Student Senate
Finance Handbook

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Article I. Informational

Section 1.01 Introduction

This handbook is a guide to Student Senate finance policies. The most important thing you can do to have a successful year and an easy experience with the Finance System is to plan ahead. While there are many rules and policies, there are many people and resources here to help you through the system.

The Senate Accounting System exists to ensure responsible use of the Student Activities Tax, and while the system procedures and rules may seem laborious, they are tried and exist for good reason. The Student Senate takes the stewardship of the Student Activities Tax very seriously, but working with the Finance Chair and the general Senate should be a stress free and informative experience. Remember that the questions you are asked and the requirements and instructions placed on you are here to ensure your event is as successful as possible.

Part A Exceptions and Clarifications

Exceptions, amendments, and addendums to the policies of this handbook may be made by 3/4th approval of the Finance Committee and the majority approval of the Senate. Guidance, clarifications, and other non-binding additions including elements of the Appendices may be added with majority approval of the Finance Committee.

Section 1.02 Duties of the President and Treasurer

The President and Treasurer of an organization are the only two individuals who may become financial signatories and have fiduciary responsibility to the group, its members, and its monies/assets. Thus, the Senate, its subsidiaries, and affiliates require that all Presidents and Treasurers of Recognized Organizations demonstrate Proof of Proficiency and file a Signature Card with the Senate; please refer to ‘Budget Access’ for information on gaining signatory power.

The signatories may be held personally liable for the organization’s money and inventory, missing or misused equipment, and money not immediately reported to the Finance Committee. When fiduciary responsibility is violated, penalties may be imposed at the discretion of the Finance Committee.

When new officers are installed it is the signatories’ responsibility to notify the SOARC and Finance Chair, as well as the Student Senate Coordinator on the next business day. All of the organization’s funds and assets transfer when new signature cards are signed. New signature cards must be signed in order to access the organization’s budget after new officers are installed.

Part A Presidential

The President has the responsibility to attend all President's Meetings hosted by SOARC, on the first Monday of each month. Co-sign all paperwork and communicate regularly with the Treasurer to ensure that money exists in the budget to pay for anything you sign and on the status of all paperwork. Check your email and organization mailbox at least once a week for mail, bills and notices, and forward all financial material promptly to your Treasurer. Periodically review the Treasurer's book keeping and inventory for accuracy. Do not sign things before reading them, and never sign blank forms.

Part B Treasurer

The Treasurer has the responsibility for correctly filing and completing all financial paperwork, co-sign all paperwork, and communicate regularly with the President about
the financial standing of your organization. Check your email and organization mailbox at least once a week for mail, bills and notices. It is crucial to check both of these locations as certain documents and resources are only distributed through either email or in a paper copy. Review the monthly Budget V. Actual Statement provided by the Senate Accounts Office. Keep a ledger of what is currently in your organization’s account, and do not sign things before reading them, and never sign blank forms.

Section 1.03 Student Senate Offices

Part A Student Senate Office

The Student Senate office, located on the main floor in the Memorial Union, provides some services that are linked to your budget and some free services available through the Student Senate. Members of any Senate-recognized group can use the computer(s) and attached printer for small organization related tasks. The Senate office is also a good place to network with Senators, to ask questions, to get advice from a member of a committee, or to find out how to do something without sitting through a meeting.

1. Website & Sakai Page

The Student Senate operates a public website at web.uri.edu/student senate which lists all the references listed within this guide as well as any other services offered by the Student Senate. This website includes copies of forms, contact information, guides, and other helpful information.

The Senate also operates a Sakai site within the URI Sakai system which acts as a private secure method of communication. This is also where you can find the Finance Quiz and the Budget Application.

To join the Student Senate Sakai page:

1. Log in to Sakai
2. Click on “Membership”
3. Click “Joinable Site”
4. Search for “Student Senate”
5. Click the “Join” link under the Student Senate page listing

2. Copies & Office Supplies

A copy machine in the Student Senate office is available for use by organizations. Copies cost $0.10 per Black and White copy and $.25 per sheet of color copy, which is automatically withdrawn from Line 110 (Copying/Printing) or Line 222 (Advertising) after using the organization's print code. Any organization that wishes to have a copy account other than one in the Student Senate office must establish a blanket purchase order with the outside business.

Office supplies are also available through the Student Senate office. See the Student Senate Coordinator in the Student Senate office for supplies you may
wish to purchase. Please note that funds must be available in Line 109 (Office Supplies) or 900 (Fundraising) to make purchases. Each month you will receive a statement on the financial standing of your organization by means of the Budget vs Actual.

IMPORTANT: Anyone found taking office supplies or making copies for personal use using an organizational account, or making copies on an account other than their own will be personally charged and personal copying privileges will be suspended indefinitely.

Part B Student Accounts Office
The Senate Accounts Office is located in Room 211 of the Memorial Student Union. The Senate Accounts Clerk is available to accept and process your paperwork and answer questions about processes and procedures. All recognized organizations are required to do their banking through this office.

Part C Student Event Advising Office
The Student Event Advising Office, or “SEA”, is made available by the Student Involvement Office to assist in event planning, program advising, and maintains a master student events calendar. They ensure you have all aspects of your event addressed, such as assisting with the budget, organizing a timeline, booking a space, and fixing terms of contracts. All programming must be registered through the SEA office three weeks prior to your event. The SEA office is located in Room 206 of the Memorial Union.

Part D Scheduling Office
The Scheduling Office, located at the Information Desk of the Memorial Union, is available to help with scheduling meeting locations or advertising on the Memorial Union Video Wall.

Part E Memorial Union Board of Directors
The Union Board handles the operations of the Memorial Union. They allocate office and storage spaces within the jurisdiction of the Memorial Union. Every spring, you may submit a space allocation request if you want to have space or a bulletin board within the Union.

Section 1.04 Charting Your Year
Charting your year financially is a method to facilitate a successful year. This should go hand-in-hand with budgeting and re-recognition, and should be reviewed by newly elected officers. Consider activities such as what recruitment events you want to hold, field trips the organization may take, and/ or conferences to attend. Determining when and how much these expenses will be facilitates proper and effective allocation of funds and timeliness in paperwork.

Part A SOARC Committee
The Student Organization Advisory and Recognition Committee (SOARC - Pronounced like “source”) is the Senate Committee responsible for reviewing and recognizing groups, as well as, advising them on how to be successful. It runs the monthly Presidents Meetings and the annual re-recognition process in addition to the
ongoing New Recognition Process. Groups that have already approached the Finance Committee and feel they are not being adequately supported may formally approach SOARC for additional advice and help.

Article II. Annual Processes

Section 2.01 Budget Access

The Student Senate takes the stewardship of the Student Activities Tax very seriously. As such, the Senate, its subsidiaries and affiliates require that all Presidents and Treasurers of Recognized Organizations demonstrate Proof of Proficiency and file a Signature Card with the Senate. Instructions will be distributed semi-annually (once by April 1st and again by first day of fall classes), and be maintained on the Student Senate website year-round. Additionally, the Finance Chair shall provide any reasonable accommodation, as well as, notice regarding changes pertaining to proof of proficiency, and any related policies.

