

Programs and Related Lines

Student Government money in the programs line, and any other related lines, can be used to fund almost anything that a student organization wants to do during the year except travel, which much come out of a designated travel line. The exceptions to this are that Student Government money can **NOT** be used to purchase *alcohol, T-shirts, or fundraising materials*.

In order to use your allocated budget, your student organization must correctly fill out a SAR form online. The form must be submitted **at least 2 weeks** before you need the money. Before anything can be purchased, ***all the paperwork must be fully approved*** and an email from SG finance saying it you can now purchase the goods must be received. Any items purchased before this conformation email will NOT be reimbursed. It is preferred not to use the reimbursement process unless necessary, as it is much simpler to deal directly with the vendor where the goods are being purchased than to go through a student intermediate.

Vendors that do not accept purchase order (PO) numbers and therefore students must get reimbursed if purchasing goods there include Wal-Mart, Publix, Office Max, and Michaels. Lowes Hardware requires a hard copy of the PO when you purchase items, so please allow enough time for SG Finance to make one.

If a student is going to be reimbursed for some item purchased for the organization, please remember that it still must have prior approval from SG Finance, unless the money is coming from an outside revenue account. In order to get money from an outside revenue account, however, a SAR still has to be fill out.

Another thing to note is that individual college councils are not allowed, according to Student Government codes, to give out special requests. Only Student Senate and the Board of College Councils have special lines established for this purpose.

Also remember that events being held with Student Government money must be free and open to all University of Florida students. This means that conferences held on campus must not charge students a registration fee.

Here is a brief description of the each of the lines that relate to organizational programs:

- **Advertising** -- This line is meant for items such as *Alligator* Ads and radio ads. Remember that the *Alligator* has a special discount for UF student organizations.
- **Printing** -- This line is meant for professional fliers, posters, and banners that cannot be copied on campus.
- **Copies** -- All regular copies must be done through the Student Government Copy Center on the third floor of the Reitz Union. Copies here are done for \$0.03 a page.
- **Food** -- If an event is done at the Reitz Union, you must go through Classic Fare for all food purchases. They do have some food scholarships available to student organizations.
- **Off-campus Rental** -- This money is used to pay rental fees for facilities off the UF campus.
- **Technical** -- Used to pay for services like Spinal Tap or a DJ. DJs can also be paid out of the program line, but the maximum amount spent on a DJ is limited to \$200.
- **Postage** -- This can only be used for mailing speakers contracts and must be done through the University mailroom.
- **Awards** -- This year awards can only be given to non-UF students.
- **Supplies** -- This is meant for office supplies and similarly related items.

- **Programs** -- This line covers anything not covered by one of the previous lines, within Student Government codes.

Travel Line

The travel line is used to fund *students* traveling outside the city of Gainesville to conferences, competitions, etc. Speakers coming to UF should not be paid out of this line. Instead they should be given a lump "honorarium" out of the programs line that covers all their travel fees as well as their speaker fee. They will also receive their money faster if it is set up as a program expense.

It is important to note that **per diem expenses are NOT covered** by Student Government funds.

Another important note is that *ALL* conference registration fees must come out of a travel line, even if the conference is held in Gainesville.

Before leaving on a trip, you must submit travel SAR online. The paperwork must be submitted at a **minimum of 3 days before leaving on national trips and a minimum of 1 week before leaving on international trips**, although 2 weeks is preferred. The sooner you submit the paperwork the more likely it will be approved before you leave. Any items paid for before the SAR is approved (e.g. advance hotel reservations, airline tickets, etc.) will NOT be reimbursed. For the SAR, make sure that the traveler who is being reimbursed has their social security number and UFID number available since both are required on the form.

Upon returning, you must submit **original receipts to SG Finance no more than 30 days** after the date the trip is over. This does not necessarily mean 30 days after returning to Gainesville, but is dated from the end of the trip as listed on the SAR. If you are not in Gainesville by the time this date comes around, be sure to mail in your receipts. All receipts must show not only that the item was paid for but *how* it was paid for as well. If this information does not appear on the receipt, a credit card statement or bank statement showing it was paid must also be submitted. For hotels, the check-out receipt is preferred.

