



Student Organization ReSOuRCe Manual

Finance Manual

The University of Akron
2018-2019

SOuRCe Contact Information

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Preface

While the Student Organization ReSOuRCe Manual is intended to be a summary of information that is beneficial to student organizations and Campus Advisors, its readers should be aware that:

1. It is not a complete statement of all policies and procedures of The University of Akron.
2. The University of Akron reserves the right to change any policy, procedure, or program, without notice.
3. Divisions and departments on campus may have their own procedures and policies, which apply to student organizations.

Our goal is to make this manual as all-encompassing as possible, however policies and practices do change. If a policy outlined within does not seem accurate, please let us know and we will gladly review and update the manual accordingly.

Sources and Adaptations:

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|---------------------------------|---|
| • The University of Akron | School of Law Organization Handbook |
| • Kansas State University | Office of Student Activities and Services |
| • Western Michigan University | Student Activities & Leadership Programs |
| • Southern Methodist University | Student Activities - Student Org. Manual |
| • University of Rochester | Center for Community Leadership |

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Philosophy Statement

The Department of Student Life is committed to building community through collaborative learning experiences that provide our students the opportunity to: Engage • Serve • Lead

The SOuRCe, as well as the Department of Student Life's Business Office, support this mission by empowering student leaders to make decisions, assume financial responsibility, operate the day-to-day needs of their student organization, attend meetings, respond to administrative requests, and generally be aware of, and answer for, the overall operations of their organization.

Additionally, we believe the Campus Advisor(s) should engage with their officers on a regular basis in order to be aware of, and answer for, the overall operations of the organization. It is our intention to empower student leaders to interact with the SOuRCe and Business Office, which includes the submission of paperwork, responding to administrative requests, and generally assuming they will be the first point of contact should a need arise for a University office/officer to contact the student organization.

General Service Fee

Financial support (UAF/EAF) for registered student organizations comes from the General Service Fee

- Parameters of this fee include:
 - The General Service Fee is paid for by students taking credit courses and provides funds that support student activities and services, including:
 - the health professionals in Student Health Services
 - intramurals
 - UA-recognized student organizations
 - intercollegiate athletics
 - other co-curricular activities
- Because of this support, certain restrictions are applied to UAF/EAF monies. Examples of approved and prohibited purchases are outlined below.

Ethical Decision Making

The SOuRCe, and Business Office, through the Department of Student Life expect all student organization leaders, advisors, or other representatives, to make ethical decisions, and serve as role models, on the use, implementation, and management of student organization funds. The General Service Fee funds, and Student Activity Funds are paid for, or raised by, University of Akron students and should be treated with respect.



USG/GSG Funding Allocation Process

Club Sports, Fraternity and Sorority Life, and Law organizations, please see your immediate contact for more info.

UAF/EAF Account Overview

When a student organization requests, and receives, a funding allocation from USG or GSG, the following financial accounts through the SOuRCe are utilized throughout the entire process.

Undergraduate Activity Funds (UAF) Accounts

UAF (9-90) are accounts designated to undergraduate or blended student organizations.

- These accounts are designed to manage funds that the Undergraduate Student Government allocates to registered student organizations.
- When an organization receives travel or project funding from the government, the funds will be disbursed into this account.

Extracurricular Activities Funds (EAF) Accounts

EAF (9-90) are accounts designated to graduate student organizations.

- These accounts are designed to manage operating funds that are allocated to student organizations by the Graduate Student Government.
- When an organization receives additional travel or project funds from the government, the funds will be disbursed into this account.

Application and Funding Overview

- All student organizations wishing to submit a funding request for travel or events are required to be fully registered for the academic year before applications will be accepted by the SOuRCe. *If an organization has not completed the registration process, their application will not be considered.*
- Any student organization wishing to request funds will need to submit a budget request through the parameters set forth by the SOuRCe for the academic year located in OrgSync.
 - An organization officer or member will submit the funding application with the advisor approving the request before the application is reviewed and considered.
 - Purchases made prior to receiving an approved funding allocation from USG/GSG will not be funded.
 - The timeframe communicated is set forth to ensure that there is enough time for the SOuRCe and USG/GSG to verify Good Standing, review your request, and process an approval/denial of funds.
 - We want to help ensure your organization has enough time to book your trip/event and receive the best deals. Please contact the SOuRCe with any questions or concerns.
 - Due to multiple organization requests, we want to accommodate all organizations with enough time to provide the needed attention to review all applications individually.