Groups that have proved their proficiency and have active signature cards on file may access their budgets ten business days before First Night.

Part A Proof of Proficiency

The Senate requires each signatory of a Student Senate Recognized Organization or other account held by the Senate Accounts Office prove that he/she has a proficient understanding of the contents of the Finance Handbook by passing an annual Finance Quiz and attending a Finance Workshop.

Finance Workshops are hosted by the Finance Chairman and will review the financial process and go over how to complete financial paperwork.

Part B Signature Cards

Signature Cards are used to verify signatures for authorization. Each signatory of a Student Senate Recognized Organization or other account held by the Senate Accounts Office are required to sign two signature cards after proving proficiency. Signature cards may only be witnessed by the Finance Chair, SOARC Chair, or the Student Senate Coordinator.

Organization Presidents and Treasurers are not officially recognized, and budgets are frozen until new signature cards are signed and on file. Signature cards expire when annual re-recognition begins; see 3.02c and 6.01a.

Part C Stipend Disbursement

In order to disburse stipends, the Senate Accounts Office must have the following on record:

- IRS forms I-9 & W-4, for each individual, a Picture ID (URI ID, License, or Passport) and Social Security card / Birth certificate are required to fill out the I-9 (forms available in the Accounts Office). - A memo from the organization’s President or Treasurer stating:
  - Individuals to be paid
  - Position of each individual
  - Description of each position responsibilities
Amount per pay period
Pay period (i.e. monthly or semesterly)

Section 2.02 Recognition and Re-recognition

The Student Senate recognizes groups based on their mission and work. As stated in the Student Senate Bylaws, Article IX Section A Part 4 and Article X, and for the purposes of fiscal policy, groups are divided into three categories: Funded, Unfunded, and Affiliates. The SOARC Committee shall determine your funding category.

Newly recognized organizations may apply for General Contingency Grants for the purposes of having operational funds for the current academic year, provided that they did not exist prior to re-recognition.

Re-recognition (ReRec) is the annual recognition renewal process run by SOARC which is required for all groups. During re-recognition, all paperwork and operational documents will be reviewed. At this time, all signature cards will be discarded, and must be renewed before budgets can be accessed.

Organizations which failed to be re-recognized in the fall shall lose their budget for the current academic year. The fundraising line (#900) will be held in trust for two years or until new signature cards are signed. Funds in the fundraising line (#900) will be rolled into the Student Activities Tax after two years.

Organizations who have failed to be re-recognized during the annual recognition process may still apply for a General Contingency Grant for the purposes of having operational funds for the upcoming or remainder of the fiscal year, with a 50% penalty.

Part A Categories

1. Funded
   Funded groups have access to all forms of financial support including budgets, grants, and access to the Student Senate Accounts Office. Status as a ‘Funded’ organization does not guarantee a budget, eligibility for stipends, nor does it guarantee that all grants will be approved; these decisions are decided upon in a case-by-case basis.

2. Unfunded
   Unfunded groups have restricted access to financial support. They are ineligible for budgets and contingency grants but have access to the Student Senate Accounts Office.

3. Affiliates Funded / Unfunded Affiliate
   Affiliates Funded / Unfunded Affiliate groups may have restricted access to financial support. They may be eligible for budgets, grants, and access to the Student Senate Accounts Office. Status as an ‘Affiliate’ organization does not guarantee a budget, nor does it guarantee that all grants will be approved; these decisions are decided upon in a case-by-case basis. See Student Senate Bylaws Article X for further information on Affiliate groups.

Section 2.03 Budgeting

The annual budget process occurs during the spring semester, for the following fiscal year. Budgets are granted on a line by line basis in order to facilitate responsible allocation of the Student Activities tax. A group’s budget is a breakdown of the annual and predictable costs necessary for the organizations success. Items typically not included in a group’s budget
include security for events, travel money, mileage reimbursement, and programming money for non-established events.

If money that is budgeted is not spent within the fiscal year, the leftover funds will automatically return to the Student Senate. Only the Fundraising Line (900) is regularly carried over year to year.

**Part A Applying for a Budget**

Instructions on applying for a budget will be released prior to the winter recess and maintained on the Student Senate website. Additionally, the Finance Chair shall provide any reasonable accommodations, as well as, notice regarding any deadlines or changes.

The President and Treasurer are responsible for applying for a budget, and should understand the needs of the organization, and ensure appropriate representation at the Finance Committee and general Senate assembly.

1. **Post Budgeting Process**
   Organizations who have failed to apply for a budget during the annual budget process may still apply for a Contingency Grant for the purposes of having operational funds for the upcoming or remainder of the fiscal year, with a 50% penalty.

**Part B. Summer Budgets**

Budgets close during the first Reading Day before exams begin in the Spring Semester. As such, all preparations and purchases for First Night and the First Week should be made prior to beginning of the Exam Period.

Organizations that operate over the summer may request that their budget be accessible during the summer. This Open Summer Budget Request is due prior to the first reading day. Late requests will not be considered. Requests should be sent to and will be processed by the Finance Chair.

If your budget is approved to remain open during the summer, at least one person with signatory power must be available to pay bills, and you must check your mailbox at least once per week. The Senate Accounts Clerk, will post availability during the summer and may admit you to the Student Senate office to pick up your mail on those days. The fiscal year ends on June 30th.

**Part C. Financial Benefits Packages**

All funded groups and affiliates are eligible for a Financial Benefits Package (FBP). The FBP is a fixed amount of money given to each organization in designated budget lines. The FBP breakdown is as follows:

<table>
<thead>
<tr>
<th>Category Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>222</td>
<td>Advertising</td>
<td>$50.00</td>
</tr>
<tr>
<td>312</td>
<td>Recruitment</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
The FBP will not be automatically allocated to you, and may be applied for during the budgeting season. Organizations that do not maximize the use of the FBP face the risk of a reduced value the following year.

New Groups may immediately apply for a Financial Benefits Package which will be allocated according to the amount of time left in the operational year which will be taken from General Contingency Grant Funds.

**Article III. Finance Policies**

### Section 3.01 Advertising

All Student Senate funded activities or programs must show adequate advertising for the activity or program. The cost of the event should be displayed on all forms of advertisement that are used and also at the door of the event. All organizations may receive guidance from the SEA office and is eligible for advertising funds as part of the Financial Benefits Package.

If a member or affiliate of the Student Senate finds that the activity or program is not adequately advertised, the Executive Committee may step in and require the organization to advertise and promote the activity or program. If the funded activity is still not adequately promoted after 72 hours’ notice of a written notice, the Finance Committee may, by two thirds vote, remove funding, and restrict the organization from receiving further grants.

The Student Senate has an abundant amount of resources to assist in advertising.

