

Illinois State University

Program/Opportunity Fund Purchasing Guide for Sponsored Student Organizations

2023-2024

Student Activities

Student Activities is dedicated to helping organizations that receive program or opportunity funds for events and travel. All policies and procedures described in this guide only apply to program and opportunity funds.

Funds awarded through the program or opportunity fund will be held in a University account. Money generated from membership dues, fundraisers, etc. must be deposited into a University account established by the sponsoring department. Self-generated funds must be managed separately from the student fee allocation.

Location:

Student Activities, Dean of Students
227 Bone Student Center

Hours:

Monday – Friday, 8am – 4:30pm

Contact:

(309) 438-3212, studentorganizations@ilstu.edu

Forms:

All forms listed in this document are available on the Dean of Students website:

<http://deanofstudents.illinoisstate.edu/involvement/organizations/funding/academic.php>

Program/Opportunity Fund Budgets and Accounts

- Program/Opportunity Funds are provided through student fees. These are University funds and must adhere to all University purchasing policies and procedures.
- Funds will be deposited into a University account assigned to the RSO.
- All expenses must be approved by the RSO's budget officer, who is an Illinois State University Faculty or Staff member employed by the University. For most RSOs, this will be the advisor.
- All groups who are granted money from the program or opportunity fund are given an approved, itemized budget that must be followed.
- To request a change in funding, complete a **Change in Allocation Form**:
https://forms.illinoisstate.edu/forms/change_in_allocation_request
The form will be reviewed by the Student Fee Board.
- Groups that exceed their allocation must obtain the additional funding needed from another source.

Important Policies

Sales Tax Exemption

- All purchases must be exempt from sales-tax using the ISU tax-exemption number with the exception of hotels and restaurants.

- This number can only be used by RSOs who receive Program/Opportunity Funds. In no instance should this number be presented for personal use, used to open any outside accounts, or used with funds from external bank accounts.
- Sales tax will be deducted from reimbursements.
- Tax-exemption form is available for advisors from Student Activities.

Prohibited Purchases

- alcoholic beverages
- gifts for advisory or participating members
- **gift certificates/gift cards**
- support of political programs, parties, individual political candidates, or direct lobbying efforts
- support or contributions to any private person, group, association, or business except for services and goods rendered (no donations)
- payment of faculty, A/P or Civil Service professional dues
- payment of debts or expenditures from any previous fiscal year
- cash prizes
- **purchases made with a SNAP card**

Income

- Ticket sales, donations, etc. can only be collected if approved as part of the funding process.

How to Process Payments – ISU Internal Vendors

Bone Student Center / Event Management, Dining & Hospitality (EMDH)

- EMDH is only able to process one form of payment for an invoice. Therefore, if an RSO is going to go over the allocated amount for an event, the RSO must submit and get a change in allocation approved before the event or pay the entire bill with outside funds.
- If using Program/Opportunity Funds for the entire bill, EMDH will directly bill your RSO account.

Facilities

- ISU Facilities will be paid directly from the RSO account and will not exceed the allocated amount.
- If you need to provide an account number, please contact Student Activities.

ISU Catering/Event Management, Dining & Hospitality (EMDH)

- EMDH is only able to process one form of payment for an invoice. Therefore, if an RSO is going to go over the allocated amount for an event, the RSO must submit and get a change in allocation approved before the event or pay the entire bill with outside funds.
- If using Program/Opportunity Funds for the entire bill, EMDH will directly bill your RSO account.
- No alcohol may be purchased.
- For non-EMDH catering, RSOs must use a licensed caterer or be reimbursed for food supplies.

ISU Printing Services

- ISU Printing Services will be paid directly from the RSO account and will not exceed the allocated amount.
- It may take up to three days to verify funding and for Student Activities to provide account number.

How to Process Payments – External Vendors

*Submitting Paperwork

- All paperwork, documents, and itemized receipts will need to be processed to release funding. It is required that you **submit these electronically in PDF format** to Heather Marshall, hllough@illinoisstate.edu. Images will not be accepted. To create a PDF using your phone, please utilize [Adobe Mobile Scan app](#). RSO is required to keep all original paperwork/receipts within their RSO records. Paperwork must be submitted within 30 days of purchase.

*Timeline for Payments

- Payments are issued on campus twice/week.
- For expenses under \$5,000, complete and correct Request for Payment forms must be received by Student Activities a **minimum of 3 weeks prior to when payment is needed**.
- For expenses exceeding \$5,000, complete and correct Request for Payment forms must be received by Student Activities a **minimum of 4 weeks prior to when payment is needed**.

Invoices

- Invoices from vendors such as PIP, P&P Printing, Weaver's Rentals will be paid directly to the vendor after the invoice is sent through the paperwork flow listed above.
- RSO is not authorized to open a charge account with any vendor directly.

Supplies (i.e. decorations, miscellaneous event supplies, etc.)