- If an application is submitted and is deemed incomplete (missing documentation, no advisor approval, etc.) it will not be reviewed.
- Organizations should allow at least 48 hours for the funds to be processed and placed into their appropriate account.
- A SORF will be given to the SOuRCe prior to a purchase being made and all receipts must be submitted to the SOuRCe within two business days after purchase or return from travel.
- If the organization does not properly utilize their funding allocation, or paperwork is not submitted, the funds may be rolled back to USG/GSG after a one month period.
- The primary form of payment for any student organization is through the utilization of the VISA Card Program (see Page 16 for more information).
 - **If you choose to use another method of payment other than the organization VISA or University issued check, please be advised that reimbursements are not guaranteed by the University.**

Funding Requests for Travel and Events/Projects

General Travel Policies

- Organizations wishing to travel will register their plans within the parameters outlined for the academic year, regardless if requesting funds or wishing to use SAF or personal money.
- In order to travel, all students must be in "Good Standing."
- Groups attending a conference or competition or taking part in a trip that aligns with the educational mission of the University will be considered for travel funding.
- Student organizations requesting funds for overnight and day trips may request up to \$2,500 (undergraduate/blended) or \$2,000 (graduate) per fiscal year.
- If the organization is approved for travel, all expenses made by the organization will need to complete the Student Organization Request Form (SORF) for each purchase.

General Event (Project) Policies:

- Student organizations requesting funds can request up to \$2,500 (undergraduate/blended) \$1,000 (graduate) per fiscal year.
- Events that are free for University of Akron students, held on campus, and open to the campus community will be considered for funding.
- If the organization is approved to receive funding support, all expenses made by the organization will need to have a corresponding Student Organization Request Form (SORF) for each purchase/vendor.

Approved UAF/EAU Use of Funds:

- Travel expenses
 - Including, but not limited to: registration, lodging (max \$150/night per room in hotels), airfare, buses, rental vehicle (through Enterprise or National), Gas Cards (in conjunction with a rental vehicle), mileage reimbursement (rate can be found on the UA website <http://www.uakron.edu/controller/travel.dot>), parking, etc.
 - To qualify as a travel expense there must be at least three members of the organization traveling.

- Supplies for programs or events
 - Including, but not limited to: balloons, table cloths, decorations, etc.
- On campus space rental fees for events and programs only will be limited to \$500 per academic year
- Food – For events only and not to exceed \$500
 - Requests for food go through Aramark, unless granted permission to purchase outside food by a catering exemption waiver
- Vendors, speakers, or lecturers
- Events hosted for charitable donation (100% of proceeds must be donated)
- Marketing materials
- Gift cards/Giveaways
 - Can only be in the amount of \$10.00 or less
 - Multiple gift card/giveaway purchases cannot exceed \$250 per event

Prohibited UAF/EAF Purchases:

