

FAQ's regarding Student Activity Fee accounts

The student activity fee is collected for the purpose of supporting programs and services in all aspects of campus life at UGA. Programs and services supported by the student activity fee must be student centered with students as the primary participants or beneficiaries. These programs and services must be available to **ALL** students regardless of race, gender, color, age, religion, national origin, sexual orientation or disability. The fee may be utilized only to registered student clubs and organizations.

How do we access our money?

Your organization will not receive a checkbook, debit card etc. Any purchases/reimbursements must be initiated with the assistance of your advisor's office or the financial office within your school/college. Any expenditures will be routed through the Tate Business Services office for approval.

How do we know what type expenditures might be approved?

Refer to the Student Activity Fee Guidelines on our website. Go to dos.uga.edu and click on Tate Business Services. In the next drop down box, select Activity Fee guidelines. Please keep in mind that your advisor or your school/college may have additional policies.

Is my organization allowed to purchase food for a meeting or event?

Yes, within the 20% limitation that may be allocated for food purchases for the year. 20% of your student activity fee **allocation** may be spent on food. It is the responsibility of your organization to be aware of the allowable amount and the ongoing total of food purchases. Food Justification forms and announcements of the event are **always** required when food/drinks are purchased. See the tate.uga.edu website and select Tate Business Services and Food Policy for instructions.

May we spend money for student travel?

Yes, within the 10% limitation that may be allocated for student travel. 10% of your student activity fee **allocation** may be spent on student travel. Please note the Request for Student Travel form must be submitted at least two weeks prior to the travel. See the dos.uga.edu website and select Tate Business Services and Student Travel for the complete process. It is suggested that you not spend your money until you have received the approval. Conference registration only may be reimbursed outside of the 10% limitation with an approved Request for Student Travel.

I paid for something up front and want to be reimbursed. What should I do?

One option for purchases under \$499 may be Petty Cash reimbursement; however, not all purchases are reimbursable through Petty Cash. See the website tate.uga.edu and select Tate Business Services and Petty Cash for guidelines. If the purchase is reimbursable through Petty Cash, you may acquire the necessary reimbursement form in the Tate Business Services office.

If my purchase is not reimbursable through Petty Cash, is there a way for me to be reimbursed?

Another option is reimbursement through the e-check system. If it is an allowable reimbursement, a UGA staff person would have to initiate an e-check request. Student travel would always be reimbursed through an e-check request, not Petty Cash.

My organization wants to pay a speaker. What should I do?

Prepare a Non-Employee Payment Form that will be ready for the individual to sign after he/she speaks or demonstrates or performs a service for your organization. The form must also be signed by your advisor/department. A UGA staff person will initiate an e-check request and

scan the Non-Employee Payment Form as backup. A check would be mailed to the provider of the service, who must be set up in the system before payment is made. Direct the individual to vendors.uga.edu to set themselves up. See our website tate.uga.edu and select the Business Office under services. You may also elect to pay for all or part of the travel expenses for a speaker. A travel expense statement and the original itemized receipts for the expenses would be needed in addition to the Non-Employee Form.

May we purchase t-shirts for our members?

T-shirts may be allowed as needed for use as advertising for events, coordination of members when working an event or publicizing at activity fairs or tabling. These purchases should be made with discretion and are not intended to be the major use of student activity fee funds that are provided to an organization. It is the responsibility of your organization to obtain all necessary logo approvals prior to ordering t-shirts or any printed promotional items. Please check with your advisor's office or Tate Business Services for more information. A purchase order should be issued in UGAMart to established vendors for shirt purchases.

What are other ways to spend our money?

You may rent rooms/spaces with Campus Reservations by providing your account number to them. You may also provide your account number to Tate Print & Copy for services received there. You would not pay up front. The charges would be direct billed to your account.

Are we allowed to purchase promotional items to give away?

You may purchase small promotional items (pens, cups etc.) for giveaways at Activity Fairs or tabling events. There are many local vendors who are already set up with UGA who handle numerous promotional items. UGAMart purchase request is a good way to order those items. In instances where the total purchase is less than \$2499.00, you may also pay by e-check with an invoice. Your organization is **responsible for obtaining approval for all logos** that may be used. Contact your advisor for assistance with that.

What is meant by a receipt?

An allowable receipt is always **original** and **itemized** and clearly **legible** and should indicate that you paid. Vendors name and address should be clearly printed on receipt as well. Credit card totals only are not acceptable. No photo copies of receipts are allowed, but they may be scanned for e-check backup. Original receipts should be turned in with Petty Cash requests.

May we fundraise?

No student activity fee funds shall be used to fund charitable events or fund raising projects. However, if an organization hosts such an event outside of their normal program budget and charges a fixed admission, any profit, after all expenses have been deducted from the net admission income, may be donated to a charitable organization.

What if our organization receives a donation?

Any funds generated by the organization through donations, gifts, sales, etc. must be deposited to the Student Activity Fee account.

Equipment cannot be purchased with student activity fee funds. **Equipment** is defined *generally* as anything more than \$100, technical purchases (computers, printers, sound systems etc.), appliances, furniture. All equipment purchases of less than \$100 must be made through UGAMart. If you are unsure, please check with Tate Business Office.