SG Finance Contact Information

(352) 392-1665 ext. 337

PO Box 118505
Gainesville, FL 32611 USA
Phone: (352) 392-1665

Filling out the SAR

All SARs, travel and program, are now filled out online at <http://www.docutraq.sg.ufl.edu/>

Step One: Log In

On the pull down menu, choose the organization from which the money is to come. Every college council is listed on the pull down menu. Organizations under a college council should sign in using the college to which they belong. Groups receiving BOCC special request money will sign in using BOCC. The password to log was chosen by the college council president when they received signing authority.

Step Two: Contact Information

The next step is to enter all the contact information for a student in the organization submitting the SAR. When it asks for Title, this is NOT the title of the person filling out the form but the name of the item for which money is needed. Organizations receiving BOCC special request money should put their organization name and the item in the title line. For example, appropriate titles of SARs would include SAE competition, GAO speaker, HOA Symposium Advertising, etc.

Step Three: Choosing the Appropriate Line

At the bottom of the first contact information page, in order to proceed the person entering the SAR must select whether the SAR is a travel or a program request. If travel is selected, then you can move straight into Step 4. Organizations receiving BOCC special request travel money should also click the "Travel" button.

Program SARs encompass all the other available lines, so more detail is needed. The screen after the Vendor screen asks which line the money will come out of. Use the previous explanations and the amount of money available in each of your lines to determine which line is the most appropriate. Organizations receiving BOCC special request money should click the button labeled "Other," no matter what the money was approved for. On the next screen when it asks what line the money is to come out of, "**Program Special Request**" should be entered.

Step 4: Choosing a Vendor

The vendor is the person that Student Government is physically going to pay. Most of the time this is going to be the business from which the goods are being purchased, but occasionally, when a reimbursement is necessary, the vendor will be an UF student. The most commonly used vendors are already in the system, but if you have to enter a new vendor make sure to have all their information available.

In the case of honorariums, the vendor will be the speaker/performer. Again, make sure to have all their information when setting them up as a new vendor.

For travel SARs, the vendor will always be one of the students going on the trip. SG Finance cannot give reimbursement money to UF faculty, so make sure that the vendor is a registered UF student. This person will receive one lump check after the receipts have been processed and, if more than one person goes on the trip, they are responsible for dividing it among all the members as the organization decides.

Step 5: Descriptions

This is probably the most important part of the SAR process. Make sure to include as **many details as possible** when filling out the SAR. For example, if you are renting a tent include the size of the tent, where it will be erected, how long it will be up, etc. *Alligator* advertisement descriptions should include the days it will run, a brief synopsis of what it will say, and its size.

If the goods are being purchased from one of the stores that do not accept POs, put the name of the store in the description section since the vendor will listed as a student's name.

For travel SARs, include all expenses that will be occurred (except for per diem expenses). The amount of money that is to come out of the budget will be put in the "Pay up to" section. Regardless of how much money is actually spent on the trip, SG finance will use this number as a maximum to pay out to the students.

Step 6: Approval

Once all the forms have been submitted, it is the responsibility of the college council president and treasurer to approve the SARs. Student organizations must still submit SARs to get money out of their outside revenue lines, and these too must be approved by the college council president and treasurer. In this case, however, it is not their responsibility to know if the organization has enough funds to cover the request.

After the SAR has been approved within the college council, it is sent to SG Finance. There it is checked that it conforms to Student Government codes and the college's funds are screen to make sure it has enough money available to cover the request. This process can take anywhere from one day to three weeks.

Once it has gone through the entire approval process, an email is sent to the contact person saying the goods can now be purchased. Student Government will NOT reimburse anything purchased before this email is received.

Step 7: Receipts

Remember, travel money and money being given out as a reimbursement will NOT be sent out until all original receipts have been turned in to the SG Finance office. Travelers have 30 days in which to do this.

If, when picking up an item, the vendor gives you an invoice, please make sure to bring that invoice into Pat Shore in SG Finance.