- (Co)sponsorship for events by academic or administrative departments
- Projects, programs, and series that are already offered by University Departments or other student organization(s)
- Purchases made prior to receiving an approved funding allocation from USG/GSG or expenses previously charged to an SAF account
 - Organizations are not permitted to use their SAF account to “pre-purchase” items. Allocations may only be utilized for purchases made after a funding decision is in place.
- Alcoholic beverages, tobacco products, and related paraphernalia
- Weapons
- Cash Advances or Petty Cash
- Food is not an eligible line item to be covered by **travel** funding
- Equipment
 - Equipment is defined as any tangible, non-expendable property having a useful lifetime of more than one year, and costs more than \$25.
 - Equipment such as, but not limited to, furniture, computers, printers, DVD/VCR's, cabinets, chairs, uniforms, outing equipment, etc.
- Events held exclusively for organization members and/or their families
- Events where the student organization earn a profit exceeding their funding allocation, which is not automatically donated to a non-profit organization, and is planned to be deposited into their SAF account, will be rolled back to USG/GSG for use by another organization. Student organizations cannot profit off of a General Service Fee allocation.
- Financial donations for an organization or another entity
- General membership/affiliate dues or fees for national organizations
- Gifts, tokens of appreciation, clothing, awards, prizes, etc. for organization members, advisor(s), and/or alumni, for organizational benefit or individual person gain
- Per Diem food costs for special guests, speakers, etc.
- Legal Fees
- Loans or paying off existing debt(s)

- Salaries or stipends for student leaders
- Scholarships

Professional Enrichment Grants (PEG's)

- As a service to the graduate student body, Graduate Student Government (GSG) allocates a portion of its budget to reimburse travel expenses to academic conferences by individual Graduate students eligible to apply for travel funding through the Personal Enrichment Grant (PEG) process. A faculty member or research advisor, and the Graduate Student Government authorize all travel by individual graduate students.
- The GSG Budget Subcommittee will review all requests and will use discretion and information provided to allocate financial assistance. Please keep in mind, the PEG program is a grant program as a means to assist graduate students and not all requests can be fully funded. **Students are only eligible for one allocation per academic year.**
- All applications will be accepted from July 1, 2018 - May 1, 2019 via the form on OrgSync.
- You are not able to receive a Professional Enrichment Grant AND group EAF funding for the same conference or travel.
- If there are three (3) or more members of a student organization travelling to the same conference, the organization will need to submit a funding request instead of a PEG request.
- Receipts for PEG travel need to be submitted to the SOuRCe no later than one week following your return from travel. (Please note, food is not a reimbursable expense).

#UnitingUA Fund Details

Undergraduate Student Government will support the initiative known as the #UnitingUA movement. The movement seeks to foster the development of a better campus culture at The University of Akron by investing in student involvement, diversity and student leadership initiatives. As part of #UnitingUA, USG has created a source of funding for student organizations who want to take part in creating a more engaged student experience at the University of Akron. The criterion to apply for this funding is listed below.

- The event/project will be sponsored by at least two student organizations.
- The event/project will have expected attendance of or benefit at least 250 students.
- The sponsors will meet with the USG President or his designee to discuss the details of the event/project.
- The event/project will promote the development of a better campus culture and student experience.

Limits to maximum allocations will be determined on a case by case basis. Student organizations wishing to offer a co-sponsored program, which meets the prescribed criteria, can apply for funding support on OrgSync – Budget Management System (BMS).

Student Organization Self-Funded Accounts (Non-USG/GSG)

SAF Account Overview

All registered student organizations are entitled to have an SAF account through the SOuRCe.

Student Activity Funds (SAF) Accounts

SAF (9-96) are accounts designated to both undergraduate and graduate student organizations that are designed to manage self-generated funds for the organization.

- It is the organization's responsibility to provide funds for this account through membership dues, fundraising, events, etc.
- It is up to the organization's discretion how these funds are utilized, as long as it is in accordance with University policies.
- All funds collected by student organizations are to be kept within the assigned SAF account. These monies are also monitored by the University and have certain restrictions.

Approved SAF Expenses

- (Co)sponsorship for events by academic or administrative departments
- Petty Cash—please request from the SOuRCe 7-10 business days in advance
- Events or private lessons for organization members
- Financial donations to another entity
- General membership/affiliate dues
- Fees for national organizations
- Honorariums for guest speakers, lecturers, etc. for services performed
- Scholarships or sponsorship of programs
- Food
- Gift Cards/Giveaways:
 - Gift cards are not to exceed \$50. If value of either the gift card or giveaway exceeds \$10, the Gift Documentation form needs to be completed.
- Vendors, speakers, or lecturers
- Marketing materials (All logos and designs must be approved prior to purchase.)
- Travel expenses
 - Including, but not limited to: registration, lodging, airfare, buses, rental vehicle, Gas Cards, meals, mileage reimbursement, parking, etc.
- Supplies for programs or events
 - Including, but not limited to: balloons, table cloths, decorations, etc.

