

Student Organization Reserve Fund SORF Management Guidelines 2006-2007

SORF is an acronym for Student Organization Reserve Fund. Each year the Student Service Fee Finance Committee makes recommendations to the university president regarding the use of student service fees. Each year this committee recommends that a portion of student service fees be set aside for the use of qualifying student organizations to enhance their activities. The only organizations eligible for these funds are Level II organizations that have completed the fall registration process. For Level II organizations to receive a portion of these funds, they must submit a request form available at Basic Training.

SORF Fund Administration

SORF is determined by the SORF Allocation Formula and administered by Student Activities. Student Activities presents a SORF Management Workshop in the fall for the officers and advisors of organizations that have received funding. At the workshop, organizations learn how much SORF they received and training on how to use their funds. Student Activities is located in the Birdwell Building. Contact us at 468-1102, e-mail us at hmiddleton@sfasu.edu with SORF questions, or come by our office. We are open from 8 a.m. until 5 p.m. Monday- Friday.

Terms Used in This Manual

You need to know the following terms and definition:

Encumbrance

a formal request setting aside a portion of your funds to pay for a future financial commitment. Encumbered funds are frozen to cover the expenses you have committed to and are not available for other expenditures. Encumbering funds helps ensure that your organization can meet its financial obligations as you make them.

IDT

an interdepartmental transfer, used to pay for goods or services purchased from another campus department.

Pro-Card

the SFA Credit Card, used to pay for off-campus purchases of goods.

SORF Use Guidelines

SORF funds may only be used to pay for expenditures approved in ADVANCE. When planning the use of these funds, it will be helpful if you review the following guidelines. These guidelines include the answers to common questions regarding the use of SORF funds.

1. All expenditures must be approved in advance by Student Activities on a SORF Authorization Form.
2. Unauthorized purchases of any nature whatsoever shall be the personal obligation of the individual making such purchases, and will be non-binding on the University. This includes all interdepartmental transfers (IDTs). See #1 above.
3. The ONLY time SORF funds may be transferred from one University account to another is to pay for goods or services.
4. SORF funds may not be used for scholarships.
5. Purchase of alcohol or tobacco products using SORF funds is prohibited.
6. Charitable contributions are not allowed.
7. Overdrawing an account is not allowed.
8. Political contributions, defined as a monetary contribution to a particular candidate or political party, are not allowed.
9. Funds cannot be used to purchase items for the personal use of anyone.
10. Funds cannot be used to pay national or regional membership dues.
11. Funds not used in this fiscal year do not carry over to the next fiscal year.
12. Funds not used, or encumbered, by the deadlines set forth in the SORF Funds Availability Policy, will revert to the SORF Unused Funds Pool.
13. Organizations must adhere to all University policies regarding acceptable and accountable uses of University funds.
14. Additional restrictions apply to use of SFA Pro-Card.

Required Signatures

Two of three signatures are required on the SORF Authorization Form:

- R President or Treasurer
- R Advisor
- R Student Activities Representative

Don't get stuck losing personal funds on an unauthorized expenditure! An expenditure that does not have prior Authorization by Student Activities is not subject to payment through SORF.

Ordering and Paying for Goods and Services on Campus

All payments for goods or services purchased on campus are done through Interdepartmental Transfers (IDT's). When you need to make an on-campus purchase, such as at Student Publications, Graphics Shop, ARAMARK, or University Printing, you start by completing a SORF Authorization Form. You will receive a copy of the approved form to present to the appropriate department as authorization to charge goods or services to your SORF account.

STUDENT CENTER ROOMS AND FOOD

The Student Center Operations, located in room 220 of the Student Center, provides food and facilities and services for students. Access their website for information, menus, pricing and policies. Student organizations may use the rooms in the Student Center for meetings at no cost, but they must be reserved in the Student Center Room 220 a minimum of 2 weeks in advance. IF there is an entry fee for the program, there is a rental fee for use of the room.

**REMEMBER,
only ARAMARK is allowed
to serve or bring food
into the Student Center.**

Start by completing an Authorization Form. Your organization should decide ahead of time the TOTAL amount you are willing to spend on a function. Have your IDT approved for that amount. The approved form will be faxed to the appropriate office in the UC. Be advised that there are charges for use of equipment (TV, sound), and extra technical or catering personnel required for your function. You will also be charged by the hour to keep the building open past 9 p.m. Remember that changes, especially at the last minute, are expensive. **PLAN CAREFULLY!**

PHYSICAL PLANT

There are charges for all PPD services. DO NOT schedule services to be paid by SORF without seeing Student Activities first! Some types of PPD services are: tables, chairs, staging, electricians, nametags, award plaques and signs.

POST OFFICE

The only post office you can use SORF funds at is the SFA Post Office in the UC.

SORF funds may be used at the SFA Post Office for box rent and postage. Your organization can receive mail at no cost to you through the Student Activities office, and your organization mailbox in Birdwell Rm. 105/106. The address format must be:

Ima Good Club
Student Activities
SFA Box 13029
Nacogdoches, TX 75962

The SFA Post Office will deliver mail from your organization to on-campus addresses at no cost if:

1. the mail is addressed to an on-campus address,
2. the mail deals with official organizational business,
3. the return address shows the name of your organization and has Student Activities return address,
4. the words "CAMPUS MAIL" are clearly marked on the envelope.

Student Activities has return address stamps and campus mail stamps that you may use in the office. The SFA Post Office sets all policies and procedures regarding the use of campus mail.

