



**Associated Students of
SF State University**

By the Students, for the Students!

**FISCAL YEAR 2015-16
STUDENT ORGANIZATION
FUNDING HANDBOOK**

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FY2015-16 BOARD OF DIRECTORS

The AS Board of Directors as a whole represents student interests and promotes an enriched co-curricular campus life experience. The AS Finance Committee recommends the distribution of funding for programs and student organizations and the board of directors approves the funding. Members of the Finance Committee have been indicated in bold lettering.

NAME	POSITION	CONTACT
Phoebe Dye	President	president@asi.sfsu.edu
Niza Del Carmen	Vice President of Finance	vpfinance@asi.sfsu.edu
Sarah Pishny	Vice President of Internal Affairs	vpinternal@asi.sfsu.edu
Naeemah Charles	Vice President of External Affairs	vpexternal@asi.sfsu.edu
Paulina Fraser	Vice President of University Affairs	vpunivaffairs@asi.sfsu.edu
Jordan James-Harvill	Vice President of Facilities and Services	vpfs@asi.sfsu.edu
Sharlana Turner	Graduate Representative	gradrep@asi.sfsu.edu
Monica Fontaine	Senior Representative	seniorrep@asi.sfsu.edu
Alexandra Velasquez	Junior Representative	juniorrep@asi.sfsu.edu
Jordan Thomas	Sophomore Representative	sophrep@asi.sfsu.edu
Salvatore Giannone	Freshman Representative	freshrep@asi.sfsu.edu
Forest Klein	Liberal & Creative Arts Rep	creativeartsrep@asi.sfsu.edu
Samuel Boikaner	Science & Engineering Rep	sciencerep@asi.sfsu.edu
Kimberly Beas Carranza	Business Representative	businessrep@asi.sfsu.edu
Shannon Deloso	Ethnic Studies Representative	ethnicstudiesrep@asi.sfsu.edu
Sana Aaser	Education Representative	educationrep@asi.sfsu.edu
Edward Chavez	Health & Social Science Rep	hssrep@asi.sfsu.edu
Scott Kerr	Campus Recreation Rep	campusrecrep@asi.sfsu.edu
Alex Palomino	Athletics Representative	athleticsrep@asi.sfsu.edu
Richard Schwanbeck	Student Health Advisory Committee (SHAC)	

Updated 11-20-2015

AS BUSINESS & ADMINISTRATION OFFICE

The Associated Students Business & Administration office is the Headquarters of the Corporation. The Business & Administration office has the task of oversight of all programs and student organizations expenditures.

Address:

Associated Students of SF State University
 1650 Holloway Avenue
 Cesar Chavez Student Center, M-102
 San Francisco, CA 94132-4153

Phone: (415) 338-2321

Fax: (415) 338-0522

Email address: businessoffice@asi.sfsu.edu

ASI Website: <http://asi.sfsu.edu>

Ask the AS Business & Administration office for more information about...

- How to apply for funding
- How to activate a student account or check account balances
- How to use requisitions, purchase orders and independent contracts
- How to conduct invoices, billings and payments
- How to download the AS logo for fliers and promotional material

AS Business & Administration office hours of operation are from 9:00am to 5:00pm, Monday through Friday.

NAME	POSITION	PHONE	EMAIL
Phoebe Dye	President	(415) 338-2324	president@asi.sfsu.edu
Niza Del Carmen	VP of Finance	(415) 338-2892	vpfinance@asi.sfsu.edu
Alejandro Rios	Business Manager	(415) 338-6092	arios@asi.sfsu.edu
Hong Nguyen	Budget Analyst	(415) 338-2321	hongie@asi.sfsu.edu
Edina Bajraktarevic	Assoc Director of Business and Finance	(415) 338-6441	edinab@asi.sfsu.edu
Osvaldo Del Valle	VPSAEM Rep to Finance Committee	(415) 338-2032	odelvall@sfsu.edu

ORGANIZATION FUNDING Q&A

What is the purpose of AS student organization funding?

The purpose of AS student organization funding is to support San Francisco State students in their endeavors to increase the quality of campus life and learning. AS has allocated \$85,000 to a budget for the 2015/16 academic year, for events and activities that enhance the student experience and \$25,000 to graduation celebration events that recognize the achievements and special traditions of historically underrepresented cultural groups. **(Please note that funding is not guaranteed, Associated Students allocates funds on the first-come-first-serve basis, and until the funds run out).**

Who is eligible?

All official student organizations recognized by SAE (Student Activities and Events) at San Francisco State are eligible to request funding from AS. The amount that can be requested will depend on the amount of consecutive years that the student organization has been requesting funding from AS.