### Section 3.02 Cash Boxes

Use of a cash box is mandatory anytime your organization is handling money, such as for fundraisers or selling tickets. Cash Boxes are provided by the Students Account Office, and all requests should be placed 48 hours prior to when it is needed. You may request up to $25 in any denomination for the sole purpose of providing change. All Cash Boxes must be returned and funds deposited as soon as possible following the event. If this is after business hours, bring the cash box to a Memorial Union Building Manager. The building manager will witness your counting of the contents of the cash box, the building manager will then place the cash box in the Accounts office. If your organization does not deposit all funds within 48 hours, your organization will be faced with extreme penalties, including total suspension of all signatory privileges and fines.

**IMPORTANT:** Money from cash boxes cannot be removed during an event for any reason (e.g. paying for DJs, food, etc.) If the policy is not followed penalties will be enacted at the discretion of the Finance Chair.

In order for the revenue from an event to be deposited in your 900 account or any other account, you must cover all costs of the event first. Costs that will be deducted from money deposited include:

- Money equal to what was in the cash box at checkout
- An amount equal to all contingency grants to the organization for the event,
- The cost of security for the event, returned to contingency line
- Enough to cover any damages results from the event.
Money remaining from the cash box will be deposited into your group’s 900 account. It is especially important that the purpose of expenses be marked on purchase orders so that the proper amount will be deducted for event costs.

Section 3.03 Inventory

All assets purchased through the Student Activities Tax shall be the sole property of the Student Senate. Each asset is maintained in an inventory to ensure effectiveness and to prevent wrongdoing. Upon receipt of a non-consumable asset, it will be entered into the inventory database, and made available for pick-up by the organization.

Each group shall serve as the custodian of its assets and will be responsible in aiding the Student Senate in tracking their respective assets. The President and Treasurer of each group has a duty to keep track of their group’s assets.

An inventory audit of any organization may occur at the discretion of the Finance Chair at the beginning or end of a semester, or under the suspicion of misused assets, as a result of a specific incident.

If you wish to dispose of an inventoried item, The Finance Chair must be informed in writing prior to disposal. The Finance Chair will issue a decision regarding disposal. Organizations and organization leaders are subject to financial penalties for items that are missing and have not been disposed of properly.

Should the organization fail to maintain its recognition, assets will be held in trust for the organization for two years. Upon the anniversary, the Student Senate shall make the assets available to other recognized organizations, or may liquidate or dispose of those assets as it sees fit.

If the Finance Committee determines that any equipment that has been bought by using Student Senate funds is not being well utilized or does not fit the needs of the organization, the Finance Committee may request it be returned and redistributed.

Part A. Inventory Rentals

The Student Senate offers short term rentals of equipment for organizational use. To request access to equipment fill out the Student Senate Rental Agreement with the Finance Chair or the Student Senate Coordinator.

If any damages are found and not recorded prior to checkout, the borrower and co-signer will be personally liable.

Rentals have a limited rental period, and renewals may be restricted. Some rentals may require proof of knowledge or training with the item prior to rental approval. Additional waivers may be required.

If a Rental is not returned on the agreed upon/specified date, the borrower and cosigner will be notified and may face disciplinary actions at the discretion of the Finance Committee.

Section 3.04 Category Transfers

It is occasionally appropriate for organizations to internally transfer money from one budget line to another. This may be done to facilitate a change in operations, or to ensure funds are earmarked for specific purposes. To request a budget line transfer please submit
a Category Transfer Request Form to the Finance Chair, and attend a committee meeting/full Student Senate meeting as required.

The following table indicates the level of approval needed for a given budget line transfer:

<table>
<thead>
<tr>
<th></th>
<th>&lt;$250.00</th>
<th>$250.00-$1,000</th>
<th>&gt;$1,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Chair</td>
<td>Finance Committee</td>
<td>Student Senate Assembly</td>
<td></td>
</tr>
</tbody>
</table>

No budget line transfers are allowed from:
- 112 Telephone
- 123 First Night
- 127 Co-Sponsorship
- 131 Secretary/Worker
- 133 Specific
- 134 Stipends
- 213 Operational
- 222 Advertising (except into 110)
- 312 Recruitment
- 805 Student Affairs Committee Work

No budget line transfers are allowed into:
- 805 Student Affairs Committee Work
- 312 Recruitment
- 127 Co-sponsorship
- 134 Stipends
- 900 Fundraising.

**Section 3.05 External Accounts**

External accounts are any accounts held outside the standard Senate Accounting system including but not limited to credit cards, bank accounts, online accounts, or in cash deposits administered by the group especially those with no oversight from the Finance Committee. The Student Senate usually recommends against external accounts but in some cases, groups may have financial needs that the Senate Accounts Office cannot provide.

In order to receive any form of funding any and all external accounts must be approved annually by the Finance Committee which will approve the accounts based on recommendations from the Senate Accounts Office, legacy or credit of the account, benefit to the group and the Senate Accounts Office, and ability to function without the
external account. If the Finance Committee approves of the external account, then
detailed account statements must be submitted to the Finance Committee monthly and the
account information and signatories be updated annually.

If the Finance Committee does not approve of an Account that already exists, then the
Finance Committee and the group will work to remedy the situation or suspend and
terminate the account.

Section 3.06 Events

Part A Registration

All events must be registered with the Student Events Advising Office. See the Event
Planning Guide or the Student Handbook for requirements for registration of events. Such requirement must be adhered to. Failure to follow requisite policies may result in penalties and will affect future funding.

If an event is not registered no funding will be available and the event may be cancelled

Part B Tickets & Box Office

Organizations may sell tickets using a cash box in the Union upon approval by the SEA
Office.

Organizations may also use The Box Office as an easy accessible way to sell tickets
managed by the Office of Student Involvement. Simply apply using the Box Office
Sales Form available at the SEA Office.

Several requirements apply to ticket sales for events:

1. All Ticket designs must be approved by the SEA Office.
2. URI undergraduates must have preference, facilitated by minimum four hour period
   where tickets are only available to undergraduates.
3. Ticket must be available to URI undergraduates at a lower price than the general
   public.
4. Tickets must be number consecutively or include the seat number.

Ticket revenue will be automatically deposited in your Fundraising Line #900. If extra
tickets are available, then a member of the accounts office or a building manager can
release the remaining tickets for sale at the door or dispose of the extra tickets for your
group.

Note: Non-Student Senate groups will be allowed to use the Box Office in special
cases. The organization is responsible for picking up their ticket revenue at the end of
ticket sales. No monies will be deposited into the Senate Accounting System.
Credit/debit card charges will not be accepted. The Senate Accounts Office will hold
the money from sales in the safe, but only during the time that tickets are being sold. A
service charge of 5% shall apply for labor incurred by the Box Office and Senate
Accounts Office.

Part C Security

See the Event Planning Guide of the Student Handbook for requirements for fire,
security, and police coverage requirements. Failure to follow requisite policies may result
in penalties that will affect current/ future funding, as well as possible event cancellation.
Consult with the Student Events Advising Office, as well as, the Scheduling Office to determine whether police officers, fire marshals, or other personnel are required. There may also be building/ custodial fees for a number of venues. Be sure to speak with the SEA and Scheduling Office at least three weeks prior to your event.

