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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 organization or affiliate 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 two officers who become financial signatories for their organization or affiliate, and have fiduciary responsibility to the group, its members, and its monies / assets. Thus, the Senate requires that all Presidents and Treasurers of recognized organizations and affiliates demonstrate file a signature card with the Senate. Please refer to ‘Budget Access’ Article II. Section 2.01 or the glossary 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 New signature cards must be signed as soon as possible in order to access the organization’s budget after new officers are installed.

Part A. President
The President has the responsibility to attend all Monthly Presidents’ and Check-in Meetings hosted by the SOARC. They must co-sign all paperwork and communicate regularly with the Treasurer to ensure that money exists in the budget to pay for anything you sign, as well as monitor 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 bookkeeping 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 frequently. 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 Vs. Actual Statement provided by the Senate Accounts Office. Keep a ledger of what is currently in your organization’s account, and allow the President to periodically review your bookkeeping and inventory for accuracy. Do not sign things before reading them, and never sign blank forms.

Part C. Additional signatories
Some groups may require additional signatories for their organization. Such student organizations must gain approval from the SOARC Chair and Finance Chair.
Section 1.03. **Student Senate Offices**

**Part A. Student Senate Office (Memorial Union, Room 201)**

Provides services that are linked to your budget and operation. Members of any Senate recognized group or affiliate can use the computer(s) and attached printer for small organization related tasks.

1. **Website**

   The Student Senate operates a public website at [http://web.uri.edu/studentsenate/](http://web.uri.edu/studentsenate/) 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 Student Senate website is also where you can find the Finance Quiz and Budget Application.

2. **Copies & Office Supplies**

   A copy machine in the Student Senate office is available for use by organizations. Copies cost $0.10 per side black and white, and $0.25 per side 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. If you overdraw from your 110 and 222 lines, additional charges will be taken from your Fundraising Life (900).

   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. Funds must be available in Line 109 (Office Supplies) or 900 (Fundraising) to make purchases.

   **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. Additionally, any club that takes senate owned office supplies without purchasing through 109/900 lines or using an Asset Requisition Form will be penalized. First offenses will result in a written warning from the Finance Chair. Any further instances will result in a frozen budget.

**Part B. Student Senate Accounts Office (Memorial Union, Room 211)**

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. Exceptions to this rule are outlined under section 3.05 External Accounts.

**Part C. Student Event Advising Office (Memorial Union, Room 206)**

The Student Event Advising Office, or “SEA”, is made available by the Student Involvement Office to assist in event planning, program advising, as well as maintain the 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. Any student program with an expected attendance of over 50 guests must be registered through the SEA office three weeks prior to your event. They can be reached at [sea@etal.uri.edu](mailto:sea@etal.uri.edu) for event advising and guidance.

**Part D. Scheduling Office (Memorial Union, Room 217)**

The Scheduling Office is available to help with scheduling meeting locations or advertising on the Memorial Union’s digital screens.

To book a meeting time and space: [http://muevents.uri.edu/VirtualEms/](http://muevents.uri.edu/VirtualEms/)

To digitally advertise your event: [http://web.uri.edu/memorialunion/digital/](http://web.uri.edu/memorialunion/digital/)

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. Please use the following table to plan for annual senate procedures and processes.

