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# RECOGNIZED STUDENT ORGANIZATION

## Finance Manual

The University of Akron  
2024-2025

*The* **SOURCE**  
Student Organization Resource Center

## SOuRCe Contact Information

The Department of Student Life  
Jean Hower Taber Student Union - First Floor  
The University of Akron

Phone: (330) 972-2483  
(330) 972-8541

[source@uakron.edu](mailto:source@uakron.edu)  
[www.uakron.edu/studentlife/involvement/source/](http://www.uakron.edu/studentlife/involvement/source/)  
<https://rooconnect.uakron.edu>

### Preface

While the Recognized Student Organization (RSO) 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:

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

## SOuRCe Financial Structure

The SOuRCe is maintained by full-time staff and part-time students in the Department of Student Life. Staff in the SOuRCe liaise between your organization and the dozens of campus providers and departments that are a part of student organization financial processing. The SOuRCe is obligated to adhere to University policy and the policies of the departments in which we operate with. This includes but is not limited to:

- Purchasing Department
- Accounts Payable
- Controller's Office
- Cashiers Office
- Development Office
- Web Services (E-Markets)
- Academic Departments affiliated with Student Organizations
- On Campus Providers including but not limited to:
  - Aramark
  - UAPD
  - Student Union
  - DocuZip
  - UAkron Park

## Common Terminology and Acronyms Used in this Manual

- SAF = Student Activity Funds
- UAF = Undergraduate Activity Funds
- EAF = Extracurricular Activity Fund
- USG = Undergraduate Student Government
- GSG = Graduate Student Government
- Undergraduate/Graduate/Blended [In terms of member make-up] = all undergraduate members, all graduate members, both graduate and undergraduate members

## 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 within the below sections.

## Ethical Decision Making

The SOuRCe, 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. Organizations are held accountable to proper financial management and use of funds within University-issued accounts.

## Access to Funds: Finance Tool in RooConnect

Only Registered Student Organizations who have completed the annual registration process have access to the funding accounts and requests outlined in this manual. All Financial paperwork and account balances can be found in the "Finance" section of RooConnect, also known as the Finance Tool. Access to this Finance section is granted to officers after officer training is completed as aligned with the annual registration process. Additional access can be requested throughout the year through a form on RooConnect, pending verification and/or completion of officer training.

Note: the Finance Tool is not directly synced with your actual University finance account. What you see in RooConnect is manually updated by SOuRCe staff to mirror the actual accounts for a convenient student view. If there is an error or issue in RooConnect, it does not automatically mean there is an error or issue in your actual accounts. Please contact the SOuRCe if you notice something incorrect or have questions.

Also note, the close of the fiscal year will impact organization's access to spending each year. Account access will be limited or frozen at certain points every spring semester through certain points in the summer to complete processing/balancing and closing/opening of all accounts from one fiscal year to the next. Details are communicated each spring by the SOuRCe. Organizations are expected to abide by the deadlines and restrictions and plan to be spending their funds before or after this timing accordingly.

## Student Organization Allocation Accounts (UAF or USG/GSG Accounts)

Club Sports, Fraternity and Sorority Life, and Law organizations, please see your main contact for information.

## UAF/EAF Account Overview

When a student organization requests, and receives, a funding allocation from Undergraduate Student Government (USG) or Graduate Student Government (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(s), the funds will be disbursed into this account.
- Funds in these accounts are not transferred to SAF, academic, or departmental budget accounts.
  - You are not required to spend your entire allocation, but unused funds will be rolled back. Allocated money cannot be permanently retained by your student organization.

**Extracurricular Activity 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.
- Funds in these accounts are not transferred to SAF, academic, or departmental budget accounts.
  - You are not required to spend your entire allocation, but unused funds will be rolled back. Allocated money is not permanently retained by your student organization.