Category	Historical Events	Special Events	Operational Expenses and Special Events	Total
GROUP A	Up to \$4,000		Up to \$500	\$4,500
GROUP B		Up to \$1,000	Up to \$500	\$1,500
GROUP C		Up to \$500	Up to \$500	\$1,000
GROUP D			Up to \$500	\$500

GROUP A=Groups which host recognized historical events

GROUP B=Groups which have earned higher priority through multiple years

GROUP C=Group which have apply for funding for the first time last year, and are requesting for funding in their second year

GROUP D=New organizations (applying for fund for the first time)

What is AS student organization funding used for?

- 1. Performance/Speakers' Fees.** Funds may be used to pay an honorarium to any speaker, performer or performance group.
- 2. Facility Charges.** Funds may be used for room rental within SFSU Campus with the exception of Historical Events and Cultural Graduation Celebrations; facility management charges for items such as tables, chairs, trashcans, etc; university police or security; and technician needs.
- 3. Publicity.** Funds may be used for the printing of material and the publicity of an event or activity funded by AS.
- 4. Food/Catering.** Funds may be used to pay for any food provided for the event/activity.
- 5. Supplies.** Funds may be used for materials in conjunction with a specific activity/event, or for general office supplies for the operation of the club such as brochures, business cards, club letterhead, etc.

What is AS student organization funding NOT used for?

- The purchase of alcoholic beverages.
- Salary, stipends or wages to organization officers, members or SFSU staff.
- Travel or travel related expenses for organization officers, members or staff.
- Office furniture, electronic equipment or clothing items (such as club t-shirts, etc).
- Direct donations to another entity or individual outside of SF State campus.
- Advertising or operation of events that take place outside of SF State campus/Downtown SF State Campus.
- Departments, lecturers, and/or materials related to the instruction of a course.
- Department based graduation celebration events, since it is an event that is not open to all SF State students.
- Registration, fees, tuition, travel costs and/or other related charges for any course, seminar, instruction and/or workshop that provide academic units.
- Retroactive funding for an event that took place prior to funding being awarded.
- Projects or equipment for national competitions, since organizations should seek funding from SF State University departments.

EVENT PLANNING FOR STUDENT GROUPS

Take a minute to read through the following to better understand the ins and outs of campus event planning.

Event Planning Checklist:

- ✓ Is the event location available?
- ✓ Have you made and sent invitations to members?
- ✓ Do you have a way to advertise to the student body as a whole?
- ✓ Have you set up accommodations for special speakers or performers?
- ✓ Do you have a permit for the type of food you're offering at the event?
- ✓ Have you assessed potential risks and safety concerns?
- ✓ Are there enough trashcans and recycling bins for clean up?
- ✓ Do you have a backup plan, rain or shine?
- ✓ Did you make sure volunteers show up at least an hour early to help set up?

Publicity for Your Event (Options from free to pricey):

- Campus Calendars –submit your event to the ASI and SAE (Student Engagement &Activities) campus calendars.
- Class presentations –Ask your professors for a few minutes before class starts to announce your event.
- Tabling –Passing out information in front of the student center is a great way to reach out to large audiences.
- Social Media –Spread buzz about your event through facebook, twitter, Instagram or other social networking websites.
- Campus newspaper coverage –Email students writing for the (x)press and ask if they'd be willing to advertise and cover your event.
- Posters and Handbills –There are over 100 bulletin boards across campus. Think through which ones will reach your desired audience.
- Press Releases –consider submitting a formal press release to the local San Francisco news sources.

Planning and Prices:

All money provided through ASI student organization allowances must be used with on campus vendors, unless other arrangements have been made prior to funding approval. To find an estimate for the cost of what you need, contact the below commonly used vendors. The finance committee reviewing your application will be well versed in the actual cost of products and services before your presentation, so you should be too.

Products/Services	Vendor	Address	Phone #
Office supplies	SFSU Bookstore	1650 Holloway Ave, SF, CA 94132	415-338-2665
Office Supplies	Staples (Contact AS staffs for how to do it)	Student Center, Rm M-102	415-338-2321
Event Supplies (Tents, table, chairs, etc)	SFSU Plant Operation	1600 Holloway Ave, SF, CA 94132	415-338-1568
Security	Dept of Public Safety	1600 Holloway Ave, SF, CA 94132	415-338-7200
Publicity	Campus Copy Center	Student Center, Rm M-110	415-338-2434
Venue/Space (student center)	Meeting & Events Services	Student Center, Rm T-121	415-338-1112

FUNDRAISING 101: SUGGESTIONS AND RESOURCES

Planning Stages

1. Start with a specific, targeted fundraising goal.
2. Be creative and choose an event idea that is fun and will catch people's attention.
3. When you have the particular ideas your collective group would like to pursue, develop a realistic budget of expenses and revenues to be sure that you will make enough money to justify the cost of the event. Set a date for the event and begin the planning and publicity processes.