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>- Attend first night</td>
<td>- Submit budget requests</td>
</tr>
<tr>
<td>- Mandatory <a href="#">Presidents’ Meeting</a></td>
<td>- Check mailbox regularly</td>
</tr>
<tr>
<td>- Update your club's information</td>
<td>- <strong>February</strong></td>
</tr>
<tr>
<td>- Take the Finance Quiz (President and Treasurer)</td>
<td>- Mandatory Presidents’ Meeting</td>
</tr>
<tr>
<td>- Complete <a href="#">signature cards</a></td>
<td>- Check mailbox regularly</td>
</tr>
<tr>
<td>- File signed instruction contracts</td>
<td>- Begin Stipend Review if applicable</td>
</tr>
<tr>
<td>- Check mailbox regularly</td>
<td>- <strong>March</strong></td>
</tr>
<tr>
<td>- Complete <a href="#">Re-Recognition</a></td>
<td>- Mandatory Check-In Meeting with SOARC</td>
</tr>
<tr>
<td>- Reserve a table at the Student Organization Fair</td>
<td>- Check mailbox regularly</td>
</tr>
<tr>
<td>- Fill out <a href="#">liability waivers</a></td>
<td>- Follow up on your budget request with Finance</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td><strong>April</strong></td>
</tr>
<tr>
<td>- Mandatory Check-In Meeting with SOARC</td>
<td>- Submit new officer information to <a href="mailto:soarc@rhodysenate.org">soarc@rhodysenate.org</a></td>
</tr>
<tr>
<td>- Sing off on Re-Rec paperwork (President and Treasurer)</td>
<td>- <a href="#">Reserve Fall meeting and event rooms</a></td>
</tr>
<tr>
<td>- Check mailbox regularly</td>
<td>- <a href="#">Update your club’s information</a></td>
</tr>
<tr>
<td>- Start planning for Spring events</td>
<td>- Check mailbox regularly</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td><strong>May</strong></td>
</tr>
<tr>
<td>- Mandatory Check-In Meeting with SOARC</td>
<td>- Draft contracts for Fall instruction</td>
</tr>
<tr>
<td>- Check mailbox regularly</td>
<td>- Apply for Memorial Union space allocation</td>
</tr>
<tr>
<td>- Reserve spring meeting and event rooms</td>
<td>- Sign up for First Night</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td><strong>June</strong></td>
</tr>
<tr>
<td>- Mandatory Presidents’ Meeting</td>
<td>- Apply for a <a href="#">Summer Budget</a> if necessary</td>
</tr>
<tr>
<td>- President Dooley’s Holiday Party</td>
<td>- Ensure all outstanding bills are paid</td>
</tr>
<tr>
<td>- Check mailbox regularly</td>
<td>- <strong>July</strong></td>
</tr>
<tr>
<td>- Draft and file contracts for Spring instruction</td>
<td><strong>August</strong></td>
</tr>
</tbody>
</table>

**Part A. SOARC**

The Student Organization Advisory and Recognition Committee (SOARC - Pronounced like “source”) is the Senate Committee responsible for reviewing and recognizing, and, advising groups. It runs the monthly President and Check-In Meetings, the annual re-recognition and stipend review processes, and 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**

Instructions for budget acquisition will be distributed via email once by April 1st and again by first day of spring classes to presidents and treasurers.

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

**Part A. [Proof of Proficiency](#)**

Only Groups that have demonstrated proof of proficiency will have budget access.

**Part B. [Signature Cards](#)**
Organization Presidents and Treasurers are not officially recognized signatories, and budgets are frozen until new signature cards are signed and on file. Signature cards expire at the end of the fiscal year (June 30th).

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, as well as acceptable identification documents as outlined on the I-9.
- Stipend Backup Form

Forms are available for pickup in the Student Senate Accounts Office.
The following must be on file with the SOARC Chair for stipend dispersal:
- A memo from the organization’s President or Treasurer stating:
  - Individuals to be paid
  - Position of each individual
  - Description of each position’s responsibilities

The Finance Chair will alert the Student Senate Accounts Office of each position’s payment amount, as well as the pay period of the position. This information does not change from year to year unless approved by the finance committee by 2/3 majority.

Discrepancies in listed officer’s, position descriptions, payment amounts, and/or pay period will result in the failure of stipend dispersal and may incur other penalties on the organization. Penalties such as fines, frozen budgets, etc. will be decided upon by the Finance Committee under the advisement of the SOARC.

Section 2.02. Recognition and Re-recognition

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 two (2) categories: Funded or Unfunded. The Student Senate understands that not all groups fall into the criteria for a recognized student organization. For this reason, the affiliate status was created and can be found in the Student Senate Bylaws under Article X. Affiliates will be held to the same standards as student organizations and will also be given a funded or unfunded status. The SOARC shall recommend a funding category, which will then be voted on by the Student Senate.

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 the SOARC which is required for all groups. During Re-recognition, all paperwork and operational documents will be reviewed. Organizations that 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 (2) years without recognition.

Part A. Funding Eligibility Based on Recognition Status

<table>
<thead>
<tr>
<th>Funded Organizations and Affiliates</th>
<th>Unfunded Organizations and Affiliates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must conduct all financial business through the Student Senate Accounts Office</td>
<td>Must conduct all financial business through the Student Senate Accounts Office</td>
</tr>
<tr>
<td>May apply for all financial services including budgets, grants, co-sponsorship and stipends.</td>
<td>Not eligible for a budget, grant, or stipends</td>
</tr>
<tr>
<td></td>
<td>May apply for co-sponsorship</td>
</tr>
</tbody>
</table>

Section 2.03. Budgeting
The annual budgeting process occurs during the spring semester, for the following fiscal year. (Budget definition moved to glossary) 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 carried over year to year.