**Allocation Form: Application and Funding Overview**

- All student organizations wishing to submit a funding request for travel or non-travel activities are required to be 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.*
- Allocation Form: Any student organization wishing to request funds will need to submit an allocation request through the parameters set forth by the SOuRCe for the academic year located on RooConnect.
  - Purchases made prior to receiving an approved funding allocation from USG/GSG will not be funded.
  - The timeframe communicated is set forth on the form is 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, not submitted within the timeframe allotted etc.) it will not be reviewed.
- Once an allocation request is approved, the student organization officer will create an expenditure request prior to a purchase being made.
- All receipts will be submitted to 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 purchase by a student organization is through the utilization of the VISA Card Program (see VISA card section for more details).
  - **If your allocation is granted but then you choose to make the purchase without submitting an expenditure request to the SOuRCe, please be advised that reimbursements or payments are not guaranteed by the University. You must submit your expenditure after allocation approval.**

## Allocation Review Process

When an Allocation Request is submitted in RooConnect, it is received by the SOuRCe. It is reviewed to ensure there is proper documentation and that it aligns with the RSO Manual and University Policy. After the SOuRCe review, it is sent to USG/GSG for their review and determination of the allocation decision. USG/GSG sends their decision back to the SOuRCe, who will communicate USG/GSG's decisions to the student organization.

## Funding Requests: Travel and Non-Travel Activities

### Travel Policies:

- To qualify for travel, there will be at least two members of the organization (undergraduate, blended or graduate), traveling and all students will be in "Good Standing" with The University of Akron.
- Organizations wishing to travel will register their plans within the Allocation Request form in RooConnect if using UAF funds (Please see "Registering Travel" section in the General Policy manual for information about registering travel if you are not requesting an allocation by using the "Intent to Travel" form in RooConnect.)
- Groups attending a conference or competition, or taking part in an educational trip that aligns with the group's purpose and educational mission of the University will be considered for travel funding. Trips for general social or personal reasons will not be considered.
- Re-reviews for travel cannot be offered if prices increase after a final allocation amount is offered. The nature of travel items means they have dynamic pricing (pricing that surges and changes) and organizations should plan for this.
- Student organizations requesting funds for overnight and day trips may request up to \$2,500 (undergraduate/blended) or \$2,000 (graduate) per fiscal year.

### Non-Travel Activities Policies:

- Student organizations requesting funds can request up to \$2,500 (undergraduate/blended) or \$1,000 (graduate) per fiscal year.
- To be considered for non-travel activities funds, the event/program/initiative should be free for University of Akron students, held on campus, and open to the campus community.

## Approved UAF/EAF Use of Funds:

- Travel expenses
  - Including, but not limited to:
    - Airfare, buses, rental vehicle, train tickets
      - Student Organizations using anywhere between 50%-100% UAF to purchase these travel items or services are required to use Christopherson Business Travel (CBT) to make those bookings & purchases, per University of Akron policy. If you do not use CBT in this case, your travel items will not be funded.
    - Registration (in person or virtual),
    - Gas (in conjunction with a rental vehicle only)
    - Lodging specifically:
      - All lodging must go through CBT unless it is one of the following: specialized lodging such as air bnbs to fit specific needs, campgrounds, locations on site at other universities or event centers, or conference-specific, special-rate hotels.
      - Max \$300.00/night per room in hotels
      - For Airbnb or similar style lodging
        - 2-7 students= up to \$300 per night. 8-11 students= up to \$400 per night. 12-15 students up to \$500 per night. Etc. - \$100 additional funds are considered with every increase of 4 students.
- Supplies for activities

- Supplies are defined as expendable items necessary for a particular project
- Including, but not limited to: balloons, table cloths, decorations, etc.
- Equipment and non-expendable items are *not* considered supplies (see prohibited section for details.)
- Giveaways
  - Giveaway purchases are capped at \$250 per event
  - Giveaways are defined as items that are given away for free at an event. All event attendees would be offered the giveaway (such as a goodie bag), or have the same chance to receive the giveaway (such as winning a gift card).
  - Including but not limited to: Gift cards/all-campus courtesy cards (can only be in the amount of \$25.00 or less per card) ; goodie bags; general swag such as pens, notebooks, stickers etc.
- On campus space rental fees for activities
- Food – *for non-travel activities only*
  - Requests for food go through Aramark, unless granted permission to purchase outside food by a catering exemption waiver, or if it is pizza from only vendor/store within \$275 and 20 pizzas or less
- Vendors, speakers, or lecturers (in person or virtual)
- On-campus parking fees: only permitted for individual parking space fees for outside guests who are providing a service (such as a speaker)
- Gifts/Recognition Meant for Speakers/Outside Guests, Alumni or Other Non-Student University Personnel
  - Non-travel items may be given to speakers or others in recognition of them providing a service
    - This would be: Physical awards, gift bags/baskets, University of Akron merchandise
    - Gift cards are not permitted for this purpose
    - Must provide proof of the individual providing a service (such as an invoice, or communications confirming the individual is providing a service)
- Marketing materials may not exceed \$500.00 per year
  - This includes printing/advertising materials/items, but also any promotional materials such as branded clothing, pens, notebooks etc. This must be open to everyone and not members only.