- If purchased in a store, reimbursement will be issued to the individual who made the purchase. Please note sales tax cannot be reimbursed.
- An original, itemized receipt is required for reimbursement. They must be included with a **Request for Payment** form when submitted for processing.
- Online purchases may utilize a University credit card. Submit the webpage and item info to Student Activities with enough time to receive the items (check shipping times). Plan for one week of processing time after being submitted. Items will be shipped to Student Activities and the RSO will be contacted when the shipment is received to be picked up in the Student Involvement Center, BSC 227.
- No cash prizes. Any prize items the RSO has allocated funds for must be under \$50, unless otherwise indicated by the Fee Board in the funding allocation letter. Only ISU students are able to win prizes and only up to \$50 total per event. Additional information must be submitted with the prize reimbursement receipt on the [Prize Tracking spreadsheet](#):
<https://deanofstudents.illinoisstate.edu/downloads/RSO%20Prize%20Tracking%20Template.xlsx>
 - Event name and date
 - Purpose of the prize at the event
 - List of prizes distributed, cost, and student winners

Contracting Performers and Speakers under \$10,000

- All contracts/ISU Agreement for Services under \$10,000 must be signed by the sponsoring department's authorized signer. The contracted amount should include airfare/mileage and hotel, as it takes the burden off the RSO for making arrangements. If the performer insists on the RSO paying for the hotel directly, please contact Student Activities for options.
- You must use the link to the Agreement for Services on the Dean of Students Office webpage each time you need one in order to make sure you are using the most current form.
<https://purchasing.illinoisstate.edu/forms/>
- Payments for performers and speakers will be issued according to the contract payment terms and options available through the University. Reimbursements will not be made for contracts paid from personal or RSO external bank accounts.

Contracting Performers and Speakers \$10,000 and Over

- All contracts/ISU Agreement for Services \$10,000 and over must be approved by the sponsoring department's authorized signer. The contracted amount should include airfare/mileage and hotel, as it takes the burden off the RSO for making arrangements. If the performer insists on the RSO paying for the hotel directly, please contact Student Activities for options.
- You must use the link to the Agreement for Services on the Dean of Students Office webpage each time you need one in order to make sure you are using the most current form.
<https://purchasing.illinoisstate.edu/forms/>
- Contracts and Agreements for Services \$10,000 and over must be signed by the University Purchasing Office and will require a University Purchase Order. The sponsoring department is responsible for processing the purchase order request and payment.
- Payments for performers and speakers will be issued according to the contract payment terms and options available through the University.

How to Process Payments – Travel

The sponsoring department's business manager is required to meet with Jessica Sutter, Dean of Students Business Manager, prior to booking travel.

Vehicles

- Car and van rentals may be arranged through ISU Facilities/Fleet Management – (309) 438-2038.
 - ISU Fleet Services will directly bill the RSO account and will not exceed the allocated amount.
 - If an RSO would like to purchase additional fleet services than what was included in the budget, the RSO will need to pay the difference in full or submit a change in allocation request.
- Students may use private automobiles and be reimbursed for mileage.
- Car and van rentals may be arranged through an outside company and paid by the traveling student(s) who will then be reimbursed.

Airline Tickets

- Tickets may be purchased online or by calling an airline directly. Travelers may pay for their own airfare and be reimbursed or it can be paid with a University credit card through the sponsoring department.
- Airline tickets must be roundtrip, to and from the same location, otherwise no payment will be issued.
- No payment will be issued for additional fees such as upgrades, in-flight internet, etc.

- Luggage fees for more than (1) checked bag will NOT be reimbursed unless it is for conference supplies.
- If a traveler cancels after payment has been made, the traveler must reimburse the amount of the ticket and then they will have use of that ticket for personal use. The traveler is responsible for payment of any additional costs associated with that ticket.
- No payment will be issued to the RSO for an advisor travel expense.

Hotel

- The RSO is responsible for finding a hotel and best rate available.
- The RSO is responsible for **rooming assignments**.
- RSO must use **conference hotel** or find a cheaper hotel rate.
- Rooms may be pre-paid by a University credit card through the sponsoring department or travelers may pay for the room and be reimbursed.
- No payment will be issued for additional fees such as upgrades, internet, room service, etc.
- No payment will be issued to the RSO for an advisor travel expense.

Registration

- Registration will be paid via University check or University credit card through the sponsoring department.
- No payment will be issued to the RSO for an advisor travel expense.

Reimbursements

- A **Non-Employee Travel Form** must be submitted with all reimbursements within (2) weeks of travel. Both student traveler and advisor signature is required. Advisor to sign individual receipts as well.
- Reimbursements will not be issued until after travel has taken place.
- Personal outings will not be reimbursed. This includes travel expenses for meals/supplies.
- No payment will be issued to the RSO for an advisor travel expense.

For any expenses paid by University Credit Card – the receipt must be turned into the sponsoring department immediately upon returning to the University.

Remember:
Follow the established timelines.
Ask for assistance in advance.
Do not wait until the last minute to process paperwork.