**Part A. Applying for a Budget**

The budget application will be released prior to the winter recess and maintained on the Student Senate website. The Finance Chair will provide 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, Check-In meetings, and General Senate assembly.

1. Post Budgeting Process

   Organizations who have failed to apply for a budget during the annual budgeting process may still apply for a Contingency Grant however full funding may not be available at the time of Grant application.

**Part B. Summer Budgets**

Budgets close during the first Reading Day before exams begin in the Spring Semester. As such, preparations and purchases for First Night and the First Week should be made prior to beginning of the Exam Period if signatories will not be locally available the two weeks leading up to first night.

Organizations that operate over the summer may request that their budget be accessible during the summer. Summer budget requests must be emailed to finance@rhody senate.org prior to the first reading day. If your budget is approved to remain open during the summer, at least one signatory must be available to pay bills, and you must check your mailbox at least once a 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**

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>

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. These FBP allocations 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 admission should be displayed on all forms of advertisement that are used and also at the door of the event. All funded organizations may receive guidance from the SEA office and are eligible for advertising funds as part of the Financial Benefits Package.

To be considered as having adequately advertised your event, your flyer must be circulated using any three (3) of the following resources ten business days before your event:

- Posted on two (2) social media platforms (Facebook, Instagram, Twitter, etc.)
  - Must be on the account of a recognized group or affiliate. Personal postings are allowed but will not satisfy this requirement.
- Post in the Director of Communications Monthly Newsletter
  - can be contacted at doc@rhodysenate.org
- Student Events Advising (SEA) Calendar
  - https://events.uri.edu/calendar
- Residence Hall Bulletin boards
  - Ask permission of a hall director before posting. Include sample of advertisement.
- Memorial Union Digital Screens
  - can be submitted to digitalscreens@etal.uri.edu formatting guidelines can be found at the following site http://web.uri.edu/memorialunion/digital/
- Two Promotional Booths on separate days in the Memorial Union
- Advertisement in the Good 5 Cent Cigar or a promotion on a WRIU station
  - Cigar advertisements can be submitted to uricigarads@gmail.com
  - Contact promotions to create a promotions@wriu.org to be aired on WRIU

If a member or constituent 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 warning, the Finance Committee may, by two thirds vote, remove funding, and restrict the organization from receiving further grants.

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 Student Senate Accounts Office, and all cash box requests forms 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 by 11:30 pm to a Memorial Union Building Manager. The building manager will then place the cash box in the Accounting Office safe. If your organization does not deposit all funds immediately following the event, your organization will be faced with extreme penalties, including but not limited to total suspension of all signatory privileges and fines. If an event takes place over several days, a cash box should be requested for each day of the event.

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 Fundraising Line (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
- Enough to cover any damages from the event.

Money remaining from the cash box will be deposited into the group’s Fundraising Line (900). 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 URI Student Senate Inc. 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. All Student Senate purchased assets must be kept in a safe, secure, and appropriate location deemed so by the Finance Chair and/or Committee.

An inventory audit of any organization may occur at any time at the discretion of the Finance Chair.

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 Chair.

**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</th>
<th>$250-$1,000</th>
<th>&gt;$1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Chair</td>
<td>Finance Committee</td>
<td>Student Senate Assembly</td>
<td></td>
</tr>
</tbody>
</table>
The following table indicates which lines have restrictions on transfers from or to:

<table>
<thead>
<tr>
<th>No budget line transfers are allowed from:</th>
<th>No budget line transfers are allowed into:</th>
</tr>
</thead>
<tbody>
<tr>
<td>112 Telephone</td>
<td></td>
</tr>
<tr>
<td>123 First Night</td>
<td></td>
</tr>
<tr>
<td>127 Co-Sponsorship</td>
<td>127 Co-sponsorship</td>
</tr>
<tr>
<td>131 Secretary/Worker</td>
<td></td>
</tr>
<tr>
<td>133 Specific</td>
<td></td>
</tr>
<tr>
<td>134 Stipends</td>
<td>134 Stipends</td>
</tr>
<tr>
<td>213 Operational</td>
<td></td>
</tr>
<tr>
<td>222 Advertising (except into 110)</td>
<td></td>
</tr>
<tr>
<td>312 Recruitment</td>
<td>312 Recruitment</td>
</tr>
<tr>
<td>805 General Committee</td>
<td>805 General Committee</td>
</tr>
<tr>
<td></td>
<td>900 Fundraising</td>
</tr>
</tbody>
</table>

**Section 3.05. External Accounts**

The Student Senate does not allow external accounts except for extreme cases where the group’s financial needs cannot be met by the Senate Accounts Office.