Off-Campus Mail

If you need to pay for postage, there are discounts for bulk mailings (over 200 pieces). Get bulk mailing instructions from the UC Post Office. Complete a SORF authorization. When the authorization is completed, you will receive a "GREEN Card" from Student Activities to take to the Post Office which will charge their services to your SORF account. NO postage may be paid with the pro-card!

GRAPHICS SHOP

The SFA Graphics Shop is student friendly. Discounts on some services are offered to student organizations. You can pick up a copy of Graphics Shop Services and Prices at the shop in the Birdwell Bldg., or you can access the list on the OSA

website at www.osa.sfasu.edu; click on the Graphics Shop Ink.

Bring the approved authorization form to Student Activities. You will receive a copy to present to the Graphics Shop as authorization to charge their services to your SORF account. NO Graphics Shop fees may be paid with the pro-card! DO NOT have copies made before the approval is completed!!

Ordering & Paying for Goods & Services Off-Campus and at the UC Bookstore.

Note:

- 1) Pro-cards will be issued ONLY when a properly completed SORF Authorization Form is completed.
- 2) Prior to the commitment of funds, state law mandates that vendor warrant hold status be verified for any purchase exceeding \$150. If you anticipate a single expenditure of \$150 or more, call Holly at 468-1102 prior to picking up the pro-card!!!

SFA Pro-Card

The Pro-Card may be used at local vendors in Nacogdoches and Lufkin, as well as on-line. Types of purchases include organization supplies such as office materials, pins and graduation cords, float supplies, tee shirts, grocery items, hand tools, craft supplies, rental of equipment and SOME electronic equipment valued LESS than \$500.

Food at restaurants in Nacogdoches (or Take-Outs) may be purchased on the pro-card. NO out-of-town restaurants may be used.

Restaurant meal documents must include the 5 W's:

Who,
What,
When ,
Where, &
Why

(e.g. Film Society, officers meeting, Chili's, 10/2/05 with list of names present).

Gift cards for student prizes/awards may be purchased with SORF on pro-card FOR NO MORE THAN \$25 EACH. Keep careful documentation indicating recipient name, address and nature of award. Gift cards are NOT ALLOWED for any other purpose.

Responsibilities of Pro-Card Users

1. Make SURE no tax is put on the card.
2. Get an ITEMIZED receipt and don't lose it.

3. NEVER put more on the card than the authorized amount. You MAY pay cash or write a check at the register for the difference, just make sure the cashier knows the amount to put on the card. IF the cashier says it can't be done get the MANAGER.
4. Should the card not be accepted, call Holly at 468-1102. If she is out call Vicki Gibbs at 468-4353.
5. DO NOT give the card to anyone else. You are responsible for it.
6. Return the card and receipts to the same person who issued them to you.
7. The following companies have assigned a specific tax exempt ID that must be presented to have tax removed from the charge. Be sure to ask for the Tax Exempt ID for these vendors when picking up the Pro-Card:
 - R Wal-Mart (Nac & Lufkin)
 - R Lowe's (Nac & Lufkin)
 - R Hobby Lobby (Nac & Lufkin)

The Pro-Card may be used for some services. These include rentals of equipment, facility use fees, bowling, paintball and skating facilities.

Complete the SORF Purchase Approval form before appearing to pick up a pro-card.

TRAVEL

Your SORF funds can be used to pay for official organization travel if the following guidelines and timelines are met.

1. Four (4) to six (6) weeks prior to your travel, a Travel Request form must be prepared in Student Activities, signed by your advisor and yourself, and returned to Student Activities. Student Activities completes processing of the request. A completed Emergency Contact Information sheet including a list of names and campus ID numbers for those students traveling must also be provided.
2. A cash advance check for available funding is requested on the Travel Request. The check may be picked up in Student Activities the Thursday before you leave. When the Travel Request produces a travel advance check, YOU are held responsible and accountable for the money and you must provide receipts/support documents for Student Activities at the conclusion of your travel. Some expenses such as registration fees may be paid in advance for you. Remember, to meet some Early Bird deadlines, you must begin processing

two to three months in advance of the travel date.

3. State travel guidelines allow expenses such as registration, food, personal vehicle mileage or other transportation costs, lodging and miscellaneous expenses like parking. You must submit a receipt for expenditures. Student Activities will inform you which receipts are required.
4. Immediately upon your return, you must submit all receipts and other supporting documents to Student Activities in order to complete a Travel Voucher. The signed Travel Voucher and supporting documents serve as verification that the funds were spent appropriately and clear your travel account with the University. Your SORF accounts are frozen until this final paperwork is completed.

SORF Funds Availability Policy

SORF funds must be spent or encumbered with Student Activities by Friday, March 9, 2007 (the Friday starting Spring Break). Encumbered funds are formally set aside for use at a future date. This year requests to encumber funds **MUST BE IN WRITING** (no phone calls accepted). Forms will be available in Student Activities. E-mail requests are acceptable and may be sent to hmiddleton@sfasu.edu. Requests will be received from Presidents, Treasurers and Advisors **ONLY**.

Remaining funds not encumbered by **Friday, March 9, 2007** will revert to the SORF Unused Funds Pool (UFP) and will no longer be available to the organization that originally received them.

UNUSED FUNDS POOL (UFP)

BEGINNING MONDAY, MARCH 5, 2007, APPLICATIONS WILL BE AVAILABLE IN STUDENT ACTIVITIES TO LEVEL II ORGANIZATIONS WISHING TO REQUEST USE OF SORF UNUSED FUNDS POOL (UFP). CRITERIA FOR QUALIFYING FOR THESE FUNDS, AS WELL AS THE APPLICATION DEADLINE, WILL BE OUTLINED ON THE REQUEST FORM.