### **Prohibited UAF/EAF Purchases:**

- (Co)sponsorship for non-travel activities by academic or administrative departments
- Chemicals or hazardous materials (these items should be purchased by the academic department affiliated with the purchase, or by Health and Safety staff at 330.972.6866)
- Projects, programs, and series that are already offered by University Departments or other student organization(s)
  - If an identical or strongly similar program is already happening during the same time as a group's proposal, the request will not be considered, and groups will be directed to the other department/organization to collaborate
- 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 or personal funds 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
  - Some exceptions such as bottle openers or koozies may be acceptable when it is indicated that the item's function is not related to alcohol-use
- Weapons
- Cash Advances or Petty Cash



- Food will not be an eligible line item to be covered by **travel funding**. Food will also not be eligible as a line item if food is off-campus i.e. going to restaurants, ordering food for an off-campus venue etc.
- Equipment and Non-Expendable Items
  - Equipment and Non-Expendable Items are tangible property having a useful lifetime of more than one year, and costs more than \$50 for the individual item. Examples include, but not limited to, furniture, computers, printers, audio/visual technology, cabinets, chairs, outdoor adventure equipment, yard games, books, office supplies etc.
- Items for Personal Gain Meant for Members/Advisors Only
  - Items meant for organization members or advisor(s) only, for organizational benefit or individual personal gain.
    - Includes but is not limited to: Gifts, tokens of appreciation, clothing, awards, prizes, graduation cords, merchandise, educational courses / classes, books, membership fees to affiliated organizations such as gyms, social clubs, or community organizations.
      - Note: This is not the same as a giveaway. Giveaways are permitted and are given to *all* guests and/or *all* guests have the same chance to obtain the item.
- Financial donations for an organization or another entity
- General membership/affiliate dues or fees for national organizations
- Per Diem food costs for special guests, speakers, etc.
- Legal Fees
- Loans or paying off existing debt(s)
- Off-campus venue fees
  - On-campus parking fees: Overnight parking fees, renting an entire lot, any fees for general event attendees or other students/staff, paying for annual or ongoing parking fees, paying for an attendant
- Security other than UAPD
- Salaries or stipends
- Scholarships
- Student organizations cannot profit off an allocation.
  - You cannot request an allocation to put on an event and charge students to attend- it must be free
  - You cannot request an allocation to purchase items and charge people for those items- the items must be free (examples- selling snacks, selling goodie bags, selling merchandise this is prohibited )
- Subscriptions to services that would cause a re-occurring charge

## Unify UAkron Funding

Undergraduate Student Government (USG) will support the initiative known as the Unify UAkron platform. This platform seeks to enhance the student experience at The University of Akron by fostering students' academic, professional, and community development. As part of the Unify UAkron platform, USG has created a source of funding for student organizations who would like to take part in supporting this platform. The criteria to apply for this funding is listed below.

- The sponsor(s) of the proposed project/event will meet with the USG President or his/her designee to discuss the details of the project/event.
- The project/event will directly promote the academic, professional, and/or community development of students.
- The project/event will have the expected benefit and impact of at least 75 students.
- The project/event will be sponsored with either USG or at least 1 other student organization.

Limits to maximum allocations for projects/events will be determined on a case-by-case basis. Student organizations wishing to initiate a project or event, which meets the prescribed criteria, can apply for funding support on RooConnect or on the USG website (<https://blogs.uakron.edu/usg/>). Reach out to the USG President ([usgpresident@uakron.edu](mailto:usgpresident@uakron.edu)) for questions.