Prohibited SAF Purchases

- Alcohol beverages, tobacco products, and related paraphernalia
- Weapons
- Equipment



- It is not recommended that equipment is purchased due to the accessibility of the item for all members and the accountability to the members that the item will remain "organization-use only"
 - Equipment is defined as any tangible, non-expendable property having a useful lifetime of more than one year, and costs more than \$25. Examples include, but not limited to, furniture, computers, printers, audio/visual technology, cabinets, chairs, uniforms, outdoor adventure equipment, etc.

Important Policies

Utilizing an Outside Vendor

- Any student organization wishing to utilize an external contractor, or non-University venue (DJ, Photographer, Lecturer, etc.) needs to complete the Contract Request Form on OrgSync four (4) weeks prior to any anticipated event, program, or performance.
- The organization event/program where a vendor is being utilized must be an approved venue by the University of Akron. In addition, housing/lodging of the vendor will need to be approved through the contract creation process - due to liability, student organizations are unable to house vendors in private residences.
- Lodging/travel expenses/food for the vendor need to be approved through the contract creation process and payment included in the contracted fee.
- After receiving this request a representative of the SOuRCe will contact your organization to discuss the additional details that may be needed.
 - Note: the SOuRCe will not send a contract to a vendor without verifying available funds for the organization - this includes SAF/EAF/UAF.
 - In the event an organization is requesting funding support from the government(s), the SOuRCe will wait until an allocation has been made to send the agreement to the vendor(s).
 - Note: if the vendor you wish to use for your event is a University of Akron staff, faculty or student, they may be required to be paid through University Payroll, thus incurring additional fringe benefit costs to the student organization. The vendor, if a university employee, will also be taxed on their payment.
- The signed and completed agreement must be returned to the SOuRCe one (1) week prior to the event.
 - Failure to do so, by either the organization or the vendor, may result in the inability to utilize an outside contractor or cancellation of your event.

****Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement.****

****Vendors are not permitted on campus without a signed University Services Agreement on file with the institution.****



Bus Vendors

- Student organizations wishing to utilize any type of bus services for pre-approved travel are encouraged to use one of the Universities approved vendors. These include Anderson, Great Day Tours, and Lakefront Lines. Any other bus company needs to be approved prior to booking.

University Food Policy

- a. Per the contract between the University and Aramark, dining services has first right of refusal on all food orders across campus. Additionally, due to health and liability issues, food purchased or made by an outside source is prohibited, unless proper approval has been granted by Aramark (Food Exemption Waiver).
- b. Aramark is aware that there are many dietary needs, including specific religious and ethnic requests, and will work with organizations to meet these needs and accommodate our guests.
 - i. In the event an organization wishes to bring food on campus, the "University Catering Waiver Request Form", found on the Aramark website and/or OrgSync, must be completed and turned in prior to the event - through the procedures/timelines stated on the form.
- b. Please note: bake sales are strictly prohibited on campus (see Terms & Conditions).
- c. Aramark also offers a "Student Organization Budget-Friendly Menu" - be sure to ask when scheduling food for your event so you can potentially save money.

Ordering Promotional Items

- a. The University has agreements with three local vendors:
 - i. Consolidus LLC (The UA Shop)
 - ii. Global Promotions & Incentives (Shop UA Store)
 - iii. AG PrintPromo Solutions
- b. Student organizations are highly encouraged to utilize these vendors when looking to purchase promotion items, t-shirts, giveaways, etc. These vendors are aware of institutional brand standards and offer competitive pricing to University-affiliated parties.
- c. If your organization has a compelling reason to utilize another vendor for promotional items, please contact the SOuRCe to obtain prior approval. You may be asked to provide a quote, artwork, and vendor forms.