Characteristics of a Successful Fundraising Event

- It happens at regular intervals (annual, quarterly). People come to expect it.
- It appeals to a large, broad audience.
- It performs a needed service.
- It is based on a tradition.
- It is well-publicized. People well outside of your organization know about it.
- It brings your community or group together.
- There is little overhead cost.
- It encourages people to interact.
- It capitalizes on the talents of your group.
- It commemorates a meaningful time or place for your community or organization.

501(c)3 Nonprofit Status: All registered student organizations at San Francisco State University are eligible to obtain legal 501(c)3 status to offer businesses and donors tax incentives for financial and material contributions. To apply, go to the IRS website at <http://www.irs.gov/charities/article/0,,id=96109,00.html> to fill out an application for recognition of exemption.

Food sales, giveaways and tabling: Student organizations may schedule and obtain both a tabling permit and a food sale permit through SAE (Student Activities and Events)

SAE Career Events Grant: A limited number of \$100 to \$250 Career Events Grants are awarded by the SAE to encourage SF State student organizations to plan or assist with educational, career-related programs.

Department Association/Co-Sponsorship: Student organizations will sometimes receive help from various University offices and departments.

Vendor Program: SAE (Student Activities and Events) will facilitate connecting vendors with recognized student organizations to serve as their sponsor while on campus. The program benefits both the student organization by providing financial support for their club operations and programs and the vendor.

(Find out more about these funding options at the SAE website: www.sfsu.edu/~sicc/).

TIMELINE FOR SUBMITTING FUNDING REQUESTS STUDENT ORGANIZATION FUNDING IN FOUR EASY STEPS

Step One: Go to asi.sfsu.edu and click on the Business and Administration tab. Under downloads click on the appropriate form to apply for funding. Associated Students staff will inform you if your application for funding has been received. *(If you did not hear back from AS within 3 business days of your application, please contact businessoffice@asi.sfsu.edu)*



Step Two: The Vice President of Finance will contact you by phone/email with the meeting time and date for your budget presentation. All presentations will take place on Monday afternoons from approximately 2:00 pm to 3:00 pm. A representative from your organization must attend the Finance Committee meeting to present the event's information and budget to the Committee. *(Please bring written proof of organization's registration from SAE)*



Step Three: The Finance Committee will review your request and recommend funds for the event to the AS Board of Directors.



Step Four: Upon funding approval by the Board of Directors, you will be contacted via phone/email from the Vice President of Finance. At this time, your organization may activate an account in the Business & Administration Office and spend allocated funds.

THE “SMART” PREPARATION CHECKLIST

The AS Finance Committee uses predetermined factors to judge the potential value of a proposed event. During funding request presentations, committee members will be asking questions and actively listening to determine the necessary budget for your organization’s event or operations. Use this “SMART” preparation guide to begin building evidence to demonstrate how the events and activities hosted by your organization will be Significant, Measurable, Accessible, Reputable and Timely.

✓ **SIGNIFICANT**

AS prioritizes funding for events and activities that have a significant purpose or cause. To demonstrate the significance of your event, provide the committee with any statements, advertisements or news articles that describe the purpose of your organization, the number of members and non-members who will be involved and the justification for any expenses incurred. How will your organization enhance campus life and improve the student experience at SF State?

✓ **MEASURABLE**

On the funding request form, you must give the time and date of the event being proposed along with any flyers, posters or other marketing materials in progress which will advertise the event to the student body at large. Once funding is approved, you must demonstrate how the AS logo will be featured on your marketing material to advertise AS’s co-sponsorship. In the space provided on the form, give precise estimates for the cost of products and services needed for the proposed event or activities. Members of the finance committee are well versed in typical costs, as hundreds of student organizations apply for funding every year.

✓ **ACCESSIBLE**

AS is obligated to ensure that all events supported by AS funds are at low or no cost to the student body, featured on campus, and open to all students regardless of gender, race, religion, disability, sexual orientation or other similar factors. AS does not support any events or activities that may be perceived as exclusive, discriminatory or culturally insensitive.