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

Club Sports, Fraternity and Sorority Life, and Law organizations, please see your main contact for information.

### 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 up to the organization's discretion how these funds are utilized, as long as it is in accordance with University policies.
- The SAF account is used for all student organization activities that are not funded with a student government allocation.
- All funds collected by student organizations are to be kept within the assigned SAF account. These monies are monitored by the University and are subject to University financial policies. Physical cash or checks collected by organizations must be deposited into the organization's SAF account through the SOURCE. Cash boxes or other means to manage funds outside the SAF account are strictly prohibited.
- A student organization officer will create an expenditure with 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.
- The primary form of payment for any purchase by a student organization is through the utilization of the VISA Card Program.
  - **If you choose to make a purchase without first submitting an expenditure request to the SOuRCe, please be advised that reimbursements or payments are not guaranteed by the University.**

### Prohibited SAF Purchases

- Alcohol beverages, tobacco products, and related paraphernalia
  - Some exceptions such as bottle openers or koozies may be acceptable when it is indicated that the item's function is not related to alcohol-use
- Weapons
- Chemicals or hazardous materials (these items should be purchased by the academic department affiliated with the purchase, or by Health and Safety staff at 330.972.6866)
- Subscriptions to services that would cause a re-occurring charge
- Equipment and Non-Expendable Items
  - Equipment and Non-Expendable Items are tangible property having a useful lifetime of more than one year, and costs more than \$50 for the individual item. Examples include, but not limited to, furniture, computers, printers, audio/visual technology, cabinets, chairs, outdoor adventure equipment, yard games, books, office supplies etc.
  - It is not recommended that these kinds of items are 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"

- Salaries or stipends
- Scholarships

## Guiding University Policies for Registered Student Organizations

### Tax Exemption

- The University of Akron is a tax-exempt organization. When making purchases, student organizations are required to present a tax-exempt form at the point of purchase.
- If tax is charged the student organization will be required to recoup the tax charged per the Department of Purchasing.
- Organizations may lose certain spending privileges if there is not effort and communication to SOuRCe made to recoup tax if it is charged on items.

### Missing Documentation

- Missing documentation occurs in two forms:
  - 1- When there is a charge on the student organization's account without any pre-approval through an approved expenditure request.
  - 2- When an organization has an approved expenditure, but the organization fails to turn in appropriate receipts for the transaction.
- Missing documentation in the 1<sup>st</sup> form is prohibited. In rare cases where there is missing documentation in the 2<sup>nd</sup> form (where organizations misplace, or cannot obtain a valid receipt) a missing documentation slip can be filled out. This is limited to twice a semester only.

### T-Shirts or other Promotional Items

- The University has agreements with three local vendors:
  - Consolidus/UA Shop [www.theUAshop.com](http://www.theUAshop.com)
  - Global Promotions/ASW Global [www.shopglobalpai.com](http://www.shopglobalpai.com)
  - The AG Group/AG Print Promo [www.theaggroup.com](http://www.theaggroup.com)
- Student organizations are restricted 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.

### UAkronPark: Parking Services

- The University of Akron is partnering with UAkronPark to manage campus parking. For Parking general information and pricing for student organization event, contact :
  - Email: [info@UAkronPark.com](mailto:info@UAkronPark.com)
  - Phone: 330-972-7213
- Need to coordinate an event with parking? Reach out at:
  - [events@UAkronPark.com](mailto:events@UAkronPark.com).

### University Food Policy and Spending Funds with Aramark

- Per the contract between the University and Aramark, dining services has first right of refusal on all food orders across campus. This means, any food for organization meetings, events etc. on campus must go through Aramark. 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).
- 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.