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, history 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, detailed account statements must be submitted to the Finance Committee monthly and the account information and signatories must be updated annually.

If the Finance Committee does not approve of an external account that already exists, then the Finance Committee and the group will work to remedy the situation or suspend and terminate the account. Groups who continue to operate with unapproved external accounts may face penalties including but not limited to frozen budget, ineligibility to receive grants, and de-recognition.

**Section 3.06. Events**

**Part A. Registration**

Events must be registered with the SEA Office. See the Event Planning Guide or the Student Handbook for requirements for registration of events. Failure to follow policies may result in penalties and affect future funding. If an event is not registered no funding will be available and the event may be cancelled.

**Part B. Tickets & Memorial Union Box Office**

Organizations may sell tickets using a cash box in the Union upon approval by the SEA Office. Organizations may also use the Memorial Union Box Office as an easy accessible way to sell tickets managed by the Memorial Union. 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 (4) 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 numbered sequentially or include the seat number.
5. Tickets may not be sold by organization/affiliate members out of pocket.

Ticket revenue will be automatically deposited in your Fundraising Line (900).

Part C. Security

See the Event Planning Guide of the Student Handbook for requirements for fire, security, and police coverage requirements. Events requiring security consisting of only fire and/or police details will be referred to as basic security. 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 potential costs of 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. Basic security costs are the responsibility of the organization. No grants will be granted to cover basic security.

Privately contracted security team services for Student Senate organization/affiliate 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 approved event hosted outside the Memorial Union requires a privately contracted security team, financial arrangements must be made ahead of event on a case by case basis.

If the event requires a private security team service, a mandatory minimum admission fee of $3.00 per URI Student, or $7.00 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 be deducted from your Fundraising Line (900). 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. Groups must appeal to whichever committee issues the penalty.

Part E. Variances & Restrictions

Variances of Memorial Union policy are reviewed on a case-by-case basis. If an organization has 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 Director of the Memorial Union for a variance. Submit the form at least two (2) weeks in advance of the event. Director will schedule a meeting to hear the petition and then issue a decision.

Part F. Political Activity

No Student Activity Tax money may go towards campaigning or supporting a particular political candidate. If a politician is brought in with Student Activity Tax 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 of their retreats, while unfunded groups are only funded for basic retreats. Basic retreats will be defined as retreats taking place on campus over the span of one day that incur little to no cost. These retreats are most commonly 2, 4, and sometimes 6 hours in length. Any confusion on retreat type may be resolved by the Finance Chair or Student Senate Treasurer. They can be reached by email at treasurer@rhodysenate.org and finance@rhodysenate.org. The SOLC offers retreat options on a first come first served basis according to the following table:

<table>
<thead>
<tr>
<th>Type of Retreat</th>
<th>Group Funding Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded</td>
<td>100% Funded</td>
</tr>
<tr>
<td>Unfunded</td>
<td>100% Funded</td>
</tr>
</tbody>
</table>

Basic retreats will be defined as retreats taking place on campus over the span of one day that incur little to no cost. These retreats are most commonly 2, 4, and sometimes 6 hours in length. Any confusion on retreat type may be resolved by the Finance Chair or Student Senate Treasurer. They can be reached by email at treasurer@rhodysenate.org and finance@rhodysenate.org. The SOLC offers retreat options on a first come first served basis according to the following table:

<table>
<thead>
<tr>
<th>Type of Retreat</th>
<th>50% of Total Retreat Cost</th>
<th>Financial Approval Needed</th>
<th>Minimum Planning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funded</td>
<td><strong>&lt;$250</strong></td>
<td>Student Senate Treasurer</td>
<td>2 Weeks</td>
</tr>
<tr>
<td>Unfunded</td>
<td><strong>$250-$1,000</strong></td>
<td>Student Senate Executive Committee</td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td><strong>&gt;$1,000</strong></td>
<td>Student Senate Assembly</td>
<td>1 Month</td>
</tr>
</tbody>
</table>

Anything not qualifying as a basic retreat will be categorized as an extended retreat. Extended retreats take place overnight and or include 2 provided meals. Extended retreats are a privilege and are never guaranteed, therefore they must be planned for ahead of time. For funded organizations and affiliates, the Student Senate may subsidize up to 50% of the extended retreat cost. To apply for extended retreat subsidization, you must meet with SOLC to calculate the estimated cost of the event, and then contact the Student Senate for funds approval. Please follow the below table based on the projected cost of your extended retreat.