✓ **REPUTABLE**

There are three tiers of funding which are predetermined by an organizations reputation with AS and the University. To meet the first and most basic “reputation” requirement, an organization must be registered with SAE (Student Activities and Events) and officially recognized by the university. Once this step has been taken, any new organization is automatically eligible for up to \$500 as a first time applicant. Organizations that have been applying for, receiving and utilizing funding through AS for the past three consecutive years at least meet the second reputation requirement, and are eligible for a maximum of \$1,500. Organizations in the top tier, or “historical cultural organizations” have been receiving funding from AS for 10 or more years, and host events that have an important cultural significance to the reputation and legacy of generations of students at San Francisco State University. Organizations seeking to obtain historical status for their event must apply and be approved by the board of directors.

✓ **TIMELY**

AS allocates funds on a “first come, first served” basis. Organizations may apply for funding as early as they’d like, and **MUST** apply **AT LEAST** one month in advance when possible, to ensure at least one month of preparation.

SET DEADLINES

ALL Funding Requests for events taking place in the Fall AND Spring must be submitted during the Fall semester. During the Spring semester, the finance committee will be focusing on the up coming fiscal year AS Proposed Budgets.

December 10, 2015: **LAST DAY TO SUBMIT FUNDING PROPOSALS FOR ALL SPRING SEMESTER EVENTS, AND GRADUATION CELEBRATIONS!**

May 5, 2016: Last day for Student Organizations to submit Requisitions for Purchase Orders and Independent Contracts. Last day for Operation, Event and Historical Event funding expenditures.

May 31, 2016: All outstanding Purchase Orders for Student Organizations events and Graduation Celebration events expire.

June to August 2016: Student Organizations can no longer spend allocated funds from prior fiscal year budget.

Organization must submit a completed Funding Request Form at least **21 business days** or **4 weeks** prior to the date of their event. For example, if an event takes place on November 1st, you must turn in your application for funding for the event by October 6th. All funding requests, including graduation celebration applications, are due in the Fall Semester. If your event takes place in the Spring Semester, your application will be due December 11th.

IMPORTANT POLICIES

1. Student Organizations applying for funding must be officially recognized by SAE (Student Activities and Events). The organization must bring proof of being registered with SAE on the day of their budget presentation to the Finance Committee.
2. Funding will be allocated to student organizations for individual events/activities that will most directly benefit current SF State students. AS co-sponsored events must be open to and welcoming of all SF State students.
3. AS Acknowledgment – All events funded through AS fees need to acknowledge the funding of the event by the Associated Students. The AS logo needs to be included on all printed materials at no less than 5% of the total size of the printed material. In order to make compliance easy, the logo can be downloaded from the AS website at asi.sfsu.edu
4. AS funds may be spent on campus locations only. Off-campus vendors can only be utilized with approval from the AS Business & Administration office prior to expenditure.
5. **AS does not dispense funds in the form of checks or cash to any Student Organizations, and we cannot reimburse money that has already been spent.** Student Organizations spend the money by way of Purchase Orders and Independent Contracts through Requisition forms. In addition, AS funds student organizations on a first come, first serve basis.
6. In order to request funding from AS, the organization requesting funding must provide the Finance Committee with the actual or estimated budget of the event and the itemized budget for the amount being requested.

AS FUNDING POLICY STUDENT ORGANIZATIONS

1. INTRODUCTION

- 1.1. As a strategic objective to achieve or maintain fiscal efficiency, “Associated Students is committed to implement and maintain effective fiscal policies and procedures, including improvements in the allocation and disbursement process of the various components of the budget and procedures to ensure adherence to all pertinent accounting principles and best business practices.”
- 1.2. AS strongly believes that student organizations are essential to this University's development and understanding of the diverse populations of student life and composition. As a result, the funding guidelines set forth below are designed to:
 - a) Insure fairness and impartiality to all participating student organizations regarding funding allocation.
 - b) Insure that funds will be allocated to student organizations for events that will most directly benefit current SF State students. In addition, to supporting those that benefit others and the greater campus community.
 - c) Insure that the funds will be used to educate and empower the campus community.