Private security services for Student Senate-sponsored events are paid by the host group, the Security Contingency Fund of the Student Senate, and the Memorial Union following the 1/3rd model. Unlike other contingencies, a group does not need to come to the Finance Committee or the Student Senate to get the funds. If an event is held outside of the Memorial Union the organization is responsible for paying for half of the security cost while the Student Senate will pay for the remaining half.

The 1/3rd model describes that each party associated with the event (the host group, the Student Senate, and the Memorial Union) is responsible for paying 1/3rd of the total cost the security services.

If the event requires a private security service, a mandatory minimum admission fee of $2.00 per URI Student, or $5.00 per non-URI Student must be collected. A group may collect this fee in advance through tickets / bracelets.

Part D Damages

Your organization must take all possible steps to avoid damage to organizational or University property at your events. Both security and maintenance will notify the Student Senate of any damage to property, out of the ordinary clean-up expenses, or security breaches. The costs of damages will deducted from your 900 account. This penalty may be returned if sufficient effort has been made to rectify the situation.

If another situation arises within the year, your group will be restricted from hosting another event for a semester. You may appeal to SOARC or to the Finance Committee.

Part E Variances & Restrictions

Variances of Memorial Union policy are reviewed on a case-by-case basis. If have a compelling reason to do something that is contrary to Memorial Union policies (e.g., scheduling a lounge, using more rooms than policy allows), you may petition the Memorial Union Board of Directors for a variance. Variance request forms are hosted electronically at mu.uri.edu. Submit the form at least two (2) weeks in advance of the event. The Memorial Union Board of Directors may schedule a meeting to hear your petition. The Memorial Union Board of Directors will then inform you of the decision.

Part F Political Activity

No Student Activity Fee money may go towards campaigning or supporting a particular political candidate. If a politician is brought in with Student Activity Fees being associated with the event, the politician or speaker must first sign a contract as a service provider outlining that the event must not contain any campaign activity or endorsements.

Politicians and government officials may be brought in to talk about their campaigns, legislation, ideas, philosophy, or other activities provided that no group funds are used in support of the politician and the group avoids requiring members volunteer or work with the candidate or officials in support of their campaign. Students may choose to
individually support and volunteer but may in no way be forced as an individual or as part of the group. No organization may be formed solely for the support of a single candidate but groups may exist to support certain social activities or legislative action.

The Student Senate treats political activity very seriously because it can endanger our status as a nontaxable nonprofit organization. Any organization found violating any laws or guidelines regulating political activity or IRS mandates will have its budget frozen and must meet with SOARC.

Section 3.07 Workshops & Retreats

The Student Organization Leadership Consultants (SOLC) handles all funding and paperwork for retreats. Every funded group is eligible for a complete or partial subsidy while unfunded groups are funded for basic retreats. The SOLC will also offer free options on a first come first served basis according to the following table.

<table>
<thead>
<tr>
<th>Type of Retreat</th>
<th>Funded</th>
<th>Unfunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short</td>
<td>100% Funded</td>
<td>100% Funded</td>
</tr>
<tr>
<td>Extended</td>
<td>50% Funded</td>
<td>Not Funded</td>
</tr>
</tbody>
</table>

Note: SOLC may restrict access to certain types of retreats as needed and apply restrictions based on group size, weather, or space availability.

For retreats that are not free or less than 100% funded by Senate, groups must have: Up to date signature cards & an open budget. Commitment Agreements from each member attending and money encumbered to pay off the balance of the retreat (Price of the Retreat – Subsidy = Balance)

To schedule a retreat or workshop, visit the SOLC website: http://web.uri.edu/leadership/solc/ All programs must be requested at least two (2) weeks prior to the first choice of date.

Upon confirmation of your retreat or workshop, your group will need to sign an ORGANIZATION PROGRAMMING AGREEMENT with SOLC and is responsible for attendance within 10% of the agreed upon participant number. SOLC reserves the right to deny future retreats for one academic year with organizations who do not meet the attendance policy. SOLC may limit the number of workshops and retreats available to each group as needed.

Section 3.08 Penalties

The Student Senate has various penalties both financial and otherwise such as Budget Reductions, Fines, Frozen Budgets, Mandatory Workshops, Group Disbandment or Suspension, Scheduling Restrictions, Travel/Event bans, Financial or Legal Punishments for individual members responsible for wrongdoing, Community Service, Litigation, or Revocation of Privileges. Penalties are set in place to dissuade bad behavior and to correct any wrongdoings.

Penalties may be automatic such as for After-the-Fact Purchase Requisitions or Contracts, Immediate Considerations, Lost/Returned Check Fees, Partial Reimbursement, Unpaid bills, Unchecked Mailboxes or Absences from Required meetings such as Presidents’ Meetings.
Some penalties are administered on a case by case basis. While freezing budgets may be automatic, unfreezing or reopening budgets require a meeting of the Finance Chair. Other incidences that must be reviewed by the Finance Committee include but are not limited to Misconduct at Events or during Travel, Stipend related issues, embezzlement, policy violations, Fraud, or Poor Financial Management.

In some cases, the Finance Committee may request SOARC for recommendations or completely defer penalties decisions to SOARC.

Section 3.09 Checks

Checks are written on Tuesday, Wednesday, and Thursday only. It takes a minimum of two (2) business days to process a check. This means you must submit your request for payment at least two business days before you need your check.

If you do not want the check to be mailed to the vendor by Accounts when it is printed, please write “HOLD CHECK” on the payment order when you submit it. All checks picked up at the Student Accounts Office must be signed out. Stipend checks and Reimbursement checks are not mailed, and are available at the Student Accounts Office.

If the check is for payroll expenses (such as stipends), the accounts office must have an IRS form W-4 and I-9 on file for that person. This form is available online from the IRS website or the Student Accounts Office. Performers, DJs, etc. require the W-9.

1. Lost Check Fee: If you lose or misplace a Student Senate check and you request a duplicate, a bank stop payment order must be made on the lost check. You will be responsible for the bank’s stop payment charge of $25. This will be deducted from the total amount of the duplicate check.

2. Returned Check Fee: If a check that you deposit into your account is returned for insufficient funds or any other reason, you will be charged a fee equal to the amount of the bank penalty. The Senate Accounts Clerk will notify you of all charges.

Article IV. Senate Account System, Revenue

Section 4.01 Fundraising

Fundraising is a tool to help subsidize your organization’s expenses, create more student programming, and/or purchase things that cannot be purchased with Student Activities Tax. We expect that recognized organizations fundraise at least 15% of their annual budget (failure to do so may affect future funding).

There are many methods of fundraising. Some common ones are charging modest dues, rental fees for equipment, event admission, or soliciting donations. Additionally, some academic and administrative departments have funds available for student programming, such as the Diversity Grant available through Student Affairs. If money is granted from college departments, it is the organization’s responsibility to obtain the granted money from the school accounting.