- In the event an organization wishes to bring food on campus, the “University Catering Waiver Request Form”, found on the Aramark website and/or RooConnect, will be completed and turned in prior to the event - through the procedures/timelines stated on the form. The form should also be completed and approved before submitting an expenditure form.
  - There is one special exception to the above rules. You do not need to go through Aramark and do not need a catering waiver in the following circumstances:
    - Pizza orders between 1-20 pizzas or equivalent to \$275 or less per order, should be purchased and arranged directly with the pizza vendor of your choice (Pizza Hut, Dominoes, Papa John’s etc.) No Catering Waiver required. This means for pizza only, within this limit only, you just need to submit your expenditure for pre-approval of any pizza vendor of your choice, and then pick up a VISA card from SOuRCe. You would use the VISA card to order and pay for the pizza on your own- you would not coordinate this through Aramark any longer.
- Please note: bake sales are strictly prohibited on campus (see Terms & Conditions).
- 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.
- Organizations must do the following within 3 business days before their event, or orders will be cancelled by Aramark:
  - Create an expenditure to pay Aramark and ensure it is approved through the SOuRCe
  - Place their order with Aramark
    - Orders placed less than 3 business days before an event will be cancelled by Aramark.
    - If the order is placed more than 3 business days before an event and an expenditure is still not approved within 3 business days before the event, the order will still be cancelled.
- Contact Aramark Catering at 330.972.8215 with questions.

### **Booking Travel: Christopherson Business Travel (CBT)**

- Student Organizations using anywhere between 50%-100% UAF to purchase a travel item or service (flights, rental car, lodging etc.), are required to use Christopherson Business Travel (CBT) to make those bookings & purchases, per University of Akron policy. Those using 51%-100% SAF to fund a travel item or service may make those bookings & purchases outside CBT, if they choose.
- Travel-related items/services that may be booked/purchased outside of CBT:
  - Registration for conferences/events, gas, rideshare/taxi services, parking, tolls, meal costs, and specialized lodging such as air bnbs to fit specific needs, campgrounds, locations on site at other universities or event centers, or conference specific, special-rate hotels.
  - If your travel-items fall into these categories, you can submit an expenditure/allocation as usual with documentation outside of CBT, and plan to pay for it outside of CBT as well. When looking to book specialized lodging, be sure you explicitly state this in your allocation/expenditure, so USG/GSG/SOuRCe understands why you are not using CBT. Failure to do so may lead to form denials.
- Steps to use CBT to obtain quotes to use for your allocation and/or expenditure documentation, and to move forward with booking and paying for your travel
  - *1- All Students Traveling:* Create a Profile with CBT
    - If you & all your travelers have already created a profile (for your org or any other org), skip to #2
    - Have each individual traveling navigate to this site: <https://airportal.cbttat.com/enroll/301722>

- First page: Enter all information. Make sure account number is “301722”. Use your UA email.
  - Next page: Under Employee ID enter your Student ID. Under Department, choose Student Life. Under Cost Center enter your SAF account number for your org in this format “SO996XXX”. If you need your SAF account number, please contact SOURCE. Submit the information from there.
  - If you need to log back in, you can do so at this site: <https://airportal.cbta.com/login>
  - A travel manager will approve your request and then you are set and CBT staff can locate each traveler in the system to book your travel.
- 2- *One Trip Leader*: Email a Travel Advisor with CBT
  - [universitygroups@cbtravel.com](mailto:universitygroups@cbtravel.com) if you are traveling with 10 or more students.
  - [university.travel@cbtravel.com](mailto:university.travel@cbtravel.com) if you are traveling with 9 students or less.
  - One person needs to be the trip leader & main point of contact on behalf of all individuals traveling.
  - The trip leader will email the travel advisor stating which organization you are with, and what you are looking to book (lodging, rental car, flights etc.). Share as many details as you can: the location and duration of the trip, your preferred times for arrival/departure, your budget, and your travel roster. Please also share your turnaround time for booking (if you need it by a certain date etc.) If you want multiple options/quotes, you can ask that. If you have a specific preference for airlines, hotels, etc. share that too.
- 3- *Await the travel advisor to respond with a quote(s)*. Confirm that the price/options sent will work for you.
  - If you want something changed, please communicate with them until you find something you want to move forward with.
  - *For flights*: if the travel advisor is showing you flights that are too expensive and you happen to have seen lower prices outside of CBT, please ask them to investigate “NDC rate options”. You must ask the travel advisor to look for this rate, they will not search for this automatically.
- 4- *After you decide which options to move forward with, let the travel advisor know your confirmed choices and that you will be in touch about payment after you get approval through SOuRCe.*
- 5- *Upload the chosen quote(s) as your documentation in your allocation and/or expenditure form and submit it for SOuRCe review.*
- 6- *Wait for USG/GSG and/or SOuRCe to approve your allocation and/or expenditure and assign you a VISA.*
- 7- *Pick up the VISA card for your approved expenditure(s) from SOuRCe.*
- 8- *Contact the travel advisor back and confirm you are ready to move forward with payment. If prices changed, ensure you have enough money to move forward. It is okay if prices change as long as you have the funds for it. If not, ask the travel advisor to help you find something within your budget. It is okay if you need to go with a different option than what was in your original allocation/expenditure, as long as it's in your budget.*
- 9- *From there, schedule a time to talk to the travel advisor to give them the VISA card information for payment over the phone.*
- 10- *Ask the travel advisor to send you an email with the final receipt, and turn that back in to the SOuRCe.*
- 11- *Turn the VISA back in to SOuRCe when you are done.*
- **Contact Information:**
  - Contact a Travel Advisor for assistance. They can also help with general questions.
    - Ten or more students traveling with you?: Email [universitygroups@cbtravel.com](mailto:universitygroups@cbtravel.com)