Reserving Rental Vehicles

- a. All student organizations are strongly encouraged to utilize a rental vehicle if traveling more than 125 miles away from the institution.
 - i. Due to liability and the unknown condition of student vehicles, the University strongly advises that student organizations utilize the rental agreements with two national car vendors.
- b. The University has agreements with two national vendors who are considered "preferred"



rental vehicle vendors for campus.

- i. Enterprise
 1. Closest to Campus: 950 E Market St, Akron, OH 44305
- ii. National
 1. Closest to Campus: 5400 Lauby Road, North Canton, OH 44720
- iii. Not only will these entities provide discounted prices for our campus, but all organizations will receive additional liability coverage through their rental.
- iv. Students over the age of 18 may rent a vehicle with these vendors - please note this differs from the typical policy with these companies.
- v. The University does not endorse the utilization of 15-passenger vans.
- c. If utilizing a rental vehicle, be sure to also request a Gas Card for your expenses.
- d. For a direct link to reserve a rental vehicle through these companies, please visit Purchasing's website: <http://www.uakron.edu/purchasing/facultystaff/travel-information--forms.dot>

Gas Card vs. Mileage Reimbursement

- a. Student organizations wishing to utilize a rental vehicle for organization travel will be asked to utilize a Gas Card for all gas expenses.
 - i. This card can be checked out in the SOuRCe and helps to track the expenses accurately for your trip.
 - ii. To arrange a Gas Card for an upcoming trip, please see the SOuRCe liaisons
- b. If a student wishes to drive their personal vehicle on an organization trip, though discouraged by the University, the student organization can only be reimbursed for mileage.
 - i. The rate for mileage reimbursements will be dictated by the University's current rate - which can be found on the Controller's website: <http://www.uakron.edu/controller/travel.dot>
 - ii. Reimbursement may not be awarded for mileage, if driving a non-rented vehicle, for trips outside of 125 miles from campus. All reimbursements must be pre-approved by the Campus Advisor.

Utilizing Student Organization Finances

Deposits and Donations

For all registered student organizations, the SOuRCe provides the service of depositing and managing student organization accounts.

- To deposit funds into an account, the student organization representative simply needs to complete a Deposit Sheet or Donation Sheet.
 - A donation differs in that it is money that is not fundraised by the organization itself, rather, it is a money gift given to the organization by an individual or group.
- This document, and the cash/checks to be donated, can be brought to the SOuRCe during normal business hours.

- Deposits should be made to the SOuRCe no later than 1 business day following the collection of funds.
- Once the funds and form have been given to the SOuRCe, a staff member will re-count the funds to ensure accuracy before processing the deposit onto the next step in the process. The representative from the student organization, as well as a SOuRCe liaison, will sign the form once the amounts have been verified.
- Deposits take approximately five (5) business days to process and show on an organization's SAF account.
- Deposits for student organizations are not permitted to be processed directly to the Cashier's Office; they first come through the SOuRCe.

To expedite the process, Deposit Sheet(s) can be accessed on OrgSync under "Files"

Account Overdrafts

While the SOuRCe assists student organizations with the management of their account(s), it is the responsibility of the organization to be aware of their current account balance.

- For any overdrafts incurred by the organization, it will be their responsibility to deposit the funds into their account in order to bring it to a zero or positive balance.
- Failure to do so by the organization may result in suspension of the organization until the issue is resolved, and/or a referral to the Office of Student Conduct and Community Standards.

Student Organization Request Form (SORF)

In order to utilize funds from any of their accounts (UAF/EAF/SAF), student organizations are required to complete a Student Organization Request Form (SORF) detailing their purchases.