*Train the trainer retreats will be 100% funded by the student senate provided payment paperwork is filed with adequate notice and cost justification.

**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/retreat/](http://web.uri.edu/leadership/solc/retreat/) 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 De-recognition 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 with the Finance Chair. Other incidents 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 consult with 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 a portion of their annual budget (failure to do so may affect future funding). It will be up to the discretion of the Finance Committee whether or not an organization has fundraised an appropriate percentage of their budget. It is recommended that groups fundraise 15% of their annual budget.

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

Part A. Donations

The Student Senate encourages groups to seek 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, gift card, or check. In-kind donations are all other donations such as donated services, goods, or others.

Donations to recognized organizations and affiliates are tax deductible. This will help when 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.

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 to be familiar with the returned check fee, outlined in Section 3.09.

The student senate does allow organizations and affiliates to receive donations by means of crowdfunding. If utilizing crowdfunding sites such as GoFundMe or Indiegogo, the lump sum fundraised must be disbursed to the organization or affiliate in the form of a check made out to your organization with URI included in the name. The Student Senate Accounts Office is unable to accept digital, credit, or debit card transactions at this time, therefore use of applications including but not limited to venmo or paypal are not permitted. The Finance Chair and Student Senate Accounts office must be consulted before beginning any crowdfunding campaign.

1. Receipts for Donations must be issued by a student senate officer. Requests for receipts must be submitted to the Finance Chair. Completed receipt forms will be returned to your mailbox for pick up.

NOTE: 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. Admissions/ticket prices must be clearly labelled at all entrances and on all forms of advertisement.
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 501(c)3 recognized organizations in the United States.

**Section 4.02. Co-Sponsorship**

Co-sponsorship 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 Fundraising Line (900). The process is:

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 non-recognized 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 which is available in the Student Senate Office.

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

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Purpose</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>For the granting of budgets and funds outside of the annual budgeting process.</td>
<td></td>
</tr>
<tr>
<td>Programming</td>
<td>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.</td>
<td>Subject to repayment when admission is being charged for the event.</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>For the purchase of new assets or repair of existing assets</td>
<td>Only available to organizations/affiliates that have a secure and accessible location to keep items. Usually this means an office or locker in the Union.</td>
</tr>
<tr>
<td>Travel/Lodging/Registration</td>
<td>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.</td>
<td>May subsidize up to 50% of the expenses of 10 individuals. Not available to second semester seniors for non-competition events. Compensation for travel is also available via Mileage Reimbursement.</td>
</tr>
</tbody>
</table>

Grant Request Forms can be found in the Student Senate Office

## 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>Two (5) Days</td>
<td>One (1) Week</td>
<td>Two (2) Weeks</td>
</tr>
<tr>
<td>Recommended:</td>
<td>One (1) Week</td>
<td>Two (2) Weeks</td>
<td>Four (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 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 submitted for payment upon receipt.

**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. 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.

Most vendors accept Purchase Orders. Verify accepted payment methods with vendor before attempting to make a purchase. Should any difficulty arise, refer 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.

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
Organization/affiliate signatories must verify, review, and sign all financial paperwork. Under special circumstances, the Finance Chair, the Student Senate Accounts Clerk, or the Director of the Memorial Union may sign on behalf of groups. Repeated improper filing of paperwork may result in a frozen budget. Signatories must then meet with the Finance Chair to unfreeze the budget.

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 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-$999.99</th>
<th>$1,000-$4,999.99</th>
<th>$5,000 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Then you need:</td>
<td>Three (3) verbal quotes</td>
<td>Three (3) written quotes</td>
<td>Five (5) written quotes</td>
</tr>
</tbody>
</table>

Part C. 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. Food
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.

1. 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 B. 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 sold for at least 50% of the cost of the items.

Part C. 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 D. 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 E. 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 F. 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) which may be collected through mandated dues.

