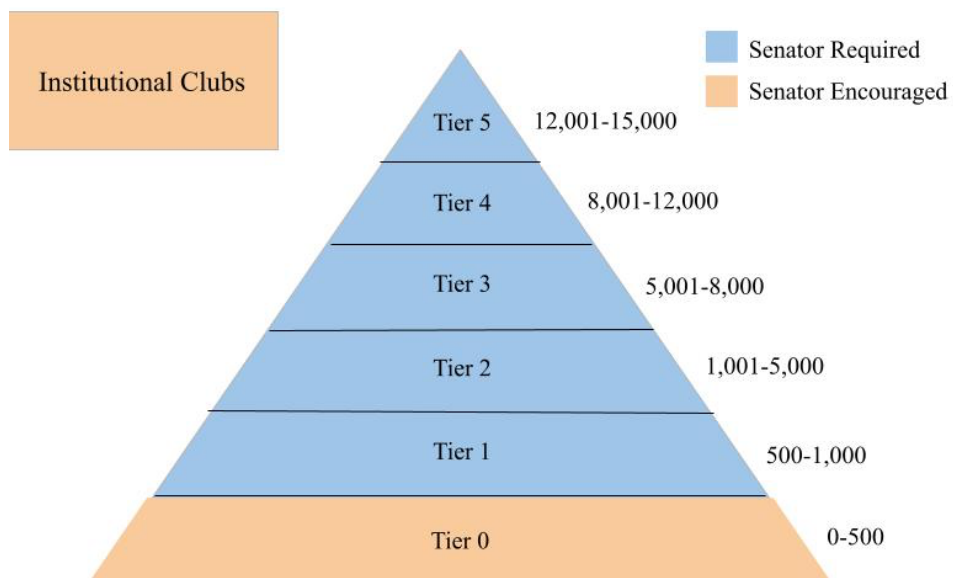
Community Service Hours			
SFCB Credits	Completed (total)	On campus events	On campus event average attendance
0	0-25	0	0-25
1	26-50	1-3	26-50
2	51-100	4-6	51-100
3	101+	7+	101+

Allocation Limits

Total SFCB Credits			
received	Tier	Minimum Allocation*	Maximum Allocation
0-10	Tier 0	0	500
11-15	Tier 1	501	1,000
16-20	Tier 2	1,001	5,000
21-30	Tier 3	5,001	8,000
31-35	Tier 4	8,001	12,000
35+	Tier 5	12,001	15,000

* No clubs are guaranteed funding. Allocations, even “minimum” allocations, may not be awarded or may be reduced due to budget penalties listed above (late or missing budget hearings, etc.)

Tier Visual



STANDARD ALLOCATIONS

Travel - \$0

Clubs may not request budget funding for travel during the annual allocation process. SFCB will consider one-time overnight travel funding for organizations from the SGA Conference fund. Organizations may present their requested estimated expenses to the SFCB by filling out a Travel Request form prior to travel. The SFCB may approve an amount in full, in part, or not at all. Organizations may fundraise and use Extra Org funds for travel.

Food

The food allocation is a tiered system based on active membership. SGA may only subsidize the food costs of up to 6 meetings per semester for each organization. In order to have these costs subsidized, organizations must [submit an attendance sheet \(Entertainment Form\)](#) showing the majority of attendees were undergraduate student members, along with the necessary receipts. Any additional meal costs for general meetings must come from the organization's Extra Org. This does not apply to large scale events that require catering. The allocation amounts are as follows:

Number of Active members	Maximum Allocation
0-15	\$30 per meeting
16-30	\$60 per meeting
31-45	\$90 per meeting
46-60	\$120 per meeting
61+	\$150 per meeting

DISTRIBUTION OF FUNDS

1. All funds allocated to chartered organizations must be expended according to SFCB recommendation as outlined in their approved budget for the current year. No funds may be used to finance any activity that is in violation of SGA, SFCB, or Rowan University policy. If allocated funds are found to be spent violating the aforementioned policies, SFCB reserves the right to freeze the club's Regular Org until the SFCB deliberates with the SGA Advisor and SFCB Advisor on appropriate consequences including a reduction on the violating clubs' following fiscal year's budget proportionate to the offense.
2. Newly chartered organizations desiring allocation for the first time must contact the CFO, in writing, prior to budget hearings in the Spring Semester to request start-up funds from the Club Special Project Org:

- a. Organizations chartered **before October 15th** are eligible for a maximum amount of \$400 in funding for the remainder of the school year.
 - b. Organizations chartered **after October 15th** but **before March 15th** are eligible for a maximum of \$200 for the remainder of the school year.
 - c. Organizations chartering **after March 15th** can still request funding during the budget hearings in the spring semester, **but cannot receive it until the next fiscal year.**
3. The SFCB shall recommend a balanced budget to the SGA Senate in April of each year. The Senate, by a one-half majority vote, may accept, reject, or modify any line item(s), but may not increase the total budget. Rejected items may be reconsidered by SFCB and recommended to the Senate.
 4. In the event a complete balanced budget is not adopted by Senate before May 15th, the budget allocations will be determined by an Advisory Committee. The Advisory Committee shall consist of the SGA President, SGA Advisor, SFCB Advisor, and the CFO. They shall consult with the Vice President of Student Life, the Senior VP of Finance, and the two (2) student representatives of the Board of Trustees take final action.
 5. Copies of the final budget shall be filed before June 15th to the Rowan University Budget Office.
 6. Regular Orgs generally do not rollover/carryforward from year-to-year. Leftover balance in any Regular Org, except those of Institutional Organizations, internal SGA accounts, and any other organizations approved by the SGA CFO (one-time special permission for accounts being used over the summer, etc.) on June 30th of the fiscal year will be swept into the Fund Balance. If your organization is seeking one-time special permission, please meet with the SGA CFO and/or SFCB Advisor in advance.
 7. Regular Orgs and Extra Orgs that have been inactive for two fiscal years shall be closed and their funds deposited into the SGA General Operating Org.

FUND BALANCE

The Fund Balance is an internal report of all SGA accounts. It is the accumulation of unspent money from club accounts at the end of the fiscal year, ending June 30th. The explicit purpose of the Fund Balance is long-term investments that directly benefit the Rowan University Student Body and its use is therefore rare and taken with serious caution. Use of the Fund Balance to exclusively benefit a club or person is prohibited.