Part A Donations

The Student Senate encourages groups to seek out donations to supplement funds and support their group. Donations can come in two forms, monetary or in-kind. Monetary donations are donations in the form of cash or check. In-kind donations are all other donations such as donated services, goods, gift cards, or others.
Donations to Student Senate organizations are tax deductible. This will often help if you’re looking for office equipment, discounted materials or services, or even corporate sponsorship. Organizations may need to provide a receipt valuing the donation. Presidents and Treasurers are authorized to provide receipts for donations up to $100.00. All checks should be made to URI Student Senate, with the organization name in the Memo line. If you accept checks for donations or charges, be sure you’re familiar with the returned check fee, outlined in Section 3.09.

Note: Currently, the Accounts Office cannot accept and process Credit or Debit transactions for Donations.

1. **Donation Receipts**
   - For Donations under $50, provide the donor a receipt using the template provided online. Both the President and Treasurer should sign it.
   - For Donations over $50, the Finance Chair must review then the Finance Chair will complete a receipt. The Finance Chair and one of the group’s Signatories will sign the letter.
   - These letters provide proof that the Student Senate Inc. has received an in-kind or monetary donation for a certain amount from a taxable entity for tax deduction purposes. As such, handle these letters with care because fraud may be prosecuted.

**Part B Event Revenue**

Groups may charge admission and accept donations. All funds collected must first repay any Grants or Loans before they may be spent / donated. If groups do both, then at least two cash boxes will be required, and they must both be clearly marked and kept separate.

If multiple groups are running events, then in order for Admissions or Donations to be shared between multiple groups, then all parties must fill out a JOINT EVENT AGREEMENT which declares the percentage split among the parties involved, the work each party will do, and the reason for the split. If groups decide to split the revenues after the fact, then approval from the Finance Committee is required.

1. **Charging Admission**
   - Have a cash box outside the event entrance to collect admissions at the door. Tickets may also be sold in advance and must also be collected and counted as admission revenue. See “Box Office” for more information.
2. **Soliciting Donations**
   - Have a cash box inside the event clearly stating that entrance is free and donations are suggested inside. Donations must be collected in a dedicated clearly marked cashbox, at the end of a program.

**Part C Fundraising for Charity**

Donations for charities may only be made from Fundraising Line #900. Both group Signatories are required to approve and sign for any donation amount, Donations over $500 also require approval from the Finance Chair.
For the Purposes of this Section, “Charity” refers to any charity, organization, or entity receiving contributions. If the group wishes the revenue of an event to be the source of the contribution check, arrangements must be made with the Finance Committee – the amount deducted will depend on the amount of Student Activities Tax money being spent. Funds must be subsequently donated to the specified charity within two (2) weeks following the event.

Donations may only be sent to 501C3 recognized organizations.

Section 4.02 Cosponsorship

Cosponsorship is a way for an organization to support events in which they are involved in to promote their interests or mission. Sponsorship is also available from the Senate. Other Organizations may only sponsor from Line 900 (Fundraising).

1. Pick up a Co-sponsorship Request Form in the Senate office.
2. Work with the President and Treasurer of the co-sponsoring organization.
3. Submit the paperwork to the Finance Chair.
4. Meet with the Finance Chair and/or Committee as instructed
5. Under $500 – Only Finance Chair Approval is needed
6. Over $500 – The Finance Committee Approval is needed
7. Sponsorships with Non-Recognized groups need Finance Committee and Senate Approval

Part A Senate Co-sponsorship Grants

The Student Senate has a sum of money that is set aside to specifically sponsor activities of other groups. This Senate Co-sponsorship money can be used to fund programs for Unfunded groups and nonrecognized groups if the senate decides that the program provides benefit to campus.

To request sponsorship, contact a member of the Senate Executive Board with a proposal. Proceed in the same way as a Co-Sponsorship request. These grants are used at the discretion of the Senate and are generally used for events that are normally not funded by Contingency Grants.

Section 4.03 Grants

Contingency Grants are funds reserved from the Student Activities Tax to fund approved expenses that were not budgeted. The money in Contingency is allocated to various categories and limited. Groups must apply to receive grants using the CONTINGENCY GRANT FORM.

The Student Senate cannot grant money for purely philanthropic purposes as well as other things as stated under 7.06 Policy Restrictions.

Part A Types

General Contingency

For the granting of budgets and funds outside of the annual budgeting process.

Programming

For creating student programming related to the organization’s mission which can be reasonably expected to appeal to students outside of the organization, and must be held
on the URI campus. These are subject to repayment when admission is being charged for the event.

**Capital Improvements**

For the purchase of new assets or repair of existing assets. Groups will only receive budgets to buy items (e.g., books, office supplies, activity equipment) if they have a location to keep those items which is both secure and accessible to group members – usually this means an office or locker in the Union.

**Travel / Lodging / Registration** The Student Senate subsidizes student organizations up to 50% of the expenses of individuals to be split up by the group to cover transportation, registration, and lodging of students for conferences, competitions, and other mission related trips for the purpose of gaining knowledge and experience not available at the University.

These grants are addressed on a case by case basis, at the discretion of the Finance committee.

However, the Finance Committee may grant travel funding if the mode of travel is private automobile via the Mileage Reimbursement which would allow the Finance Committee to transfer money from the Travel & Lodging Fund to the Mileage Reimbursement line of Student Senate.

**Part B Applying for Grants**

When applying for a grant the following documents must be included:

1. The Contingency Grant Form, signed by both signatories.
2. Receipt of event registration from SEA (for Programming Grants)
3. Document stating:
   - Description of the program, event, service, or item.
   - Explanation of expenses (i.e. budget / itemized list).
   - Additional sources of revenue.
   - Relation of expense to the organization’s mission.
   - Value of the expense to the student body.

Attach the following as necessary:

1. Quotes
2. Sole provider petition
3. Initial Contract (if for provision of a service)
4. Contract Rider
5. Completed W-9 (if contract is with an individual)

<table>
<thead>
<tr>
<th>If you need:</th>
<th>&lt;$250</th>
<th>$250 - $1000</th>
<th>&gt;$1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval from</td>
<td>Finance Chair</td>
<td>Finance Committee</td>
<td>General Senate</td>
</tr>
<tr>
<td>Minimum Time</td>
<td>2 Days</td>
<td>1 Week</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Recommended</td>
<td>1 Week</td>
<td>2 Weeks</td>
<td>4 Weeks</td>
</tr>
</tbody>
</table>
Below is the procedure for applying for Contingency Grants:

1. Pick up a Contingency Grant Request.
2. Fill out the upper portion of the form.
3. Submit the required and recommended documents to the Finance Chair for pre-approval review by noon the day of the meeting.
4. Sign up for the Finance Committee meeting, under the white-board in the Senate Office or online using the Student Senate Website.
5. Attend the Finance Committee Meeting.
6. Attend the Senate meeting, if required.
7. Bring the white copy of the Grant Request to the Senate Accounts Office to receive the funds into your account.

Note: All bills must be paid within 30 days of the event. After that date, funds will be reclaimed. Any bills which are paid after this point will incur a 10% penalty for first offence and 25% for each additional offence.