2. FUNDING GUIDELINES FOR ORGANIZATIONS

- 2.1. Organization and Graduation Celebration Allowances are proactive funding sources; money spending prior to actually being funded by Associated Students of SF State University will not be refunded.
- 2.2. Organizations applying for funding must be officially recognized by SF State University’s SAE (Student Activities and Events)
- 2.3. Associated Students will monitor and assist logo usage on publicity. Furthermore, 1) all publicity must include “Co-sponsored by AS, SF State” on the front page and include an AS logo (logo can be obtained from the Business & Administration office). In the event an activity is funded where the above publicity conditions cannot be implemented due to time constraints or other extenuating circumstances, a poster stating AS sponsorship recognition with an AS logo must be displayed at the event. Failure to do so will result in a fine of 10% of the AS allocation to be assessed from the allocated amount and may impact future fund requests. 2) Before any expenditure is approved, a sample of the publicity including the proper AS sponsorship recognition as stated previously must be submitted to the Business & Administration office.
- 2.4. If two or more organizations request for funding for the same event, monies will be allocated to the organization with the longest history of sponsoring the event. An event can only be funded once through one organization only.
- 2.5. Funding Request Form must be submitted through OrgSync or to Associated Students Business & Administration office, Room M-102, no less than 21 working/business days prior to an event. They may be submitted up to nine (9) months in advance of the event within the same fiscal year.
- 2.6. Operation and Special Event Funding.
 - a) New Special Event is defined as event that AS 1) did not fund in the past two consecutive fiscal years or 2) never funded before. Student Organization requesting for Special Event Funding for new event are eligible to receive up to \$500, depending upon fund availability.
 - b) Re-occurring event is defined as event that AS has funded in the last two consecutive fiscal years. Student Organization requesting for Special Event Funding increase can receive an

- increase up to 20%, depending upon fund availability and Finance Committee approval.
- c) If the recognized organization receives both Historical Event and Historical Cultural Graduation Celebration funding from Associated Students, they may be eligible to receive additional funding up to but not exceeding \$500 to spend on Special Event and Operating cost for the fiscal year.
 - d) If the recognized organization receives either Historical Event or Historical Cultural Graduation Celebration funding from Associated Students, they may be eligible to receive additional funding up to but not exceeding \$500 to spend on Special Event and Operating cost for the fiscal year.
 - e) If the recognized organization does not receive funding for either Historical Event or Historical Cultural Graduation Celebration Event, and has received funding from the Organization Allowance in the previous year, the organization is eligible to receive funding up to but not exceeding \$1,000 to spend on Special Event and Operating cost for the fiscal year.
 - f) If the recognized organization does not receive funding for either Historical Event or Historical Cultural Graduation Celebration Event, and has received funding from the Organization Allowance in the previous two years (third time requesting funding), the organization is eligible to receive funding up to but not exceeding \$1,500 to spend on Special Event and Operating cost for the fiscal year.
- 2.7. Recognized Historical Events are eligible to receive funding up to but not exceeding \$4,000 to spend on publicity, honorarium, venue, insurance, security, hospitality and supplies. In order to receive funding as a Historical Event, the event must;
- a) Be approved and recognized as a Historical Event by Associated Student's Board of Directors.
 - b) be hosted by the organization that it was most recently approved under as a historical event.
 - c) be planned and carried out by a student organization of SFSU.
 - d) educate and empower the campus community regarding the diverse cultural, political, social and economic history of SFSU students. Be approved and recognized as a Historical Event by Associated Students.
 - e) be funded by ASI for 10 consecutive years. However; if an organization has historical status but does not have the event any given year, the organization qualifies to request only half of the maximum historical cap the next year. An organization can retain their historical status by putting on their event the consecutive year, which will make them eligible for the full cap.
 - f) And if organization's historical event did not receive historical funding for two consecutive years from ASI, then the organization's historical event will lose historical funding status, and will receive a special event maximum funding cap of \$1,500. An organization can redeem its historical funding status by consecutively putting on their events for 10 years straight and by reapplying for historical status when they reach the 10-year mark.

IMPORTANT: Associated Students will not be approving any new Historical Events for the academic year 2015/16 until further notice.

- 2.8. Only Associated Students recognized Historical Events or Student Organization Events that are sponsored by their SFSU Department may apply for off-campus funding if they meet the following requirement. Carry insurance for the event that names Associated Students, Incorporated as co-insured or is covered by the sponsoring Department's insurance.
- 2.9. Historical Cultural Graduation Celebrations are eligible to receive funding up to but not exceeding \$5,000 to spend on publicity, honorarium, venue, insurance, security, hospitality and supplies. Historical Cultural Graduation Celebration Fund is created to celebrate higher education accomplishments for under-represent students. The following criteria must be fulfilled for funding:
- a) The event must be hosted by the organization that it was most recently approved under as a

historical event.

- b) The event must be held during the Spring Semester--from March to May for the fiscal year.
 - c) If there are 20 or more graduating students for the academic year then the maximum cap will be funded for the Historical Cultural Graduation Celebration. If there are less than 20 graduating students for the academic year then 25% of the cap will be funded.
- 2.10. Organizations cannot transfer nor use funds between these categories (Operation, Event, Historical Event and Graduation Celebration), since the fund was specified for the particular event/category.
- 2.11. Fund shall revert to Organization Allowance if organization did not:
- a) Spend any of the allocated funds for the proposed event
 - b) Held the event within the time frame stated in the proposal
 - c) Comply with ASI best business practice; i.e. meet deadline dates, turn in supporting documents prior to event...etc.
- 2.12. If it is determined that a violation of the Student Organization Funding policy has occurred, the violator(s) shall be informed of this by the Associated Students Business & Administration office. The Finance Committee may recommend sanctions on current and/or future allocations.