The Fund Balance is to maintain a **minimum of \$400,000.**

To Access the Fund Balance:

1. Submit a formal letter to the SFCB detailing requested amount, purpose, and benefit to the undergraduate student body.

- Assuming the SFCB finds the request valid for the Fund Balance purpose and an approval of the request would not allow the Fund Balance to fall below previously stated minimum, proceed to step 2.
- 2. SFCB reserves the right to approve all, a portion of, or none of the requested funds. On a following Senate date, the SGA CFO shall present the (SFCB approved) Fund Balance request.
 - With 2/3 majority approval ruling in Senate, proceed to step 3.
- 3. The Chief Financial Officer of the Student Government Association, upon recommendation of the Student Government Association Senate, will formally address the University Vice President of Student Life for final approval.
- 4. Request for sum from Fund Balance is approved or denied by University Vice President of Student Life.

In the case of a denied request, the SFCB shall meet with the University Vice President of Student Life to open discussions regarding the request.

GREEK ORGANIZATIONS

Any Greek organization that currently has an active SGA on-campus account (Extra Org) can still utilize that account at their discretion, however, in order to move money to their off-campus account, Greek organizations must follow these procedures:

1. Deposit any money to be transferred off campus into the Greek organizations on-campus account.
2. Fill out a Non-PO Payment Request to take a certain amount of money off campus.

SGA CAPITAL PROJECTS

SGA Capital Projects is a fund used by the SGA Executive Committee in whatever means they deem appropriate. The process for using this Org is that the SGA Executive Committee will make a request to the SFCB. SFCB will invite the SGA Executive Committee to a regularly scheduled SFCB meeting, or respond with any questions about the request during University break periods or times when SFCB is not scheduled to meet. The SFCB may: 1.) Vote to deny; 2.) Vote to postpone (for no more than 2 weeks) in order to receive additional information; 3.) Vote to Approve; or 4.) Vote to approve in part.

Please note that this Org is for SGA, and the SFCB's purpose is to make sure they are making financially sound decisions. It is not appropriate for SFCB to dictate how the money should be spent, only to make sure the Executive Committee has done their fiduciary due diligence.

A passing vote from the SFCB will be 2/3's of the board. Upon being approved, SGA will be allowed to use the approved allocation from this Org. No additional funds may be spent from this Org without first meeting with SFCB and repeating this process.

CLUB SPECIAL PROJECTS

Clubs may request additional funding to supplement what they were initially allocated from the Club Special Projects Org. The purpose of this Org is to allow for opportunities that arise during the year that weren't accounted for in the previous budget. This can be for anything as long as it follows the SFCB guidelines. The process will be that a club may [submit a funding proposal on ProfLink](#) to request a hearing. Delegates representing the SFCB will be appointed to meet with the club and prepare them for their meeting before the SFCB. The SFCB will host hearings at least once a month (during appropriate months) and allow for up to 10 presentations per month. After the board meets with clubs they have four options: 1.) Vote to deny; 2.) Vote to postpone (for no more than 2 weeks) in order to receive additional information; 3.) Vote to Approve; or 4.) Vote to approve in part. It will require 2/3's of the SFCB board to reach a passing vote.

Allocations for projects of \$5,000 or less may be awarded directly by the SFCB. For allocations greater than \$5,000, upon committee approval by the SFCB, the measure will be presented in front of Senate at the next scheduled meeting. With a one-half majority vote, the club will be approved to receive the funds.

Awarded funds will be transferred from the Club Special Projects Org to the organization's Org. Student organizations can not deviate from the proposed and approved budget submitted to SFCB. If there are deviations from the budget, the organization may be penalized with points or through Club Special Project funds being revoked. If a student organization does not use the entire budget granted to them through club special projects, the remaining funds will be transferred back to the SGA Club Special Projects Org.

Notes:

- Institutional Clubs may not apply.
- The organization must be SGA chartered.
- No more than one per club, per year.
- No more than half of this Org may be allocated for use in the first semester.
- Must follow up with the SFCB to remain in good financial standing.

SGA CONFERENCE TRAVEL

The purpose of this Org is to supplement SGA-chartered club conference or travel needs. Travel funding from the SGA Conference Org for SGA-chartered student organizations of \$7,500 or less may be awarded by the SFCB; allocations greater than \$7,500 for SGA-chartered student organizations will require approval at the next Senate meeting.

Overnight travel will not be requested during budget hearings. All overnight travel allocations will occur throughout the year on a case-by-case basis. Clubs may request additional funding for overnight travel out of the SGA Conference Org. This can be done anytime throughout the year, and clubs can start the process as early as they choose. However, this process **MUST BE STARTED AT LEAST 6 WEEKS** before planned travel. The process can be started by filling out the overnight Travel Request form, without completing the Section 6 – Accounting Information section. The club will then have the opportunity to meet with the SFCB during a hearing. The SFCB will host these hearings during every regular meeting as needed (meetings generally occur every other week during the fall/spring semester). At least two delegates from the club must attend the hearing, preferably the treasurer and the president. The club will have 5 minutes to present their travel request followed by a questioning period from the members of the SFCB. The voting members of the SFCB will then vote to fund the travel in full, in part, or not at all. A decision requires a majority vote. If a decision is not reached, the SFCB reserves the right to ask a club to come back at a later time.

Since the nature of overnight travel requests requires advance planning, it is possible that an SFCB will not be appointed in time for a hearing, or during academic break periods. In that case, a special committee consisting of the SGA President, Executive Vice President, and Chief Financial Officer, with oversight from the SFCB advisor, will hold a hearing and decide by majority vote.

Once a decision to award SGA Conference Org funds has been made, or a club wishes to proceed by using their Extra Org funds, the club must meet with the SGA Office Administrator or CFO to plan the trip and submit necessary paperwork. Once all of the details have been finalized a club is responsible for filling out a University Travel Request, Travel Waivers, and any other needed forms. It is highly recommended that a club continue meeting with the SGA Office Administrator/CFO throughout the process. To see the detailed step-by-step instructions for filing travel expenses please see Section III, pages 21-32.