**Part C Immediate Consideration.**

While all grants which require full Senate approval are required to sit on the Senate floor for one week, groups may request that the grant be considered at the next closest Senate General Meeting using Immediate Consideration. This requires majority approval of the Finance Committee or 3/4 approval of the Senate. To dissuade abuse, the following penalties apply:

- First Time: Warning
- Second Time and Thereafter: Penalty = 25% of the request

**Section 4.04 Loans**

Loans can be a good way of funding events that will generate revenue. They can also be appropriate for large capital investments by organizations that have a good fundraising track record.

A General Student Senate Loan is a short-term no interest loan which must always be repaid by the end of the fiscal year (June 30). The Finance Committee may consider requests for exceptions to this rule; approval will require a two-thirds vote of the Committee.

The group must also provide a written payment/fundraising plan as well as a contingency plan to repay the loan. This should outline how the group plans to raise funds, any dues agreements, and any timelines for repayment in stages. The Finance Committee will check to ensure that the timeline is being followed. If major deviations occur, the Finance Committee may give a one week notice to freeze any further spending by your group and request a meeting with the group to reevaluate and draft a new repayment plan.

The Student Senate will give a one-month notice reminder prior to your loan’s due date. If alternative payment arrangements have not been made and approved by the Finance Committee, the amount due will be deducted from your current fiscal year’s budget. If there are insufficient funds in this year’s budget, the money will be deducted from your organization’s next fiscal year’s budget. If this occurs, your organization may not request a (second) loan for one full fiscal year.

Here is the procedure for applying for a loan:
1. Pick up a Loan Application Form in the Senate office.
2. Fill it out completely. Both the President and Treasurer of the organization must sign it.
3. Complete a draft repayment plan.
4. Leave the form in the box on the Finance Chair’s desk by no later than noon of the meeting day.
5. Sign up for the next available Finance meeting by noon of the meeting day.
6. Attend the Finance Meeting. Be prepared to answer any questions about your ability to repay the loan, what the money will be used for, etc.
   a. The committee will finalize a repayment plan and timeline at the meeting.
   b. The Finance Committee requires 2/3 majority to approve the loan.
7. A representative of the group will have to attend the Senate meeting after the bill for the loan has been in the agenda for 1 meeting.
   a. The Senate must approve the loan before it becomes effective.

At any time upon a 2/3 Approval of the Finance Committee, your loan may be called due with a minimum one week notice if finance policy has been violated or fiscal irresponsibility is shown.

**Section 4.05 External Funding**

External funding is considered any monies received regularly from a related body, such as an academic department, university affiliate, or other organization. Funding from outside sources is permitted, but often comes under scrutiny. Organizations which can receive operational funding from outside sources may not be granted a budget.

**Article V. Senate Account System, Spending**

**Section 5.01 General**

The Purchasing Office in Union 203 handles all Purchase Orders. A Purchase Order is a primary means of using club funds without paying out of pocket. When the Senate Purchasing Office issues a PO, it makes a legal commitment to pay the vendor for the goods or services detailed. The majority of club expenditures can, and should be made with PO's. Once authorized with the proper signature, a PO is as good as a check.

Most vendors accept Purchase Orders. Should any difficulty arise, refer the vendor to the Senate Accounts Office or Finance Chair. You may be allowed to personally pay and then be reimbursed up to the amount detailed in the PO. If this is not an option, the Accounts Office may recommend alternative arrangements.

As a good habit, call the vendor first to check if they accept Purchase Orders.

The Student Senate and its subsidiaries, as a nonprofit organization, do not need to pay sales tax. Tax exempt forms are available to all Recognized Student Organizations and are only located at the desk of the Student Senate Coordinator.

**Part A Signatures**

Only the Signatories that have completed Signature Cards of the group may sign financial paperwork. Signatories must verify and review the paperwork prior to signing.
Under special circumstances, the Finance Chair, the Student Senate Accounts Clerk, or the Director of the Memorial Union may sign on behalf of groups.

If paperwork is not reviewed and done correctly by the signatories, the Senate Accounts Clerk will record the group and what was done improperly, then the Finance Committee may freeze the group’s budget until the signatories attend a Finance Workshop or meet with a member of the Finance Committee.

Part B Quotes

If you are planning on buying or contracting an expensive good or service, quotes are required. They should be attached to purchase requisitions, grant applications, loan applications, and/or contracts. The following figure indicates the number of quotes for a requisite purchase:

A verbal quote is received by you verbally, which you include in written format with your purchasing paperwork. A written quote may be a communication (i.e. letter, email, fax) or published documentation (i.e. webpage printout, catalog page) which identifies of the price and description of the item or service.

Quotes need to be either of the exact same item or of items that your group believes would be perfect substitutes for each other. The main purpose of quotes is to verify that your groups has looked around for other options and for better pricing.

<table>
<thead>
<tr>
<th>If you are planning on spending:</th>
<th>$250.00-$999.99</th>
<th>$1,000.00-$4,999.99</th>
<th>$5,000.00 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then you need:</td>
<td>3 verbal quotes</td>
<td>3 written quotes</td>
<td>5 written quotes</td>
</tr>
</tbody>
</table>

Part A Special Situations

If you prefer a vendor which is more than 10% of the lowest bidder, written substantiation is strongly required.

In the instance that it is not possible to get the requisite number of quotes, either due to lack of vendors in the area or there is only one clear vendor, written substantiation is required explaining the situation.

Section 5.02 Special Circumstances

Part A Reimbursements

Reimbursements allow organizations to purchase goods without any funds being encumbered or going through the formal purchasing process. The limit for reimbursements is $50. If the organization does not have sufficient funds in its accounts and cannot pay for the reimbursement through its 900 line, then only a partial reimbursement up to the amount of funds available in the organization’s account will be provided. Paperwork must be submitted to the Student Accounts Office within ten business days of purchase for reimbursement to be made. The Senate Account’s Office cannot reimburse for tax on a purchase.

Part B Food
Food or Meals may not exceed $10 for breakfast, $15 for lunch, or $25 for dinner on a per person basis. When appropriate, the Student Senate can reimburse the cost and gratuity up to 20% of a restaurant-served meal to a performer.

Food may be purchased out of Recruitment (312), Fundraising (900), Programming (130), Committee Expense (805), or Homecoming (807). All food purchases must also have approval from the Finance Chair. Splitting receipts (having some items on one receipt and other items on another receipt) is forbidden.

Food may be applied for as part of a Programming Contingency request. The Finance Committee will only approve food under such requests if it is deemed crucial and necessary to the purpose of the event. The committee will decide whether the funds allocated towards the event is a good value for the Student Body, not just by necessity of food at the event. Approval shall be by a two thirds vote of the Committee.

When purchasing from the Recruitment line, paperwork must be submitted to the Finance Chair for approval, along with copies of the advertising for the recruitment event.

a. Catered or Delivered Foods

The University Catering Services requires all catered food to be ordered through Catering Services. On occasion, Catering Services is unable to produce the required food items and will issue a waiver. In order to be able to prepare and serve food for an event, a caterer must have a Food Handler’s License. The caterer must also have a Certificate of Insurance listing, including, or covering the University Of Rhode Island, Board Of Governors for Higher Education, and the State of Rhode Island as additional insured.