- This form serves as a "pre-approval" to verify that expenses the organization intends to make are approved and that the advisor is knowledgeable and approving of this use of funds.
- A SORF will be utilized for any expenses an organization intends to make from a UAF/EAF/SAF account, as well as the means by which the group intends to pay - check, VISA, reimbursements, etc.
- If an item is being purchased for a gift, then the gift documentation form needs to be completed.
- Each SORF submission must contain an original advisor signature (forged, photo copied or duplicated signatures will not be accepted)
 - This shows that your Campus Advisor is knowledgeable of your intention to utilize funds and approves your expenses.
- Please know that student organizations should always present a "Tax Exemption Form" to a vendor. The University is tax-exempt and vendors, upon being presented with the appropriate form, should be able to ensure that tax is not included on your purchase.
- **Travel:** SORF documents which include travel arrangements (registration, lodging, airfare, etc.) should be pre-approved and may be validated by the SOuRCe before being processed.
- Be sure to check with vendors to understand all costs associated with the purchase (shipping and handling, surcharges, parking, etc.).



- Summarize comments you want to communicate to the SOuRCe.
 - Example: Check needed by (date), contact (name) when check is ready, include the attached document with the check, etc.
- Documentation should be attached to the SORF to show what exactly you plan to purchase.
 - Documentation can be quotes from a website, an invoice to be paid, etc.
 - i. If reimbursing a member of your group, original, itemized receipts will be required.
- Purchase information from each SORF is recorded on to your UAF/EAF/SAF accounting worksheets maintained by the Department of Student Life.
 - Accounting worksheets are reviewed and reconciled to the PeopleSoft budget reports each month. Worksheets are available to organizations by contacting the SOuRCe.
 - In order to ensure accuracy of all charges, it is the responsibility of the designated officer to resolve any discrepancies requested by the SOuRCe or Student Life Financial Specialist (i.e. provide missing paperwork or receipt to the SOuRCe, verify purchase or transfer of funds, etc. – an explanation will be noted by the Department of Student Life).

The SORF and all supporting documentation for each organization expense/purchase will be kept on file in the student organizations' file folder maintained by the Student Organizations Financial Specialist.

University Procurement Card (VISA) Program

All student organizations are encouraged to obtain a University issued VISA card, as it is the preferred method of payment for expenditures. The SOuRCe abides by policies and procedures set forth by University of Akron financial departments.

The VISA Procurement Card allows student organizations to purchase certain goods up to \$1,500. Limits can be increased under special circumstance. This program allows for the payment of small dollar orders in a more efficient and cost effective manner. Thus, the VISA card can be used to purchase approved items wherever the VISA card is accepted and should be used for as many purchases as possible. When a student organization decides to utilize the University VISA card, they are required to follow the established rules and procedures. All cardholders and authorized users will be held accountable for their actions. The cardholder is responsible to insure that the authorized users using their card are aware of the appropriate uses of the card and follow card usage procedures.

The VISA card cannot be used to avoid or bypass appropriate purchasing procedures or bidding requirements. Examples would be: chartered buses, promotional items, etc.

This program is designed to work side by side with existing purchasing procedures and to empower the user to make needed purchases without delay and with minimal paperwork. In addition, this eliminates the need to use personal funds and paperwork for personal reimbursements.

Obtaining a University VISA Card

Student organizations may obtain a VISA card by filling out the application on OrgSync.

- Log into OrgSync by going to <http://www.uakron.edu/orgsync>
- Go into your organization's portal by clicking "Membership" on the top toolbar
- Click on "Forms"
- Fill out and submit the "Student Organization VISA Application"
 - The Campus Advisor for the organization will receive an e-mail asking them to authorize the application.
 - Once this has been approved, the card will be ordered - cards typically take seven (7) to ten (10) business days to arrive.

Please note: Student organizations must complete the VISA card application yearly. If the cardholder changes during the year, a new application must be completed.

Security

- VISA cards are kept in a locked safe in the SOuRCe and checked in and out by a SOuRCe Liaison when needed. The cardholder and authorized users are the only ones that will be allowed to check out the VISA card and must have their Zip Card to do so. Be aware that vendors may question a different person's signature on the card when the card is used by an authorized user and may choose to refuse the sale.
- The VISA card is University property and should be secured just as you would secure your personal credit cards.
- Guard the VISA card account number and be suspicious of any requests for account information.
- Do not put your account number in an e-mail; only use the last 4-digits if necessary.
- Contact the SOuRCe and the Department of Purchasing should you have any questions regarding a fraudulent request.
 - If your card is lost or stolen, or you suspect fraud on your account, call J.P. Morgan Chase immediately at (800) 270-7760.
 - Also, report this to the Department of Purchasing at 330.972.7340 and the SOuRCe at 330.972.2483.