3. PROCEDURE

- 3.1. Prior to consideration of a funding request by student organization(s) or club(s), organization must complete and submit through OrgSync or to the Associated Students Business Office a “funding request packet (Operation, Event, Historical Event or Graduation Celebration Event)” that includes all requested information, including an accurate and detailed budget for the event for which funding is requested.
- 3.2. The Finance Committee shall review student organization funding request proposal. Once the committee recommends funding, the Vice President of Finance will make the appropriate funding recommendation to the Board of Directors for approval.
- 3.3. All stipulations established by the Associated Students must be met before funds can be released. Funding will not be available for purposes not specified by ASI. All events or activities funded by the Associated Students must be completed no later than the current fiscal year May 31.

4. ADMINISTRATION

AUTHORITY OF AMENDMENT

This policy may be amended by a 2/3 vote of the ASI Board of Directors

MEMBERSHIP

Chair (Vice President of Finance)

Co-Chair is appointed by Chair

7 Members are required for the Finance Committee (including the Chair)

RESPONSIBILITY

Finance Committee will meet in August to:

- ✓ Establish committee’s goals and missions
- ✓ Establish a consistent meeting date and time to conduct business
- ✓ Establish a financial “timeline” for Associated Student budget for the fiscal year
- ✓ Review and revise the funding policy, the funding request packets,...etc.
- ✓ Distribute a copy of the Finance Committee Funding Policy for Student Organizations every year to Student Organizations.

ACTIVATING AN ACCOUNT

ORGANIZATION ACTIVATES ACCOUNT

Student Organizations that receive funding from Associated Students may begin to use their funds provided that the organization has submitted the following forms:

- ❖ Student Organizations registration form from the SAE (Student Activities and Events) located in Student Services Center, (415) 338-1761
- ❖ Letter of authorization from the organization representatives stating the names of the Authorized Signers, whose names are also in the file with the SAE.
- ❖ Authorized Signers must sign original form. The names on the signature form will be the only representatives who can:
 - 1) Sign requisitions form for Purchase Orders/Independent Contracts*
 - 2) Turn in the Requisitions form for Purchase Order/Independent Contract
 - 3) Pick up the Purchase Order/Independent Contract

Please Note: Each time an organization wants to use their AS subsidized funds an authorized representatives must sign the Requisition and Approval or Independent Contractor Requisition form. The AS Business Office will verify the signature upon receipt of the form*.

DEFINITIONS OF KEY TERMS:

- I. **Signature Authorization Form:** is needed to give a representative of a student organization the authority to use available funds on the organizations behalf.
- II. **Requisition & Approval Form:** is only a request for a PO (Purchase Order) and is not valid. It cannot replace a PO and a vendor should not accept a Requisition & Approval form as PO. The Requisition needs prior approval before a PO is generated.

***The Business Office will not accept pre-signed Requisition (s) from Student Organizations, the designated signer must sign the Requisition in the Business Office.**

- III. **Purchase Order:** is like a promissory note, where the vendor provides the service agreed upon on the PO and gives the company an invoice. Once an invoice is received, the check is cut and sent to the vendor.
- IV. **Independent Contractor Requisition Form:** is only a request for an Independent Contract, and is not valid. It cannot replace an Independent Contract, and a Performer should not accept an Independent Contractor Requisition form as Independent Contract. The Requisition needs prior approval before an Independent Contract is generated.
- V. **Independent Contract:** is a contract, where the payee/performer completely fulfill the service agreed upon in the Contract. The Contract must be turned in with the appropriate tax forms, all the signatures and information have been correctly filled out, then check will be issued to payee/performer.

SIGNATURE AUTHORIZATION FORM

(Please use blue/black pen and fill out this form *clearly*)

FOR: Fiscal Year 2015-16

Student Organization Name

I have read the AS Student Organization Handbook and understand that my organization is responsible for adhering to the policy, guidelines and deadlines within.

- ✓ **Funding Policy for Student Organizations**
- ✓ **Expenditure Guide-lines** in the Student Organization Handbook
- ✓ **Deadline Dates:** May 5, 2016 is the last day for student organization to submit requisitions for “Operation, Special Events, Historical Cultural Events, and Graduation Celebration Events” expenditures.

The following persons are authorized to expend Associated Students funds allocated to the SF State University Student Organization for the fiscal year. Allocated funds are only to be used for the official business and conduct of the said SF State University Student Organization.