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. Reimbursements

The student senate does not reimburse for tax. Tax Exemption Forms are available for Pickup in the Student Senate Office. The Student Senate Accounts office cannot reimburse for partial receipts, therefore all purchase made
<table>
<thead>
<tr>
<th>Reimbursement Type</th>
<th>Cash Reimbursement</th>
<th>Check Reimbursement</th>
<th>Gas and Mileage Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>To reimburse for small purchases</td>
<td>To reimburse for purchase without the need of a purchase requisition</td>
<td>Gas reimbursement for mission related trips at a rate of $0.20 per mile.</td>
</tr>
</tbody>
</table>
| **Procedure**      | 1. Pick up a Petty Cash slip from the Accounts office.  
2. Attach receipt.  
3. Have it signed by the President or Treasurer - Food purchase must be approved by the Finance Chair  
4. Submit within 5 business days of purchase. | 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 - 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. | 1. Pick up a Private Automobile Mileage Reimbursement Form and Drivers Form  
2. Fill out the forms. Submit the following to the Finance Chair for a pre-approval check. - Reimbursement form  
- Drivers Form  
- valid driver’s license  
- vehicle registration  
- proof of insurance  
- written permission of the title holder/registrant for use of the vehicle  
- 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. ticket receipts, photos, etc.) to the Finance Chair for approval. The Finance Chair will submit the forms to the Senate Accounts Office, which will generate checks at the end of each month. |
| **Restrictions**   | • Available up to $15.  
• 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 | • Available up to $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 | • max of two regional trips (≤400 miles) and one national trip per year  
• A student in their last semester will not be funded for non-competition travel.  
• trip is cancelled due to organization misconduct and deposits/fees forfeited, forfeiture will come out of the 900 line.  
• Not available 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.  
• Total reimbursement not to exceed $300 per fiscal year |
### Part B. Requisitions

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Purchase Requisition</th>
<th>Requisition to Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>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).</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedures</th>
<th>1. Pick up a purchase requisition. Be as detailed as possible, including part/model numbers, colors, and/or size, as appropriate.</th>
<th>1. Fill out the purchase requisition, listing the purchaser as the vendor.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Attach quotes as required.</td>
<td>2. If the exact amount cannot be reasonably predicted, you may enter “not to exceed” and a dollar value for the amount.</td>
</tr>
<tr>
<td></td>
<td>3. 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.</td>
<td>3. Provide purchaser with a Tax Exemption letter.</td>
</tr>
<tr>
<td></td>
<td>4. Upon receipt of the goods or bill/invoice, file a payment order.</td>
<td>4. The purchaser may only purchase the goods upon receipt of the purchase.</td>
</tr>
</tbody>
</table>

#### Restrictions and Penalties

<table>
<thead>
<tr>
<th>Restrictions and Penalties</th>
<th>After-the-fact Requisitions are those made after goods have been ordered. If an After-the-fact Requisition occurs, the following penalties apply, from the Fundraising Line (900):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• First Offense: Warning</td>
</tr>
<tr>
<td></td>
<td>• Second Offense: 25% Penalty, and warning</td>
</tr>
<tr>
<td></td>
<td>• Third Offense: 50% Penalty, frozen budget, and a mandatory meeting with the Finance Chair to re-open budget access.</td>
</tr>
<tr>
<td></td>
<td>All penalties will be taken out of the organization's Fundraising Line (900).</td>
</tr>
<tr>
<td></td>
<td>Penalties and restrictions for Purchase Requisitions also apply to requisitions to individuals. See left.</td>
</tr>
</tbody>
</table>
Part C. 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 D. 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.
5. Submit the signed contract, payment order, and (as appropriate) rider, W-9, and/ or quotes.
Appendix

Appendix A.        Glossary

**Budgets** – 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 organization’s 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.

**Check-in Meetings** – Required one-on-one meeting to take place each month there is not a Presidents’ Meeting

**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.

**Financial Benefits Package** - All funded groups and affiliates are eligible for a Financial Benefits Package (FBP) upon submission of a budget. FBP amounts are subject to change under the discretion of the Finance Committee.

**Presidents’ Meetings** – Monthly Meetings hosted by the SOARC to update organizations and affiliates on relevant information and practices

**Proof of Proficiency** - The Senate requires each signatory prove that they have 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 Chair which will review the financial process and go over how to complete financial paperwork. Failure to attend a finance workshop will result in a frozen budget.

**Re-Recognition** – Annual process conducted by SOARC required to remain a recognized organization or affiliate

**Signature Card(s)** - 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.
<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>222</td>
<td>Advertising</td>
<td>Used for both media advertising and on-campus flyers/table tents.</td>
</tr>
<tr>
<td>Category Number</td>
<td>Category</td>
<td>Category Description</td>
</tr>
<tr>
<td>-----------------</td>
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</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 to 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>Category Number</td>
<td>Category</td>
<td>Category Description</td>
</tr>
<tr>
<td>-----------------</td>
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</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>