When calling for lost/stolen/ or fraudulent activity, Chase Bank will ask for:

- Mother's Maiden Name - name provided on VISA application.
- Mailing/Billing Address for Card - 303 Carroll Street Akron OH 44325-4601.
- Cardholder (Business) Phone - phone # cardholder provided on application.

Using the University VISA Card

In order to make a purchase, an organization representative will need to bring their UA Zip Card and the completed/signed SORF to the SOuRCe.



- A SOuRCe Liaison will review your SORF and check your account balance in accordance with office procedure to ensure all necessary information is present and accurate.
 - The liaison will also check your Zip Card to ensure that you are either the cardholder or an authorized user for the organization.
- The cardholder or authorized user will also be required to sign the University of Akron's VISA Cardholder Agreement each time they take out the card.
 - The Agreement states you agree to abide by the University Purchasing policies and UAF policies that govern fundable purchases as well as the date the card was signed out and date the card is to be returned.
 - All VISA cards are due back to the SOuRCe within two (2) business days, unless prior arrangements have been made.
- In the event the organization intends to spend more than the \$1,500 monthly limit or utilize the card more than eight (8) times in one day, a VISA Limit Increase is needed.
 - It is the responsibility of the organization to notify the SOuRCe at least three (3) business days prior to an anticipated expense if an increase is needed on a card.
- After making a purchase the VISA card and all original and itemized receipts must be returned to the SOuRCe by the due date as noted on the Cardholder Agreement.
 - If you are unable to obtain or turn in receipt(s), it is your responsibility to contact the SOuRCe and make other arrangements.
 - Failure to return the organization VISA card by the stated deadline, with original receipts, may result in suspension or termination of the VISA card for the remainder of the academic year, or as deemed necessary by Student Life.
 - If you have lost a receipt, it is the responsibility of the organization to contact the vendor to obtain a copy.
 - If a copy is unable to be obtained, and the purchase is less than \$50 the organization must complete a "Missing Documentation Form" with the SOuRCe.
 - Use of this form more than two (2) times per semester will result in the organization's inability to utilize the card, if deemed necessary by Student Life.

Restricted Vendors

The VISA card is restricted from use with certain types of suppliers and merchants. Vendors are assigned a Merchant Category Code (MCC) based on the type of business they operate. If your VISA is being declined, please verify the item is not on the restricted list and contact the SOuRCe for additional assistance.

The following items should not be purchased on a VISA card without express permission from the University. Contact the SOuRCe if you have a need that may not comply with this program. Please refer to the Important Policies (pg. 10) for more information about making these purchases as a contract may be needed to complete the purchase and a University check will be issued for payment.

- **Advertising: Internet, publications, etc.** – Contact Student Life Marketing staff at 330.972.6259 who will contact Institutional Marketing if necessary.
- **Appliances:** Air conditioners, heaters, refrigerators, stoves, ovens, washers, dryers, microwaves, coffee pots, toasters, etc.
- **Catering:** Contact Aramark. If utilizing an outside vendor, please contact SOuRCe.
- **Computers, Electronic Communication Devices or Software:** Laptops, Tablets, PC's, iPads, Cell Phones, Two-way Radios, Telecommunication Equipment, Printers, Copiers, Fax Machines. Computer Solutions must be consulted for all purchases of computer systems, equipment and software. Contact Printing Services for copiers and printers.
- **Furniture**
- **Gasoline or Fuel:** The Gas Card, issued by the State of Ohio, is available through The Department of Purchasing and exempt from fuel and gasoline taxes and is required to use when using the vehicle rental program. The VISA and Gas Card cannot be used when driving personal vehicle.
- **Promotional Products:** Items are to be purchased through University contracted vendors Consolidus LLC, Global Promotions & Incentives, LLC., and AG PrintPromo Solutions.
- **Printing:** For all off-campus printed materials, student organizations are required to work with Student Life Marketing staff at 330.972.6259 who will contact Institutional Marketing for approval.
- **Rentals / Leases:** Including but not limited to Vehicles, Parking Spaces, Halls, Tools, Tents, Property, Storage, Equipment, Halls, etc.
- **Services, including but not limited to:** Performance, Professional, Personal, Lectures, Construction.