*Print Name of Student Officer #1

*Print Name of Student Officer #2

*Signature of Student Officer #1

*Signature of Student Officer #2

Title

Title

Phone/email address

Phone/email address

APPROVED BY:

Alejandro Rios
Business Manager

Date

For office use only:	Initial
SAE Registration Form Signed	
Same Name on SAE Form	

- * Signatures also have to be on SAE Registration form to validate signature forms. Current Board members and AS staffs cannot be authorized requester.

Distribution: One (1) **original** hard copy-no fax or copy; original copy to Auxiliary Business Services, and one copy to Business & Administration Office.

LETTER OF AUTHORIZATION

Please submit a letter of authorized typed on your **organization's letterhead**. An official stationary with letterhead is recommended, however, if your organization does not have an official letterhead, we will accept a plain **typed** letter. Please submit this letter (use one of the sample letter format) to the Business Office along with two original "signature authorization" forms.

Sample letter 1

Date

Dear AS Business Office:

On behalf of (*your student organization*), (*Names of officer #1 and officer #2*) are authorized to allocate the Associated Students funds. These individuals will represent the organization by signing all Requisition and Approval forms, and all Independent Contractor Requisitions.

Thank you.

(President/Chairperson name & signature)

(Write out title)

Sample letter 2

Dear AS Business Office,

I, *Ali Gator, President of SFSU Joe Smith Organization*, authorized myself and *Jane Doe, Treasurer*, to sign all Requisition & Approval forms, and all Independent Contractor Requisitions.

Sincerely,

Ali Gator
President

HOW TO SPEND ALLOCATED FUNDS

Please come to the Business and Admin office, room M-102 to discuss how to spend your funds for your event, such as using appropriate forms and submitting complete paperwork to facilitate payment to vendor or performer.

IMPORTANT: AS does not dispense funding in the form of checks or cash to any Student Organizations. To use the funds your organization has been allocated, you must fill out a appropriate form. Check, Purchase Orders and Independent Contracts requisition forms are the means by which expenditures for AS businesses are done.

What a Purchase Order is used for:

- Purchasing products (see Expenditure Guide-lines page)
- Office supplies, banners, pens, paints, marker...etc.
- Conference registration, Space/facility rental, Renting tables/chairs, Copies, Advertising
- Picking up orders (food)
- Reimbursement is possible if you get advanced approval from our office through written notice

Step 1: Pick up and fill out a Requisition and Approval form from the AS Business & Administration office. This is a request for a Purchase Order and not the actual PO. PO must be issued prior to the purchase of materials.

Step 2: Fill out the necessary information (see sample), including an itemized list of what needs to be purchased. Do not forget the vendor information. If you need assistance, please call ext. 82321.

Step 3: It's mandatory that one of the Authorized Signer turns in the Requisition and Approval form, and signs it in the presence of the AS Business & Administration office staff(s). The staff member will verify that your organization has funds in the account to be charged, and that the account number has been filled in. Please retain a copy for your records. This copy serves as a receipt and helps to avoid duplicate expenditures.

Step 4: It takes between 7-10 working days to process the Requisition and Approval form, so please plan at least 2 weeks ahead.

Step 5: The AS Business & Administration office will call you to pick up the PO from our office as soon as it's prepared, or we can email/mail/fax the PO per your request to the vendor. If your PO is for the SFSU Bookstore, please return this receipt from SFSU Bookstore to our office.

Step 6: In order to pay the vendors, the appropriate tax forms must be filled out, and turned in with an **original** invoice billed to Associated Students Incorporated (not to the organization or members of the organization), and must be submitted to the ASI Business & Administration office. If the vendor gives the original invoice to a member, that organization's member is responsible for turning in the invoice to the ASI Business & Administration office. **Once the original invoice and completed tax form(s) are received, then and only then will the invoice be processed for payment within 7-15 working days.** For questions and comments, please call ext. 82321(on-campus) or (415) 338-2321, email address: businessoffice@asi.sfsu.edu

If the payee is a California Resident, by law they are required to complete the Withholding Exemption Certificate 590 Form and W-9 Request for Taxpayer Identification Number and Certification Form.

POSTAGE

All mail must go through the AS Business & Administration office as we distribute daily mail into the student organization and AS program inboxes. The Business Office staff will log all outgoing mail. All mail must have AS Corporate Address in the left hand corner of the envelope.

Associated Students of SF State University
1650 Holloway Avenue, CCSC, M-102
San Francisco, CA 94132-4153

Programs:

AS pays for Program postage. This is a courtesy service of the Business & Administration office. A Program representative needs to bring the mail to the Business & Administration office in room M-102. Please pre-count all letters and flag them with the number of letters on the top of the mail.

