Workshop Agenda

- Welcome
- Funding Process
- Types of Paperwork
- Collecting Money
- Questions
Where To Get Help & Answers

- www.sa.sc.edu/sg/so

- Megan Denny
  Assistant to the AVP
  sofinanc@mailbox.sc.edu

- Mark VanDriel
  GSA Treasurer
  vandriel@email.sc.edu
Background

Campus Activity Fee
Background

Campus Activity Fee

→

Student Activity Fee (SAF)
Background

Campus Activity Fee → Student Activity Fee (SAF) → Senate Finance Codes & University Policy
Background

Campus Activity Fee → Student Activity Fee (SAF) → Senate Finance Codes & University Policy → $$ Allocated
Qualifying for Funding

**STEP 1**
Organization must be registered through the Leadership and Service Center

**STEP 2**
Treasurer must attend a Treasurer Workshop each academic year

**STEP 3**
Treasurer must submit completed budget submission online through Student Organization System (SOS) according to proper timeline

**STEP 4**
Budget requests must be SIGNED by advisor and uploaded to SOS before submitting your budget
What is considered for funding?

- **University-wide Programs**
  - Must be open to the entire University community
  - Must benefit the University community

- **Travel**
  - Travel is eligible for funding, but lowest priority for funding
Non-Funded Items

- Non-consumable items (Banners, games, office supplies, giveaways, etc.)
- Clothing
- Tips Exceeding 20%
- Academic Journals
- Private Lessons
- Food for regularly scheduled meetings
- Any type of cash reward (including gift cards)
- Salaries for Staff or Graduate Assistants
- Contributions to charitable organizations
- Individual Memberships
Before you request funding...

- Submit budget a minimum of 5 weeks prior to event
- Reserve space
- Obtain quotes or historical information for specific pricing
- Speak with your Advisor
Budget Dialogues

Must meet with the GSA Finance Committee for:

- All requests over $1,000
- All travel requests

Dialogues are Wednesdays at 5:00pm
Byrnes 307
Contact Mark VanDriel for a specific time
How to Request a Dialogue

1. Log into SOS
2. Click on Organization Budgets
3. Select Grad 15-16 in the cycle drop down menu
4. Click Add Event
5. Enter event and funding information
6. Click Budgets
7. Print your budget using the printer icon
8. Take the budget to your Advisor for their signature
9. Upload the signed budget to SOS
10. Submit
11. Upload pricing documents
12. Click Save
Spending Funds – Travel

Travel expenses will come out of pocket and are reimbursed.

7 days prior to travel (minimum)

Complete TA (travel authorization) Form

Signatures: President/Treasurer & Advisor

7 days after travel

Complete TRV (travel reimbursement voucher) Form

Signature of Traveler & All receipts turned in
# Spending Funds – Travel

## Travel Authorization (TA) Form

![Travel Authorization Form](image1)

## Travel Reimbursement Voucher (TRV) Form

![Travel Reimbursement Voucher](image2)

[www.sa.sc.edu/sg/so](http://www.sa.sc.edu/sg/so)
Spending Organization Funds

- Find a vendor that will accept a Purchase Order (PO).
  - Call the vendor that you would like to use and ask if they accept POs from the University of South Carolina.
- Confirm with the Office of Student Life that the vendor is in our purchasing system.
  - If not, complete supplier onboarding packet OR choose another vendor in the system
- Once funding is approved: fill out Event Payment/Reimbursement Form at www.sa.sc.edu/sg/so
- Print the form.
- Obtain signatures of President/Treasurer AND Advisor.
- Submit to RH, Suite 115 a minimum of 3 weeks before your event.
  - Keep in mind holidays and University closure dates may impact processing time
Spending Funds: Getting Reimbursed

When you are paying out of pocket – *Complete paperwork after your event*

- Complete & print: “Student Reimbursement Info” Form
  - [www.sa.sc.edu/sg/so](http://www.sa.sc.edu/sg/so) (only need to do this once – per individual being reimbursed)

- Fill out & print: “Event Payment/Reimbursement” Form
  - [www.sa.sc.edu/sg/so](http://www.sa.sc.edu/sg/so)

- Signatures on Event Payment Form: President/Treasurer

- Include with Forms:
  - Original, itemized receipts
  - If food was served, an attendance list
  - Flyer from your event

- Submit *everything together* to Russell House, Suite 115
  - Keep in mind holidays and University closure dates may impact processing time
Spending Funds: Getting Reimbursed

“Student Reimbursement Info” Form

“Event Payment/Reimbursement” Form

www.sa.sc.edu/sg/so
Timelines and Deadlines

• Original Receipts and Reimbursement Paperwork
  ❖ Due within 31 days of event

• Travel Receipts and Reimbursement Paperwork
  ❖ Due within 7 days of returning from traveling
Collecting Dues/Revenue

Depositing funds into your University account:

- Email: sofinanc@mailbox.sc.edu
- Do not drop by or leave it with anyone else.
- Practice safe cash handling when collecting org funds.
Where To Get Help & Answers

- www.sa.sc.edu/sg/so
- Megan Denny
  Assistant to the AVP
  sofinanc@mailbox.sc.edu
- Mark VanDriel
  GSA Treasurer
  vandriel@email.sc.edu