Prohibited VISA Card Purchases and Activities

The following items are prohibited using the University issued VISA card. Please refer to the Department of Purchasing for further information on restricted items. These include, but are not limited to the following:

- **Alcoholic Beverages**
- **Cash Advances**
- **Guns, Weapons, Ammunition or Other Explosive Devices**
- **Hazardous Chemicals / Radioactive Materials:** Defined as any chemical or material with the following information on the label: Explosive, flammable, oxidizer, corrosive or poison and with either a flammability, health or reactivity designation factor above one (1). Consult with Dept. of Environmental & Occupational Health and Safety (EOHS) or Purchasing Department prior to purchasing chemicals with your VISA card.
- **Pyramiding/Splitting Transactions:** Splitting of transaction costs in order to circumvent established limits or any other attempt to make a transaction outside the parameters of your purchasing card.
- **Security Systems:** Including but not limited to Audio Video, Alarms.
- **Telephone, Cellular Phones, Pager Equipment and Supplies:** Contact the Department of Telecommunications.



- **Toners, Ink Cartridges:** Use office supply program with Guy Brown/Office Max or Central Stores.

Improper Card Usage

The following list provides examples of violations of the VISA card usage:

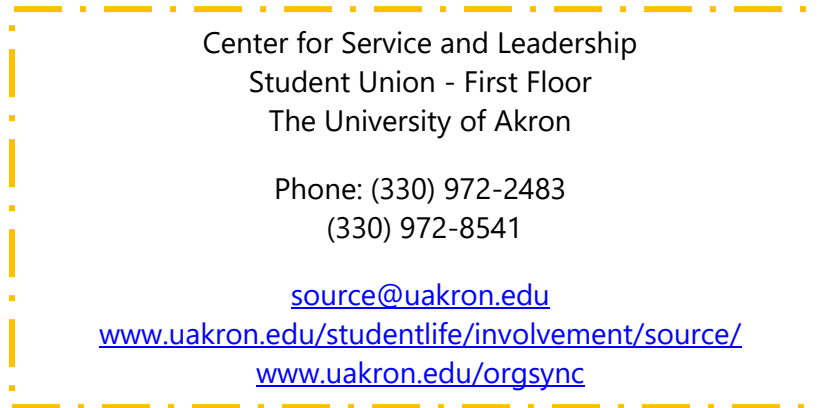
- Purchase of a prohibited and restricted item.
- Exceeding per transaction limits by splitting purchases (also known as pyramiding).
- Improper receipts or lack of recordkeeping.
- Failure to return the VISA card to the SOuRCe within the expected time frame.
- Excessive state sales tax applied to VISA transactions.



Let Us Help You...

We hope that you find this ReSOuRCe Manual to be helpful as you lead your organization. Our goal is to make this manual as all-encompassing as possible, however policies and practices do change. If a policy outlined within does not seem accurate, please let us know and we will gladly review and update the manual accordingly.

Please contact us with any feedback or questions you may have concerning this document



While this Student Organization ReSOuRCe (Finance) Manual is intended to be a summary of information that is beneficial to student organizations and Campus Advisors, its readers should be aware that:

1. It is not a complete statement of all policies and procedures of The University of Akron.
2. The University of Akron reserves the right to change any policy, procedure, or program, without notice.
3. Divisions and departments on campus may have their own procedures and policies, which apply to student organizations.

***Our goal and mission is to assist organizations...
help us help you by letting us know when you have questions or concerns.***