Notes:

- No more than one request per club, per fiscal year
- The organization must be SGA Chartered
- Travel must be educational in nature. This must be proved to the SFCB during the hearing.
- Once all SGA Conference Org funds have been allocated, no further requests can be considered until the next fiscal year. SFCB may also limit travel at the end and beginning of each fiscal year to allow time for appropriate accounting processes.
- Request for overnight travel within 50 miles of Rowan University will not be considered (ie: Philadelphia, Wilmington, Atlantic City)
- No personal purchases on trips will be reimbursed (ie: Souvenirs, Food outside per diem, Alcohol)
- If approved funding does not cover all of the predicted travel expenses, a club can choose to use money from their Regular or Extra Org, or have students fund their expenses.
- Any remaining funds allocated to the club from the SGA Conference Org that are not used for the listed travel purposes will be returned to SGA.

STUDENT SPECIAL PROJECTS

The purpose of this Org is to allow individual students to access SGA funds without the affiliation of a club for conference or travel needs. This can be for anything as long as it follows the SFCB guidelines. The amount to be allocated to this Org is up to the discretion of the CFO and SFCB, although a minimum of \$10,000 must be available in this Org per year.

The process to access this Org will be that a student may fill out a [Student Special Projects request form \(via ProfLink\)](#) and submit it to the SFCB. The CFO will reach out to the student to schedule a hearing before the SFCB, hearings will be held at least once a month (during appropriate months). After the board meets with this student, as long as the request is within SFCB guidelines, and the student produces a letter of recommendation from a Rowan faculty member, the student may be granted a maximum of a \$500 award. A rare exception of any allocation over \$500 must be approved by a full Senate vote.

Notes:

- The student must be in good academic standing with the University
- The student must be a Rowan University undergraduate student
- No more than one per student, per year
- Once the Org is depleted no more requests will be accepted until the following year
- No more than half of this Org may be allocated out for use in the first semester
- Students can not directly profit off of funds received from SSP.

- \$500 is the standard award amount per request
- These funds are meant to be used for individual students to attend conferences, research events, or symposiums.
- A letter of recommendation and information about the event must be presented to SFCB before approval of funds

EMERGENCY CLOSURE

In the event that the University has an emergency closure, Rowan SGA may suspend all purchasing, with the exception of necessary purchases. If a purchase must be made, explicit written approval must be obtained by the SGA CFO and/or the SFCB advisor. SGA will follow University purchasing guidelines until the University reopens.

SIGNATURE AUTHORITY

The Student Government Association President, Executive Vice President, Chief Financial Officer, and Advisors, in addition to the Rowan University Chief Financial Officer are authorized signers for all organization and financial documents.

Student organizations may not sign any contracts on behalf of the university or act as its agent. Submit any contract or document requiring signature to the SGA Office Administrator for review through the University Contract Portal. Please allow ample time for review and return of signed documents.

Upon dissolution of the SGA, the SFCB designates the Rowan University Foundation as the agency responsible for coordinating and distribution of remaining Student Government Fee funds for student scholarships and programs.

SECTION TWO:

FUNDRAISING

FUNDRAISING POLICIES AND PROCEDURES

Fundraising is defined as any event at which an organization solicits money from its members or from other members of the community. A fundraising special event is an event sponsored by an organization for which any payment is made to attend, to sponsor, or to purchase goods or services.

A newly chartered club, who plans to fundraise, with no Extra Org funds, may request a special permission from the CFO to use up to \$75.00 of the Regular Org funds to fundraise. This exception is for one time use only and the funds must be deposited into the Extra Org.

Fundraising Process

1. [Complete Fundraising Form online via ProfLink](#)
2. The SGA Chief Financial Officer or Office Administrator will review and either approve or deny.
3. IF APPROVED, the club will receive a Fundraising Permit from the SGA Office.
4. The club, at that point, can take the approved Fundraising Permit to Chamberlain Student Center Event Services or other facilities to confirm a 25Live space request for a fundraising event.

The Chamberlain Student Center will not provide any club or organization with a table without seeing an officially signed and numbered fundraising permit.

Online Fundraising

ALL FUNDRAISING ACTIVITY BY AN SGA CHARTERED ORGANIZATION MUST BE REQUESTED IN ADVANCE.

Organizations are permitted to fundraise using online forums (ex, GoFundMe, Venmo) if the organization submits the request at least 2 weeks in advance and reports the amount of funds raised to the SGA CFO weekly. The timeline of fundraising must be set from the beginning and recorded with the SGA and its fundraising permit book. Funds are to be deposited within 48 hours of the close of the stated Fundraising Period.

Organizations found in violation of fundraising policies will be penalized 1-3 points and may be liable to up to a 50% budget reduction for the following fiscal year.

In order to set up an online fundraising forum you must have written approval from the SGA. SGA must have access to online account records to show that all proceeds are deposited.

Who Can Raise Funds?

All Student Government organizations are required to raise funds. The treasurer must keep accurate records of revenues and expenses, which must be reported to the SGA CFO. It is important that all fundraising means are able to be tracked by the SGA for auditing purposes. **All monies collected through fundraising must be reconciled and deposited into the Extra Org no later than the two working days following the fund-raising event.** No check should be written to an individual. Have checks made payable to “Rowan University”.

No individual member may profit from an organization’s fundraising event. All events held on campus which require the use of tickets sales for admission are required to arrange and report ticket sales and receipts through the Student Center Information Desk or Campus Box Office.

Should the request for a fundraising activity be denied, the decision may be appealed to the Student Financial Control Board.

Fundraising Requirement

Each year, student organizations will be asked to raise a certain amount of their yearly budget. If the organization does not account for these raised funds during budget hearings, it will automatically be taken out of their allocations. The amounts depend on the request of the club and they are as follows:

Amount requested	Fundraised requirement
<\$1,000	\$50
\$1,000-\$4,999	\$200
\$5,000-\$10,000	\$500
>\$10,000	\$1000

Approved Fundraising

- Approved bake sales.
- Charity tie-ins occur when funds are solicited from campus groups and tied into charity fundraisers.
- Pledge-based fundraisers are fundraisers such as bowl –a-thons and jog-a –thons, etc.
- Services fundraisers include car washes, vacuum-a-thons, etc.

- Product sale or auctioning of products to raise money is acceptable. Products include items such as t-shirts, flowers, etc.