Part C Promotional Items

Promotional items used for advertising and promotions costing less than $5 are not considered gifts, provided they are made available to the general student population. Any promotional item over $5 must be approved by the finance committee.

Part D Personal Items & Awards

Purchase of items which will be kept by organization members after an event, such as apparel, may not be purchased with Student Senate funds. The Student Senate will not grant student activities fees to pay for awards, scholarships, or prizes.

Part E Gifts

No gifts shall be purchased with Student Activities tax funds. A gift is defined as any money or material that is given to an individual/organization, excluding minor items which are necessary for the conduct of the organization. This includes but is not limited to funds for Scholarships, Charities, and other donations. If the organization is hosting a raffle they must contact the state department to follow legal procedures’ set up by the State Government.

Part F Computers

Under no circumstances will money be budgeted to groups for the purchase of computers or peripherals. Groups with offices may submit requests for computers, citing the reason why they need it. Decisions will be made on need based merit.
If the group determined to receive a computer already has a computer, that machine will be returned to the Finance Committee, who will redistribute it to a different group.

**Part G Instruction**

Instruction is budgeted on a 50% per student basis, meaning that the budgeted funds will cover only half of the costs of instruction for a student, and the student must supplement the remainder of the cost. The organization must have the remainder of the instruction cost in the Fundraising Line (900). The accounts office will draw the budgeted percentage from the Instruction line and the remainder from the Fundraising line.

An organization may mandate and collect dues as individual student’s contribution. If an organization wishes to approve an instruction contract before the money is available in the fundraising line, then the organization must have collected Dues Agreements from its members exceeding 125% of the money needed to cover the unbudgeted instruction cost required in the Fundraising Line. These Dues Agreements must bind members to pay dues or else face legal action.

Contracts with Instructors must be written for each semester. They must also be approved and signed before paid instruction begins.

**Section 5.03 Procedures**

**Part A Gas and Toll Reimbursement**

Student Organizations may be entitled to mileage reimbursement for private automobiles when an organization takes a mission-related trip, up to $300 per fiscal year per organization. The Finance Chair must approve the request at least one week prior the trip. The Finance Chair will calculate the mileage used from maps; the actual mileage traveled will not be used and need not be kept. For all travel, a rate of $.20 per mile will be reimbursed when students return. Proof of the trip will be required (ie. ticket receipts, photographs). Gas reimbursement checks will be distributed once at the end of the semester instead of during every trip in order for groups to more accurately track their total mileage.

Here is the process for applying for Mileage reimbursement:

1. Pick up a Private Automobile Mileage Reimbursement Form and Drivers form (if not on file for all drivers) from the Student Senate Office
2. Fill out the forms. Submit the following to the Finance Chair for a pre-approval check.
   a. the Reimbursement form(s),
   b. the Drivers form,
   c. photocopy of a valid driver’s license for each driver,
   d. photocopy of the registration for each vehicle being driven,
   e. photocopy of the proof of insurance for each vehicle being driven,
   f. If the vehicle is not titled/registered and/or insured in the name of the driver, written permission of the title holder/registrant and/or primary insurer must be filed or be on file with the Accounts Office,
   g. a full roster of students traveling with the club/organization.
3. Meet with the Finance Chair
4. Upon returning from the trip the required proof must be submitted (i.e. receipts) to the Finance Chair for approval. The Finance Chair will submit the forms to the Senate Accounts Office, which will generate checks in 2-3 business days.

1. Restrictions
   - A maximum of two regional trips (defined as within 400 mi) and one trip to a national-level conference may be taken per year.
   - A student in their last semester will not be funded for non-competition travel.
   - In the instance that the trip is cancelled due to organization misconduct and deposits/fees forfeited, the forfeiture will come out of the organization's fundraising account.
   - Transportation and Travel will not be paid for when the dorms are closed. Exceptions may be made for national or regional conferences and CSIC travel policies.
   - Misconduct on a trip, including damages, will result in penalties and loss of travel privileges.

Part B Cash Reimbursement

Petty cash reimbursements are available up to $15. In order to receive a petty cash reimbursement you must:

1. Pick up a Petty Cash slip from the Accounts office.
2. Attach receipt.
3. Have it signed by the President or Treasurer
   a. Requires the signature of the Finance Chair if the reimbursement is for food.
4. Submit within 5 business days of purchase.

Part C Check Reimbursement

Check Reimbursements are available for expenditures under $50.00. In order to receive a check reimbursement you must...

1. Pick up a Check Reimbursement and Payment Order from the Student Senate Office.
2. Attach receipt.
3. Have it signed by the President and Treasurer
   a. Requires the signature of the Finance Chair if the reimbursement is for food.
4. Submit within 5 business days of purchase.
5. Check in at the Accounts Office after 2-3 business days to pick up check.

Remember: Tax will not be included in the reimbursement, so be sure to use a Tax Exemption form.

Part D Purchase Requisition

A Purchase Requisition is request for a Purchase Order and is a method that allow for the ordering of goods from a vendor without having to pay out of pocket. Groups must request by using a Purchase Requisition form before making any large purchases (above $50 per order).

After-the-fact Requisitions are those made after goods have been ordered. If an After-the-fact Requisition occurs, the following penalties apply, from your fundraising line:

- First Offense: Warning
• Second Offense: 25% Penalty, a frozen budget, and a mandatory meeting with the Finance Chair to possibly re-open budget access.
• Third and thereafter Offense: 50% Penalty, frozen budget, and a mandatory meeting with the Finance Chair to possibly re-open budget access.

The process for filling out a purchase requisition is as follows...

1. Pick up a purchase requisition; fill it out as shown in the example to the right. Be as detailed as possible, including part/model numbers, colors, and/ or size, as appropriate.
2. Attach quotes as required.
3. Upon receipt of the goods or bill/invoice, file a payment order.
4. Provide as much information in the description as you can, such as dates, places, hotels, airfare, etc. This will avoid getting the Payment Order kicked back for missing pertinent information.

Part E Contracts

Contracts take at least two weeks after funds are available, and should be negotiated well in advance of the event. Only the Director of the Memorial Union and Assistant Director of Student Involvement may sign contracts for groups and any other purposes related to the Student Senate.

If the vendor does not have a standard contract, or it is unacceptable, follow this process:

1. Pick up a contract from the Office of Student Involvement
2. Fill out the terms of the contract. You may do this on a separate document (called a rider).

If the vendor provides a standard contract, follow this process:

1. Pick up a Payment Order from the Student Senate Office and fill it out with the requisite information.
2. If the vendor is an individual, have them submit a W-9 form.
3. Attach quotes, if required.
4. Bring the contract for review and approval by the Director of the Memorial Union. The contract will be approved contingent upon the full amount being available in your organization’s accounts. Exceptions are made for contracts which are funded in part by fees (such as for instruction).
5. Submit the signed contract, payment order, and (as appropriate) rider, W-9, and/ or quotes.