- Nine or less students traveling with you? : Email [university.travel@cbtravel.com](mailto:university.travel@cbtravel.com)
- For immediate needs or general inquiries: 800-285-3603; [universityteam@cbtravel.com](mailto:universityteam@cbtravel.com)
- For questions on UA travel policies: [shelly@uakron.edu](mailto:shelly@uakron.edu)

## Gas Card vs. Mileage Reimbursement

- Student organizations wishing to utilize a *rental vehicle* for organization can request to utilize a gas card for all gas expenses. Groups can use UAF or SAF funding for this.
  - This card can be checked out in the SOuRce and helps to track the expenses accurately for your trip.
  - To arrange a gas card for an upcoming trip, please see the SOuRce liaisons.
- 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 within 140 miles from campus. Groups cannot use UAF funding for this, only SAF funding. Trips over 140 miles from campus and/or using UAF funds will not be reimbursed.
  - 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>

## Utilizing Student Organization Finances

Club Sports, Fraternity and Sorority Life, and Law organizations, please see your main contact for information.

### Expenditure Form

In order to utilize funds from *any* of their accounts (UAF/EAF/SAF), student organizations are required to complete an Expenditure request on RooConnect, in order to request to spend their funds.

The expenditure form is required *every time* an organization wishes to spend funds, whether they wish to spend funds at a physical storefront (Walmart, Target etc.), online stores (Amazon, Etsy etc.), by paying a vendor (DJs, Photographers, Artists etc.), with on-campus providers and partners (UAShop, DocuZip, Aramark etc.), or any other payment method/store type/service type.

The form will ask organizations to describe the items/services they are wishing to purchase, the price, the intended payments method (VISA card, transfer funds to campus partner such as Aramark, send check to vendor etc,) the account they are using, the event date and other relevant information to the intended purchase. Documentation is also required to be uploaded into the form, and shows the proof of the pricing you are requesting. Sufficient documentation is a screenshot, or photo showing the price, the item/services, and store/vendor you are requesting. The information on the documentation screenshot/photo should match the information you are inserting into the rest of the expenditure form.

Expenditure Forms are reviewed within 5 business days after submission. Organizations are responsible for uploading and completing all required information into the form. Incomplete forms, or insufficient documentation will lead to submissions being delayed or denied. Expenditures that need a turnaround of less than 5 business days cannot be guaranteed to be reviewed by then.

After expenditure approval, and payment of your items/services etc., receipts are required to be turned in after purchase for all expenses.

- Note- The SOuRCe will not obtain receipts or final invoices on your behalf from on-campus providers – organizations must contact the on-campus provider, obtain the final receipt or final invoice and turn it in to the SOuRCe.

The expenditure request 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.

## Payment Methods

After expenditure approval, a student organization has a variety of ways to make their purchase, referred to as payment methods.