Performance-based Fundraising

Clubs and organizations whose primary mission and role on campus involves performing arts may not charge ticket sales to Rowan students. Rowan students may only be charged under the condition that separately raised funds were a considerably larger contributor to the performance costs than the SGA allotted budget. Please check with the SGACFO or Office Administrator before charging students.

Deposits

Student organizations should immediately bring funds to deposit to the Student Government Association Office, Chamberlain Student Center 210. A staff member will verify your deposit and give you a receipt. Deposits will be posted to ProfLink monthly.

SECTION THREE:

PURCHASING GUIDELINES

ACCEPTABLE EXPENDITURES

1. **If an item is purchased with the intent of seeking reimbursement, [the purchase must be pre-approved in writing by the CFO or Office Administrator](#).** There are many procurement methods that don't require students spending their own money and being reimbursed, so we want to make sure the item cannot be obtained using one of these methods first.
2. An official **receipt or invoice** with business name and verifiable contact, date, item(s) and price(s), total amount paid/due, and method of payment must be provided for any vendor payments and/or reimbursements.
3. Student Government funds CAN NOT be used to purchase alcohol.
4. SGA is tax exempt, and you should provide the SGA tax ID number (22-2628847) to vendors when placing orders. Tax exempt certificates can be obtained from the SGA Office. **SGA will NOT reimburse sales tax for purchases made within the State of New Jersey.**
5. Funds collected as student activity fees may be budgeted and spent for on-campus meals or **food services**. This can occur only in the following cases:
 - Any organization may hold only one banquet, reception, and open house or similar event each semester.
 - Clubs and honorary organizations may have refreshments as an integral part of their meetings, provided the purpose is sufficiently documented.
 - **Gourmet Dining is the contracted food service provider for the University and should be used for all on-campus catering** over \$100. Gourmet, at their discretion, may approve a waiver of this contract requirement for certain ethnic foods they may be unable to produce, or events they cannot accommodate with other campus catering order volume, etc.
6. Student organizations should use preferred procurement methods for purchases:
 - Certain items can be ordered directly through SGA and automatically withdrawn from your Org without completing a ProfLink Purchase Request:
 - Amazon Business or Office Depot orders: see process below
 - [Barnes & Noble: accepts SGA DCAs](#)
 - Gourmet Dining catering orders
 - University Print Center orders (banners, brochures, copies, signage, etc.)

- Obtain an SGA Purchase Order for all vendors that accept them: submit the Purchase Order along with an invoice/receipt as a ProfLink Purchase Request using the process below.
 - Use an [SGA Purchasing Card](#) for online orders and local vendors along with tax exempt information. Return the receipt (without tax) immediately to the SGA Office with the Org number to be charged.
 - Your own money and requesting a reimbursement [with prior approval](#). **Requests for reimbursement for items that could have been obtained through the preferred procurement methods listed above may be denied.** Submit a receipt (without tax) and a copy of your credit card as a ProfLink Purchase Request using the process below. Reimbursements must be completed no later than 45 days from the date of purchase.
7. **Payments can only be made to vendors who possess a Banner ID issued by Rowan University:** New vendors will be required to complete a new vendor intake packet, including a W-9.
- To avoid delays in processing, these items should be submitted to the SGA Office Administrator for assistance in establishing a new vendor prior to purchase as soon as possible.

Purchasing procedures for some specific items are detailed below.

Pre-Approval Required

Purchases made prior to approval may be encumbered at the buyer or organization's risk (reimbursements may be denied). Pricing quotations must be provided for advance approval of some purchases. **Advance approval prior to purchase are required for the items listed below:**

1. The CFO must approve any purchase totaling more than \$3,000 in advance, **and all purchases to be reimbursed.** Organizations may obtain written quotations on the company's letterhead, or other legitimate source's website, and forward the quote(s) to the CFO for approval. The CFO recommends you select the vendor offering the lowest price, however, if an organization is not selecting the vendor with the lowest price, you must justify your reason in writing to CFO and wait for the final approval before purchasing the merchandise. Any violations of this process may result in non-reimbursement of products.
 - Quotes are not required for food or any combination of items where no one item exceeds \$3,000.00 individually, with the exception of merchandise (t-shirts, sweatshirts, etc.).
 - Quotes do not apply to vendors with exclusive State contracts.

- Quotes are not required for national chapter membership or conference registration fees.
 - Quotes are not needed when using funds from the Extra Org.
 - Three quotes are encouraged, but not required, for any major purchase up to \$19,999.99.
 - Requisitions over \$20,000 must be processed through the University's Office of Contracting & Procurement:
 - Three quotes are required, unless an exception applies, for purchases \$20,000 - \$99,999.99.
 - Purchasing will assist with a public bid process required for any purchases > \$100,000.
2. **Student organizations may not sign any contracts on behalf of the University or act as its agent.** Submit any contract or document requiring signature to the SGA Office Administrator for review through the University Contract Portal. Please allow ample time for review and return of signed documents.
 3. Gourmet Dining is the contracted food service provider for the University and should be used for all on-campus catering over \$100. Gourmet, at their discretion, may approve a waiver of this contract requirement for certain ethnic foods they may be unable to produce, or events they cannot accommodate with other campus catering order volume, etc.
 4. Student organizations must seek **approval from IRT** before purchasing computer hardware, software, and TVs that will operate on Rowan's network, and all technology-related giveaways and prizes.
 - This does not include consumable items such as keyboards, mice, etc. which are exempt from review.
 - For expedited review, note in your request one or all of the following (depending on what applies): a) It is a giveaway; b) Will not be a Rowan asset; c) Will not be connected to Rowan's network.

Visit the SGA Office for assistance with the ITAP process. Please list the ITAP approval number on your purchase request.
 5. All travel must be approved prior to travel in order for any prepayments or reimbursements to be permitted. After approval, an Encumbrance number is issued that must be used for all travel payments. Traveling prior to advance approval may result in non-payment of reimbursement requests.

Conference Attendance

Students may attend conferences only when it will directly benefit the organization. Students are expected to give the organization a full report of the conferences and be available to make a report to the Senate or SFCB upon request.