Part F Blanket Purchase Orders

Blanket Purchase Orders (BPO) can be used to make multiple purchases over the course of the fiscal year with a single vendor. The typical application of this is for printing advertisements at Campus Copy. Each time the blanket Purchase Order is used in part or whole, a Payment Order with an attached receipt or invoice must be filled out to pay for the expenses incurred so the vendor may receive a check for payment.

Note: if you accidentally approve more payment than listed on the BPO, payment will be made up out of your Fundraising Line (900).
Part G Requisition to Individuals

Occasionally, there is a vendor that will not accept a purchase order. In these cases, a Purchase Requisition may be made out to an individual for reimbursement. The following procedure applies:

1. Fill out the Purchase Requisition, listing the authorized purchaser as the vendor.
2. If the exact amount cannot be reasonably predicted, you may enter “not to exceed” and a dollar value for the amount.
3. Provide the authorized purchaser with a copy of the Tax Exemption letter so that they are not billed for sales tax. Sales tax will not be reimbursed.
4. The authorized purchaser must purchase the goods at least one day after the Requisition has been submitted. It is recommended that the authorized purchaser waits until the Purchase Order has been generated to ensure payment.
5. Upon receipt of the goods, file a payment order with receipt attached.
6. Contact the Finance Chair to have them inventoried.
# Appendix

## Appendix A: Budget Lines

<table>
<thead>
<tr>
<th>Category Number</th>
<th>Category</th>
<th>Category Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>109</td>
<td>Office Supplies</td>
<td>Stationery supplies for groups with offices meeting Senate’s guidelines.</td>
</tr>
<tr>
<td>110</td>
<td>Copying and Printing</td>
<td>Funds for copying and printing in the Senate office or through services.</td>
</tr>
<tr>
<td>111</td>
<td>Postage</td>
<td>Funds for buying stamps and mailing supplies/postage through University mailing.</td>
</tr>
<tr>
<td>112</td>
<td>Telephone</td>
<td>Funds for telephone charges for groups meeting Senate guidelines.</td>
</tr>
<tr>
<td>123</td>
<td>First Night</td>
<td>Event funding for First Night to welcome Freshmen to campus and introduce them to Student Senate and the Groups.</td>
</tr>
<tr>
<td>124</td>
<td>Instruction</td>
<td>Funds for purchasing a service of an off campus instructor.</td>
</tr>
<tr>
<td>127</td>
<td>Co-sponsorship</td>
<td>Funds for supporting other groups’ activities.</td>
</tr>
<tr>
<td>130</td>
<td>Programming</td>
<td>Used to put on events consistent with the mission of the group for the student community.</td>
</tr>
<tr>
<td>131</td>
<td>Secretary/Worker</td>
<td>Salary funds for an hourly clerical employee.</td>
</tr>
<tr>
<td>132</td>
<td>Security</td>
<td>Money allocated to a group to pay for Campus security at events.</td>
</tr>
<tr>
<td>133</td>
<td>Specific</td>
<td>When a group has a particular event during the year with a predictable budget.</td>
</tr>
<tr>
<td>134</td>
<td>Stipends</td>
<td>Refer to the Student Senate Bylaws</td>
</tr>
<tr>
<td>136</td>
<td>Senate Purchasing</td>
<td>Salary funds to be dispersed to Senate purchasing personnel.</td>
</tr>
<tr>
<td>138</td>
<td>Box Office</td>
<td>Hourly pay funds for Union Box Office employees.</td>
</tr>
<tr>
<td>170</td>
<td>Gas Reimbursement</td>
<td>Funds to be reimbursed to group members according to Senate policy for gas used on Senate or mission related organization business.</td>
</tr>
<tr>
<td>211</td>
<td>Maintenance and Repair</td>
<td>For maintenance and repair of existing assets.</td>
</tr>
<tr>
<td>213</td>
<td>Operational Costs</td>
<td>Functions or payments required for groups to continue operating.</td>
</tr>
<tr>
<td>221</td>
<td>Printing</td>
<td>Funds used for large printing contracts.</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Detailed Description</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>222</td>
<td>Advertising</td>
<td>Used for both media advertising and on-campus flyers/ table tents.</td>
</tr>
<tr>
<td>225</td>
<td>Speakers and Talent</td>
<td>Engaging speakers or off-campus talent.</td>
</tr>
<tr>
<td>229</td>
<td>Delivery</td>
<td>Funds to be paid for delivery of services or items.</td>
</tr>
<tr>
<td>230</td>
<td>Equipment Rental</td>
<td>Either for renting significant amounts of equipment, or for equipment apart from an event.</td>
</tr>
<tr>
<td>231</td>
<td>Subscriptions</td>
<td>Money allocated subscribing to media pertinent to an organization’s mission statement.</td>
</tr>
<tr>
<td>232</td>
<td>Photo Supplies</td>
<td>Money for film, development materials, or commercial development</td>
</tr>
<tr>
<td>234</td>
<td>Utilities</td>
<td>For paying monthly utilities.</td>
</tr>
<tr>
<td>235</td>
<td>Insurance and Taxes</td>
<td>Funds for payment of insurance and tax on capital items.</td>
</tr>
<tr>
<td>236</td>
<td>Convention/ Registration Fees</td>
<td>Fee payment for circuit fees or registration for mission-related conventions.</td>
</tr>
<tr>
<td>312</td>
<td>Recruitment</td>
<td>Money which can be used by a group to recruit new members.</td>
</tr>
<tr>
<td>313</td>
<td>Legal</td>
<td>Stipend for the Senate’s lawyer; payment for time made available to students for consultation.</td>
</tr>
<tr>
<td>400</td>
<td>Capital Improvements</td>
<td>Funds for the purchase of capital items, whose value exceeds $150.00</td>
</tr>
<tr>
<td>700</td>
<td>Travel and Lodging</td>
<td>Money allocated for travel from URI and transportation and lodging while away; used when going to conferences/ tournaments, or on/off campus activities.</td>
</tr>
<tr>
<td>720</td>
<td>Awards/ Uniforms</td>
<td>For the purchase of awards or uniforms to be retained by the organization</td>
</tr>
<tr>
<td>802</td>
<td>Auditing Expenses</td>
<td>Payment to the accounting firm that audits the Senate’s books annually.</td>
</tr>
<tr>
<td>804</td>
<td>URI Day</td>
<td>Funding for the annual road to the State House event on Higher Education Day.</td>
</tr>
<tr>
<td>805</td>
<td>General Committee</td>
<td>Miscellaneous funds for the committees of the Student Senate to do committee related work.</td>
</tr>
<tr>
<td>807</td>
<td>Homecoming</td>
<td>Funding for Homecoming to help Student Senate sponsor an event.</td>
</tr>
<tr>
<td>899</td>
<td>Non-Senate Events</td>
<td>Student Tax funds to be distributed to groups not primarily funded by Senate for events.</td>
</tr>
<tr>
<td>900</td>
<td>Fundraising Accounts</td>
<td>Profits from fundraising events. To be used as the group sees fit.</td>
</tr>
</tbody>
</table>