### VISA Card

- The VISA cards are managed by the Department of Purchasing. The SOuRCe is a liaison between the Department of Purchasing and your organization's card use.
- 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. VISA cards can be used for everything from event supplies to travel costs and more. Under special circumstances, credit limits can be increased .
- All authorized users will be held accountable for their actions and are required to follow the established rules and procedures.
- In order to make a purchase, an authorized organization representative will need to bring their UA Zip Card after submitting an expenditure request and having it approved by the SOuRCe.
- The cardholder or authorized user agrees to University of Akron's VISA Cardholder Agreement via the expenditure form.
  - All VISA cards are due back to the SOuRCe within two (2) business days from check-out or return from travel, with receipts, unless prior arrangements have been made.
    - 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 will 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.
- A VISA limit Increase is needed if you exceed any of the following: \$5,000 monthly limit, \$2,500 single transaction limit, or (15) transaction limit per day.
  - 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.
- Online purchases must be shipped to the SOuRCe Office in the Student Union. Items cannot be shipped to home addresses. You can find the address to send packages below:
  - *University of Akron*
  - *Department of Student Life*
  - *Student Union - Suite 130*
  - *ATTN: SOuRCe, [Organization Name]*
  - *303 Carroll Street*  
*Akron, OH 44325*
- Security

- VISA cards are kept in a locked safe in the SOuRCe and checked in and out by a SOuRCe Liaison when needed.
- 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 Bank of America immediately at (888) 449.2273.
  - Also, report this to the Department of Purchasing at 330.972.7340 and the SOuRCe at 330.972.2483.
- 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.
    - **Advertising: Internet, publications, etc.** – Contact Student Life Marketing staff at 330.972.7886 who will contact Institutional Marketing if necessary.
    - **Websites/Digital Platforms-** Contact IT for free website creation or assistance with current, free digital platforms such as Microsoft Teams 330.972.6888
    - **Catering:** Contact Aramark or obtain catering waiver
    - **Gasoline or Fuel:** The gas card should be used in place of a VISA. It is 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
    - **Promotional Products:** Items are to be purchased through University contracted vendors Consolidus LLC, Global Promotions & Incentives, LLC., and AG PrintPromo Solutions only and other vendors are not permitted
    - **Printing:** For all off-campus printed materials, student organizations are required to work with Student Life Marketing staff at 330.972.7886 who will contact Institutional Marketing for approval.
    - **Rentals / Leases:** Including but not limited to Tools, Tents, Property, Storage, Equipment, Halls, etc.
    - **Insurance:** contact SOURCE to explain a situation in which this is warranted
    - **Donations:** charitable donation sites are restricted
- 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.
    - Having more than 1 card at once without prior communication and arrangement
    - Submitting an expenditure to use a VISA while you already have a VISA checked out for another expenditure
      - If you already have a VISA, you should not submit another expenditures to use another VISA until the current cycle is completed (expenditure submitted and approved, VISA picked up and turned back in with receipt)



## WEX Gas Card

- Wex cards are used to pay for gas for rental cars only.
- In order to make a purchase, an authorized organization representative will need to bring their UA Zip Card after submitting an expenditure request and having it approved by the SOuRCe.
- The cardholder or authorized user agrees to University of Akron's WEX Cardholder Agreement via the expenditure form.
  - All WEX cards are due back to the SOuRCe within two (2) business days from return from travel, with receipts, unless prior arrangements have been made.
    - Failure to return the organization WEX card by the stated deadline, with original receipts, may result in suspension or termination of the WEX 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 will 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.
- Security
  - WEX cards are kept in a locked safe in the SOuRCe and checked in and out by a SOuRCe Liaison when needed.
  - The VISA card is University property and should be secured just as you would secure your personal credit cards.
  - Guard the WEX card account number and be suspicious of any requests for account information.