1. Meals are not refundable for day travel
2. No individual may be reimbursed for more than the daily amount listed on the General Services Administration website (<http://www.gsa.gov>) for meals when participating in a conference. Please go to the SGA office for assistance.
3. The individual will be reimbursed for conference days only, not extra days taken on the trip.
4. Students traveling via taxi, bus, aircraft or train can be reimbursed as long as proper receipts are submitted. Students may be reimbursed \$0.655 per mile if driving their own vehicle; however, a Google Maps or other directions with mileage must be provided, and reimbursement is made using the shortest route calculation only (Rowan University's address is 201 Mullica Hill Rd, Glassboro NJ 08028).
5. When air fare is necessary, the lowest possible price at the point of purchase must be chosen. No upgrades will be allowed/reimbursed.
6. Any number of students may attend a given conference with appropriate rationale.
7. SGA Travel Request forms and waivers are required weeks in advance of travel or payment may not be possible.

Same-Day Travel

Trips that are completed within a 24-hour period and do not require accommodations are considered same-day travel. Funding for same-day travel must be requested during budget hearings and the SFCB can decide whether or not to fund the travel in whole, in part, or not at all.

If unexpected same-day travel expenses arise, a Club may request additional funding via the Club Special Project process.

Conference Planning Process (for Overnight Trips)

1. Speak with the SGA Office Administrator or SGA CFO regarding all conference planning for club.
2. Fill out SGA Travel Request form with estimated expenses and attached documentation (airfare costs, conference registration costs, per diem meal costs, etc.). The SGA CFO will have to approve and sign.

3. Attach a list of names of students attending and corresponding Banner IDs.
4. Attach list of signed waivers of all attendees.
5. Submit to SGA office for approval **at least one month in advance of trip.**
6. Receive encumbrance number and coordinate reservations with the SGA Office. You may book using Rowan University's designated travel agent. Additional information may be required to book through the travel agent, and booking fees may apply.
7. If traveling with the intent of using the SGA Credit Card, please see p. 31.
8. Reference the Travel section within ProfLink Finance portion of these guidelines for details on how to file travel expenses.

Gift Card Policy

All gift card payments must be in compliance with the University's **Gift Card Policy**, regardless of the funding source. The purchase and use of such items requires strict accountability to remain in compliance with the IRS and the university's cash control environment. Gift cards are considered cash or cash equivalent that is subject to taxes regardless of the value. This income will be reported on IRS form 1099 if the value of gift cards plus any other non-W2 compensation received by an individual from the University as a whole aggregates to an amount of \$600.00 or more per calendar year. Gift cards, regardless of value, may not be given to anyone considered a non-U.S. person for tax purposes.

Gift cards may not be purchased with university funds for the purpose of giving an employee or student worker compensation for work or education-related activities. Employees may not be reimbursed for out-of-pocket purchase of gift cards. Gift cards may not be purchased using the University's Purchasing Card system. Gift Cards may not be purchased through the University's Barnes and Noble account.

Gift cards may only be used for prizes and awards or to compensate human subject research participants. Pre-approval of the use of gift cards is required for all purchases at https://sites.rowan.edu/accounts payable/gift_cards/clincard. Please visit <https://confluence.rowan.edu/display/POLICY/Gift+Card+Policy> and email giftcards@rowan.edu with any questions.

BUSINESS OPERATIONS

ProfLink Finance

All Student Government Association and Fraternity & Sorority Life student organization financial transactions are subject to review and approval as outlined in the Student Financial Control Board (SFCB) Guidelines. The financial approval process utilizes ProfLink in addition to other administrative systems (such as Banner) as needed. Organizational level financial access is granted by the ProfLink roster.

ProfLink Purchase Requests

The items listed below must be filled out completely:

A. Student Organization Presidents and Treasurers

1. Create a purchase request (Organization Home > Finance > Create Purchase Request).
 - **SUBJECT:** Payee Name and description (individual or vendor to receive the payment)
 - **DESCRIPTION:** Who, What, Where, When, Why
 - **REQUESTED AMOUNT:** Total Payment/Reimbursement
 - **CATEGORIES:** Select [Account Code](#)
 - **ACCOUNT:** Select your Regular or Extra Org
 - **FIRST NAME:** Payee First Name or Vendor Name
 - **LAST NAME:** Payee Last Name
 - **STREET, CITY, STATE, ZIP:** Payee Address

Section 1: Purchase Request

- **PAYEE BANNER #:** Banner ID # from [Vendor List](#)
- **PAYMENT TYPE:** Is this a vendor payment, reimbursement by check or direct deposit
- **DOCUMENTATION:** Upload itemized receipt showing type of payment (credit card etc.), invoice, etc.
- **ITAP APPROVAL:** type in the REQ/approval number and upload the email

Section 2a: New Vendor Information (only complete if this applies)

- **NEW VENDOR:** Check box for new vendors and upload W-9
- **ENCLOSURE:** Check box if invoice should be included with payment

Section 2b: Reimbursements (only complete if this applies)

- **COPY OF CREDIT CARD:** upload copy of credit card showing last 4 digits and name (only applicable for reimbursements) or upload credit card statement
- **ADDITIONAL INFORMATION:** may be used to provide documentation that a credit card or bank account is linked to an ApplePay/PayPal/etc. transaction

Section 3: Travel (only complete if this applies)

- **ENCUMBRANCE #**

- *CONFERENCE NAME*
- *DESTINATION: City & State*
- *TYPE OF TRAVEL PAYMENT: Day Travel (mileage), Domestic Overnight Travel Expense Report, International Travel Expense Report, Travel Prepayment*
- *TRAVEL FORM: Upload the specific travel expense, prepayment, or request form*
- *TRAVEL WAIVER: A legible Rowan University travel waiver signed by each traveler must be uploaded*
- *CLERY TRAVEL FORM: One group leader per trip must complete this form.*
- *DAY TRAVEL/MILEAGE PAYMENTS: Enter the total amount request for Day Travel (mileage) expenses*
- *MILEAGE LOG: Upload a Google Maps route showing the mileage requested (use 201 Mullica Hill Rd, Glassboro NJ 08028 as the starting address)*
- *TRAVEL EXPENSES: Check all applicable boxes and enter amount in text box below each expense*
- *TOTAL TRAVEL EXPENSES*
- *TRAVEL PREPAYMENTS: Check applicable box and enter each amount requested*
- *TOTAL TRAVEL PREPAYMENT*

B. Student Organization Advisor

2. Review the Purchase Request and then change Stage (Organization Home > Finance > Purchase Requests > Change Stage). Student organization advisor will change the Stage to *SGA Chief Financial Officer* and type *Approved* or *Denied* in the Comments section then *Save*. Advisors may not change the Status – the Status will always remain Unapproved until all steps of approval are completed. If the student organization advisor denies purchase request, SGA Chief Financial Officer will change purchase request status to Denied.