Student Organizations:

The Business & Administration office deducts the postage charge from the funding provided to Student Organizations. Please verify that the Organization has enough funding to cover the postage. An Organization representative needs to bring the mail to the Business & Administration office. Please pre-count all letter and flag them with the number of letters on top of the mail.

Labels are available for purchase at \$1.00 per sheet. If an organization prefers to generate its own return address labels, please use the returned address below:

Student Organization Name
c/o Associated Students
San Francisco State University
1650 Holloway Avenue, CCSC, M-102
San Francisco, CA 94132-4153

BULK MAILING PROCESS

The AS bulk mailing policy must be fulfilled with the following criterion:

- Minimum of 200 standard letters
- The Business & Administration office must be notified at (415) 338-2321 or (ext. 82321 on campus) that an organization needs to do mass mailing.
- Must have “Associated Students” return address stamped in the upper left hand corner
- All envelopes must be sealed
- If sending brochures/newsletters, it must be sealed with tape or a sticker—no staples
- Must be bound in groups of 25
- Must be brought to our office prior to 12:00pm.

For Your Information: The processing time for bulk mailing is 3 to 4 weeks. All bulk mailing must be checked and logged in ledger by a staff member at the Business & Administration office.

AUXILIARY BUSINESS SERVICES

Accounting for the ASSOCIATED STUDENT

Location	New Administration (NADM), 3 rd Floor, Room 358-C
Check pick-up	University Disbursements, NADM, Room 358, ext.82605
Hours of operation	8AM to 5PM
Internet	http://fiscaff.sfsu.edu/departments/auxacct/
On-line account access	All day until 4PM (subject to seasonal fluctuation)

DISBURSEMENTS (checks)

- We process checks only on Tuesdays.
- The university prints checks overnight.
- *Checks are available to be picked up on Wednesdays after 1pm.*
- Photo I.D. is required to pick up checks.
- Checks are disbursed by the ASI Business & Administration Office.

Lead Time is the time it takes for paperwork to be delivered to the ASI Business & Administration office; processed and approved by the ASI Business & Administration office; delivered to Auxiliary Business Services and processed by Auxiliary Business Services. (Remember, we don't write checks daily—allow for our processing schedule!). Allow 5 to 10 working days.

If you need a check by a certain date, let the ASI Business & Administration office staff know and call us or FAX a copy to our office at the same time you submit the requisition to the Business & Administration office. We cannot release the check without approval from the Executive Director, but the advance notice gives us additional time to input the data.

Manual Checks are provided when urgent and unavoidable. They must be kept to a minimum. Allow at least half a day for manual check processing.

STATEMENTS

We issue financial statements monthly. They're usually available by mid-month (for the prior month). We distribute them at the Board of Directors meeting.

AUXILIARY BUSINESS SERVICES ASSOCIATED STUDENT

NON-EMPLOYEE COMPENSATION

Vendors /Independent Contractors

ASI Programs and student organizations hire Vendors or Independent Contractors for a variety of activities. Most typically they are performers, speakers, caterers and professional consultants or vendors.

Vendor Data Record a.k.a. 590 Certificates: State law requires that all contractors must testify to their residency on the 590 form. This puts the legal burden on them and removes it from ASI (See Non-Resident Withholdings section below).

Vendor Data Record a.k.a. W-9 Requests for Taxpayer Identification Number and Certification: This is required of all vendors. This is how the vendors tell ASI about themselves. Again, it puts the legal burden on them and removes it from ASI.

1099 Returns: this is the form ASI uses to report to the federal government the total compensation paid during the calendar year to an independent contractor.

However, only aggregate amounts of \$600 or more are reportable (regardless of the place of residency). It is critical that the personal identification information is accurate. The name and social security number must match that on their social security card.

NON-RESIDENT WITHHOLDINGS *(derived from the Franchised Tax Board)*

Payments made to non-resident (out-of-state) vendors, including corporations, individuals, partnerships, estates and trusts, are subject to withholding at source. "At source" means at the point of payment.

Non-resident vendors performing services in California will have to up to 7% of their total payments withheld for state income taxes. However, no withholding is required if total payments to the vendor are \$1,500 or less for the calendar year.

A non-resident vendor may request that income taxes be withheld at a lower rate or waived by sending a completed form FTB 588 to the address listed below. A waiver will generally be granted when a vendor has a history of filing California returns and making timely estimated payments.

For more information contact:

Franchise Tax Board
Withhold at Source Unit
Attention: State Agency Withholding Coordinator
P.O. Box 651
Sacramento, CA 95812-0651
Phone: (916) 845-4900
Fax: (916) 845-4831