## Vendor Payment

- Vendor Payments are used to pay vendors outside of UA, for services provided. (If a vendor is able to take a VISA for payment, please always proceed with using the VISA instead, for more efficiency. Vendor payments are only used if a vendor will not accept a VISA).
- Examples of vendors include DJs, Photographers, Speakers etc.
- Any student organization wishing to utilize an outside contractor (DJ, Photographer, Lecturer, etc.) should complete an expenditure request on RooConnect at least 3 weeks before any anticipated event, program, or performance. An official invoice from the vendor should be included as the documentation in the expenditure. Screenshots of emails or texts from vendors are not sufficient.
- The organization event/program where a vendor is being utilized must be an approved venue by the University of Akron.
- Lodging/travel expenses/food for the vendor should be included in the contracted fee.
- After receiving this request, the SOuRCe will contact the vendor to ensure they complete various vendor documents/paperwork. The paperwork and documents are required in order to be paid. If the vendor is not responsive or does not fully complete the forms, they will not be paid. The SOuRCe will contact your organization if this is the case. Organizations are responsible for assisting with communications and confirmation when vendors are not responsive to staff. If there are not responses or the vendor has not properly completed the paperwork after 3 outreaches, the SOURCE will not pursue the payment process further and payment will not be given. The signed and completed paperwork should be returned to the SOuRCe by the vendor, at least 10 days before your event date.

- From there, completed paperwork is sent off to Accounts Payable to create and send out payment. Please contact Accounts Payable to inquire on the status of a completed payment via check or direct deposit. Payments are not sent to vendors before services are rendered.
- There is not a receipt to turn in to SOuRce for this kind of payment.
- 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.

**\*\*\*Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement. Other agreements made by student organizations without SOURCE may be subject to the terms and payment personally\*\*\*you**

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

### *On Campus Provider Payment*

- On Campus Provider Payments are used for payment to a vendor that is on campus or contracted with UA.
- Examples include Aramark; RooLounge; UAPD; UAkron Park; DocuZip AND MORE
- This kind of payment is a transfer payment from the organization account, to the provider account. This is authorized and completed by SOURCE, after expenditure approval.
- Organizations must always obtain a final receipt from the on-campus provider after services are rendered and turn that in to the SOURCE.
  - Although this may seem repetitive, or like you are sending in the same documentation twice (once in the expenditure and once after your event), this is required to ensure SOURCE is aware of any potential changes in price made between the time you made your order and when your event happened.

### *Reimbursements*

- Reimbursements are only given in rare circumstances where a purchase is pre-approved through an approved expenditure, and there ends up being a problem with a VISA card such as declining without obvious explanation.
- Reimbursements are not offered in other instances including:
  - Negligence: using a personal card in error
  - Failure to plan ahead: looking to purchase items with personal funds because a group does not have enough time to submit an expenditure before the item is needed
- If a reimbursement is approved and the individual is employed through UA, the individual will need to do additional paperwork through Workday to obtain a reimbursement via the Expense Report function. Please coordinate with SOuRce directly regarding this.

## 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.

## E-Market

E-Market sites can be created for free for organizations wishing to accept credit card deposits through an online website. These credit card deposits can be used for fundraising/donations, event tickets, and membership dues. No fee is collected for using the site from either the organization or the individual making a purchase, unless an organization is selling items, in which sales tax will be deducted. Funds go directly to an organization's SAF account. New requests or changes to a site's content can be requested through the E-Market Request Form in RooConnect.

Organizations are expected to keep track of who is listed as the main contact for the site. That individual will receive emails receipts each time a transaction is made with relevant information such as name of patron, amount of transaction, date of transaction etc. Organizations who rely on names of individuals who made these transactions for membership or other reasons, need to keep track through the email receipts sent to the main contact. The SOuRCe will not track this information for organizations.

E-Market transactions are manually deposited into to organization's RooConnect sites. This may take 2-3 weeks to appear due to volume of transactions across organizations.

## 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 request via RooConnect.
- A donation differs in that it is money that is not fundraised by the organization itself, rather, it is a monetary gift given to the organization by an individual or group.
- This online form, and the cash/checks to be donated, can be brought to the SOuRCe during normal business hours following the parameters set forth by the SOuRCe.
  - Deposits should be made to the SOuRCe no later than 2 business days following the collection of funds. Failure to deposit any/all funds generated from the organization is against policy: cash boxes and other means of keeping organization funding outside the SAF/UAF/EAF account is prohibited.
- 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.
- Organizations who receive a deposit from a transfer of funds from a department account as a means of support, should notify the SOuRCe as soon as they are aware. Staff will ensure the funding is properly deposited and added into RooConnect. If a student organization does not notify the SOuRCe, staff will not be aware the transfer is happening and RooConnect will not be accurate.