C. Next Steps of Approval

3. After the student organization submits the request and it has been approved by the student organization advisor, it is reviewed by the **SGA CFO**. The **SGA Office Administrator** may also review the submission for accuracy at any point of the approval process and request any missing information/documentation needed. During break periods or other times when the SGA CFO is unable to complete a timely review, the SFCB Advisor may also review purchases at this Stage.
4. The request is then reviewed for approval by the **SFCB Advisor**. If the SFCB advisor is involved in the purchase or not available to review, the Vice President for Student Life may also review/approve.

5. Depending on the type of payment requested, the request may be processed by the **SGA Office Administrator** (University requisitions, etc.) or processed as a non-purchase order payment by the **Division of Finance** (reimbursements, registrations, direct vendor payments).

Departmental Charge Authorizations (DCAs)

[Departmental Charge Authorization forms](#) are used to transfer funds between Rowan University accounts. Departmental Charge Authorization charges will be posted to ProfLink monthly.

1. **Student Organization Presidents and Treasurers:** Complete Departmental Charge Authorization.
2. **Student Organization Advisor:** Signs Departmental Charge Authorization.
3. **Credit Department:** Signs Department Charge Authorization and submits completed form to the Student Government Association Suite, Chamberlain Student Center 210.

Travel Requests

A Travel Request form must be completed to approve any University travel in advance:

1. **Student Organization Presidents and Treasurers:** Complete Travel Request, attach list of all attendee's names and Banner ID numbers and have all participants [complete a Travel Waiver](#).
2. **Student Organization Advisor:** Signs Travel Request and submits form to the Student Government Association Suite, Chamberlain Student Center 210.

Travel Prepayments with the SGA Purchasing Card

A Travel Request and Travel Waivers must be completed prior to submitting [Travel Prepayments](#) or Same Day Travel. Prepayment of travel expenses include: Conference Fees, Registration Fees, Airfare and Group Travel. You may also book with the University's designated travel agent. In some cases where a credit card is necessary to initially pay for travel or conferences (i.e. flights, hotel, rental car), clubs may also use an SGA Purchasing Card. Prepayments cannot be made until a Travel Request has been approved and an Encumbrance number issued.

A. Student Organization Presidents and Treasurers

1. Complete the Overnight Travel Funding Request process (if applicable) and all [Travel Request forms](#) and waivers.

2. Once the request has been approved by all parties, the traveler will receive an encumbrance number.
3. With an approved Travel Request and encumbrance number, approved purchases may be made with an SGA purchasing card up to the approved amounts.
4. Contact SGA (sga@rowan.edu) to schedule a time for all travelers to visit the SGA Office to complete purchasing using a purchasing card.
5. Retain receipts and provide them to the SGA Office Administrator immediately for the purchasing card to be reconciled to your student organization account.

B. SGA Office Administrator

6. The SGA Office Administrator will directly charge the purchasing card purchases to the designated organization account.

Notes:

- Advisor, CFO, and SFCB Advisor approval is established by their signatures on the Travel Request form(s).
- For purposes of travel, flights, hotel, and registrations may be placed on the SGA Credit Card, however, may not exceed \$5,000 total per organization in one month.
- The SGA Credit Card is available to be used by club treasurer and presidents and should not be used where a Purchase Order or Non-PO can be used if planned in a timely fashion.
- Travel requests will be determined based on a first-come-first-serve basis as there may be times when SGA cannot accommodate all club requests (due to purchasing card limits etc.).
- Conference attendees must still provide signed waivers, their names and Banner #s.

Purchase Orders (POs)

A. SGA PURCHASE ORDERS

- 1. Student Organization Presidents and Treasurers:** Visit the Student Government Association Suite, Student Center 210, to receive an SGA Purchase Order.
- 2. Student Organization Advisor:** Sign completed Purchase Order.
- 3. Student Organization Presidents and Treasurers:**
 - Send Purchase Order to vendor.
 - After receiving order, follow **ProLink Purchase Request** section. Include Purchase Order # in the Subject purchase request (i.e. "PO# SGA001 Nick's Pizza for 9/8 Prof Pack Meeting").
- 4. Student Organization Advisor:** Approve purchase request and change Stage (Organization Home > Finance > Purchase Requests > Change Stage). Student organization

advisor will change Stage to *SGA Chief Financial Officer* and type *Approved* in the Comments section then *Save*.

B. UNIVERSITY PURCHASE ORDERS

- 1. Student Organization Presidents and Treasurers:** Whenever possible, a University Purchase Order can be issued to a vendor to secure a purchase. Submit the Purchase Request using ProfLink finance, uploading the quote instead of a receipt for your purchase and make a note that you are requesting a University Purchase Order.
2. The **Student Organization Advisor, SGA CFO, and SFCB Advisor** would approve in ProfLink as normal.
3. The Purchase Request would then be assigned to the **SGA Office Administrator** to create a requisition in Banner. Once the req converts to a Purchase Order, the SGA Office Administrator would provide the electronic PO to the organization.
4. The organization must return the final receipt(s) to the SGA Office Administrator when all items are delivered. The SGA Office Administrator will Receive on the Purchase Order in Banner and close the Purchase Request in ProfLink.

Banner Account Codes

See the Rowan University Budget Office website for a current list of Banner Account Codes: https://sites.rowan.edu/budget/_docs/account_code_definitions.pdf

Contractual Agreements

The SGA has one uniform contract for all outside performers which can be found on the Purchasing website at <https://sites.rowan.edu/procurement/contracts/index.html>. When an organization plans an activity that requires hiring an outside performer, band, speaker, DJ or other outside agency, a contract is required. First, a certification for Determination of Independent Contractor form must be completed, after which a contract is required. Such contracts will include the terms and conditions or the service performed, and the fee. All contracts must include the [Contract Approval Form](#), W9 Form, and Business Registration Form.

In order to protect each organization (members, advisors, and the institution), it is imperative that these contractual agreements are reviewed and signed by the university Vice President of Student Life, Senior Director of Contracting & Procurement, and Senior Vice President of Finance or designees before any event takes place. To avoid any delays in activities or events, it is imperative to plan well in advance and include your advisor. Please review all agreements carefully to ensure that your organization has adequate funds and approval forms required by SFCB. Lastly, secure and review the contract for appropriate signatures at least one month before the event or service.

When an organization plans an activity that requires hiring a student to perform a service, this organization should visit https://sites.rowan.edu/hr/recruitment_and_staffing/student_payments.html. The portion you will be using is underneath 'Student Special Project', note that this includes a help sheet and a video guide. Because this is a University procedure they will update this site with the most accurate and update to date information throughout the year. If any errors arise students are encouraged to set a meeting with the SGA CFO who can assist with this process. When an organization If the performer is an employee, a Certification for Determination of Independent Contractor form and a special assignment contract is required.

Any student talent (i.e. DJ, magician, comedian) that makes their service available for business, is encouraged to register with the SGA so that the office can keep a list of local talent for organizations and departments to view and potentially hire from.

If a club does not complete the proper forms at least two weeks prior to the event and not before that club will receive 2 points against them and risk not being able to bring in their contracted talent.

Legal Disclaimers

Club members, Rowan SGA, and Rowan University cannot be legally bound to any contract signed by any SGA Club/member. Only authorized signers can authorize agreements on behalf of SGA or using SGA funds.

***Please Note:** The SGA is not responsible for student work or for providing supplies. It is up to the contracted student and student organization to manage plans without Student Government's involvement.*

MISSING RECEIPT AFFIDAVIT

A missing receipt affidavit can be used in the event that a student loses an itemized receipt and is unable to be reimbursed. Missing Receipt Affidavits can be used once per student per year. Please contact SGA to discuss this process and receive the Affidavit if needed. If the purchase was made by credit card, a statement must also be provided with the Affidavit. The maximum amount able to be reimbursed is \$100.00 less tax (no tax can be reimbursed). SGA will track the names, Banner ID's, and emails of all students who used a Missing Receipt Affidavit in the Finance Google Drive.

SGA PURCHASING CARD

The SGA Purchasing Card is a credit card available to be used by club treasurers and presidents. The Purchasing Card is not to be used in place of a purchase order, whenever possible. The Purchasing Card is not to be used for gas purchases for bus/van or personal use. The Purchasing Card is not to be used to purchase alcoholic beverages, personal items, rental equipment (unless authorized), or other items that violate university policy.

Do not charge sales tax to the card!

1. To sign out the SGA purchasing card, clubs must complete a [SGA Purchasing Card Authorization form](#). Officer and advisor signatures are required.
2. The person listed as authorized to use the card must visit the SGA Office Monday-Friday between 9 am – 4 pm.
3. When using the card, provide the vendor the SGA tax ID number and ensure no sales tax is charged prior to making payment.
4. All purchases made with the SGA Office credit card must have an itemized receipt for all purchases made.
5. Return the purchasing card and receipts immediately after your purchase, and let the Office know which Org the items should be charged to (Regular or Extra). Clubs will receive point penalties and future loss of card privileges if purchasing cards not returned within 24 hours.

AMAZON BUSINESS/ODP ORDERS

Chartered organizations may request purchases through SGA's Amazon Business Prime or Office Depot Accounts, and all Amazon an/or Office Depot purchases must be placed through this process:

1. Obtain approval from your club and faculty/staff adviser. The purchase request email must clearly show approval from an undergraduate student club officer (usually treasurer, or the president if the treasurer is the purchaser) and faculty/staff advisor.
2. Email sga@rowan.edu with the following information about your order:
 - a. Item name
 - b. Link to Amazon or ODP item(s)
 - c. Quantity needed (list 1 to confirm if only one item is needed)
 - d. Contact person for the organization who will pick up the item(s) when delivered
 - e. Org number to be billed
 - f. Approvals from club and advisor

Orders will not be placed until all requested information is received.

3. SGA staff will enter the order. If a requested item is restricted from being purchased by SGA, the Office Administrator will contact you with other options. If you are then authorized to purchase items from elsewhere, additional information about tax and procurement method will be provided.

4. Amazon and ODP orders must be approved by the Office of Contracting & Procurement. No delivery estimates are accurate until the order is approved and accepted by Amazon or ODP.
5. SGA staff will email the order confirmation to the contact provided. This is the amount that will be directly charged to your student organization account. You do not need to submit a Purchase Request for Amazon or ODP orders.
6. Items may only be delivered to SGA. The contact listed will be notified when the item(s) are available to pick up from Chamberlain Student Center Suite 210, Mondays-Fridays 9am-4pm. Please pick up items within 48 hours.

Please know that prices and shipping times from Amazon Business or ODP may not match the public Amazon or Office Depot websites.

LATE PAYMENTS/UNPAID BILLS

Clubs that have not appropriately completed necessary paperwork to process club purchases after the end of the semester are still responsible for their purchases. If Club members cannot be reached for signature, the SFCB reserves the right for the SGA Advisor to sign on behalf of advisors. If a club treasurer cannot be reached, the club president may sign necessary paperwork in his or her place.

Late or incomplete payments compromise the Student Government's credibility with outside vendors. Therefore, in the event a club has not appropriately or punctually completed payments to vendors/departments (as listed on the specific invoice), the club will receive a penalty of **4 points**. The SFCB will take late payments into consideration during the deliberation for the club's budget following budget hearings.

The SGA Office also reserves the right to transfer funds from a club's Regular Org, then Extra Org if a lack of action is taken by the E-Board and adviser to pay their outstanding late payments.

APPENDIX 1:

TREASURER TERMS & CONDITIONS

Treasurers act as trusted stewards of University funds. They hold an essential role that carries with it many responsibilities. Treasurers are expected to be familiar with the [SFCB Guidelines](#) and other applicable SGA policy/procedures. It is vital to the function and success of Student Government that treasurers act ethically.

While it is understandable and expected that treasurers may make mistakes, there are certain actions that are direct and blatant violations of SGA policy. These actions not only affect a club in a detrimental way but also have deeper effects on Student Government and its relationship with other University departments.

Please find a list of all of the violations of the treasurer accountability policy below:

Overdrawing Org Accounts

It is a treasurer's responsibility to maintain accurate records of spending and keep the club's Org accounts from reaching a negative balance. If there is a negative balance in a club's Regular Org, the money to settle the account to zero will come from a club's Extra Org. A club's accounts are considered overdrawn when there is a negative balance between the Regular and Extra Org (example of overdrawn accounts:

Regular Org = **-\$300**, Extra Org = \$150, Total Balance = **-\$150**).

Penalties:

Overdrawn Amount ≤ \$200

1st Offense: No points. Mandatory meeting with CFO. Money will come out of the budget for the next fiscal year.

2nd Offense: 3 points. Mandatory meeting with CFO & SFCB advisor. Money will come out of the budget for the next fiscal year.

Overdrawn Amount > \$200

1st Offense: 3 Points. Mandatory meeting with CFO and SFCB advisor. Money will come from the budget for the next fiscal year.

2nd Offense: 4 Points. Org will be frozen for the rest of the fiscal year. Money will come out of the budget for the next fiscal year.

Signing a Contract on Behalf of the University

As stated in the [SFCB Guidelines](#), it is a direct violation of University policy for a student to sign a contract on behalf of the University. When this happens, it does not only reflect poorly on the club but on SGA as a whole. The proper contract procedure is found in the contractual agreement section. When a contract is needed for an event, it is highly

recommended that a student meets with the SGA Office Administrator or CFO for guidance.

Penalties:

1st Offense: 2 points. Mandatory meeting with CFO. The contract must be resubmitted through the University approval process for appropriate signature prior to payment.

2nd Offense: 4 points. Mandatory meeting with CFO, SFCB Advisor, and SGA President. The contract must be resubmitted through the University approval process for appropriate signature prior to payment.

Budget Deviation

Club Special Projects funds are awarded for specific purposes only. Organizations utilizing these funds must only use funds as represented in their budget hearing with the SFCB.

Penalties:

2 points and/or Club Special Project funds may be revoked. Mandatory meeting with CFO.

Holding an Illegal Game of Chance

An organization that wishes to hold games of chance (raffles, 50/50, bingo, etc.) must notify the SGA CFO at least 2 months in advance in order for the SGA to advise the organization how the game is to be conducted to not violate the Borough of Glassboro and State laws. Below are examples of when your organization's name is excluded from the municipal registration and permit acquisition process:

1. If you are eligible to win a prize without paying for a bingo card or a 50/50 raffle. For example, if you did not pay for the bingo card or 50/50 raffle ticket and the gifts or prizes awarded are donated or expected to be paid for from the profits made at the concession.
2. If you are eligible to win a prize from a game of chance without money being exchanged between the organizer and participants. For example, you are not charged an entrance fee and the raffle tickets are free of charge, even though you paid for food or drink; it has nothing to do with a chance of winning any of the prizes.

Penalties:

Any student organizations that do not follow the correct process are subject to a fine and game cancellation and will be penalized with 4 points in addition to the municipal fine. A violation of bingo and raffles licensing law carries a fine up to \$7,500 for the first offense and up to \$15,000 for the second and each subsequent offense.

Traveling Without Filing the Proper Paperwork

As stated in the [SFCB Guidelines](#), there is a Travel Request form that must be filled out at least 1 month prior to booking travel (requests for overnight travel must be submitted according to the overnight travel policy stated in the SFCB Guidelines). This form must be completed so that reimbursements and prepayments for travel can occur. [Waivers must also be submitted for each club member attending the trip](#). Failure to submit these forms results in legal issues, delays in payments, and violates official University policy.

Penalties:

Failure to submit paperwork one month/denoted time in advance of booking: 1 Point.
Mandatory meeting with CFO. SFCB may deny request for overnight travel hearing.
Submitting paperwork after travel has already occurred: 4 points. Significant delays to reimbursements and payments. SFCB may not provide Conference Org funding for travel.
Mandatory meeting with CFO, SFCB Advisor, and SGA President.

Violating Fundraising Rules

Fundraising policies and procedures are important and must be followed for auditing purposes. Violations include failure to submit a fundraising request, failure to deposit money earned two working days after fundraising has ended, and failure to secure permission to use online platforms.

Penalties:

1st Offense: 1 point. Mandatory meeting with CFO.
2nd Offense: 3 Points. Mandatory meeting with CFO and SGA President. May be liable for up to a 50% budget reduction the following year.

Submitting Contracts Late

Contracts are necessary anytime an external vendor performs a service on behalf of an organization, even when there is not a charge, to promote student safety, reduce risk, and liability.

Penalties:

If a club does not complete the proper forms at least two weeks prior to the event, that club will receive 2 points against them and risk not being able to bring in their contracted talent.

Submitting Purchase Requests Late

According to University Policy, purchase requests should be submitted within 45 days from the purchase date. This not only prevents requests from piling up at the end of the semester, but it also helps students. Submitting a purchase request sooner means that a student will be reimbursed sooner.

Penalties:

1st Offense: 1 Point. Mandatory meeting with CFO.

2nd Offense: 2 Point. Mandatory meeting with CFO. Reimbursement requests are denied.

3rd Offense: 3 Points. Mandatory Meeting with CFO, SFCB advisor, and SGA president. Reimbursement requests are denied.

Submitting Vendor Payment Requests Late

Many vendors set their own deadlines for payment of an invoice. Invoices may be payable upon receipt, 14 days, or 30 days for example. Failure to pay a vendor invoice prior to the payment due date will result in a penalty. Please remember to submit the payment request on ProfLink prior to the payment due date as additional time is needed to process these payments.

Penalties:

4 Points. Mandatory meeting with CFO.

Failing to respond to emails in a timely manner

When an SGA representative (CFO, Office Administrator, Financial Assistant, etc.) emails a treasurer with an email that requires a response, it is expected that a treasurer will respond within 7 days from receiving it. If a treasurer does not respond, one follow-up email will be sent. If no response is received within 3 days from the follow-up email, there will be the following penalties. This rule does not apply during breaks and holidays.

Penalties:

1st Offense: 1 Point. Mandatory meeting with CFO.

2nd Offense: 2 Points. Mandatory meeting with CFO. Reimbursement requests are denied.

3rd Offense and onwards: 3 Points. Mandatory Meeting with CFO, SFCB advisor, and SGA president. Reimbursement requests are denied. Possible proclamation by SFCB to club to replace Treasurer.