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UNIVERSITY OF  
RHODE ISLAND  
STUDENT SENATE, INC.

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FINANCE HANDBOOK

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## ARTICLE I INFORMATIONAL

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### Section A. 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 rules and policies, there are many people and resources here to help you through the system.

The Student Senate Accounting System exists to ensure responsible use of the Student Activities Tax funds. The Student Senate takes the stewardship of the Student Activities Tax funds seriously. Remember that the questions asked and the requirements and instructions placed are here to ensure student organizations are successful.

#### Part 1. *Exceptions and Clarifications*

Exceptions, amendments, and addendums to the policies of this handbook may be made by the Instruments Committee in conjunction with the DOT, VDOT, SOC Chair and DOO, with the guidance from the Student Senate Accounts Clerk and the Director of the Memorial Union

#### Part 2. *Basic definitions used within this handbook:*

Student Organization . A general classification that includes Recognized Student Organizations defined as follows:

*Recognized Student Organization... Student organization granted recognition by Student Senate that meet one (1) of the classifications. Identified hereafter as RSO.*

President..... Identified chief executive officer of the RSO.

Treasurer ..... Identified executive officer of the RSO responsible for the finance of the student organization.

Student Senate ..... Student governance organization recognized by the University of Rhode Island to represent the student body and serve as stewards of the Student Activity Tax funds.

DOT ..... Director of Treasury (DOT) is an identified executive officer of Student Senate responsible for allocation of Student Activity Tax funds; approval of expenditures by student organizations; and other financial concerns of student organizations as a whole.

VDOT ..... Vice Director of Treasury (VDOT) is a member of the Treasury and responsible for advising the DOT on the allocation of the Student Activity Tax fund; has the power of the DOT in their absence; and takes minutes at Treasury meetings.

Treasury..... Standing Cabinet Committee of the Student Senate responsible for allocation of Student Activity Tax funds; approving of expenditures of student organizations. DOT is Chair and VDOT is Vice-Chair; during the budgeting process, three (3) other members are nominated and approved by the General Assembly. Members must be part of the Senate legislature.

SOC ..... Student Organization Committee is a standing committee of Student Senate responsible for granting of recognition status of student organizations; approval and dispersal of stipends for student organizations, except for Student Senate itself.

Budget Line..... Identifiers used by Student Senate to allocate monies to student organizations with specific purposes and limitations on expenditures.

Re-Recognition ..... All student organizations must be re-recognized annually by Student Senate.

Classifications:..... All RSOs recognized by URI Student Senate, Inc. must align with one of the following definitions (SOC has the right to change a classification upon submission for consideration for recognition; after recognition, student organizations are not permitted to change or alter their classification without re-applying for recognition under a new classification; re-application based upon change of classification may not be accepted by SOC.):

1. **Governance (GO):** The entity empowered and recognized solely by the University of Rhode Island to provide governance direction to student organizations seeking recognition and funding. No student organization seeking recognition, or upon recognition, may select this definition; reserved solely for the University of Rhode Island Student Senate, Inc. or those student organizations identified by the University to serve in a governance role.

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2. **Academic (AC):** Academic student activities refer to student organizations and programming specifically focusing on scholarly endeavors. This can take the form of major-based or area of study-based clubs or programs and events designed to educate students in any scholarly subject matter.
    - a. *Restrictions:* Those student organizations classified as “Academic,” who receive support (financial, space allocation, and/or personnel by a unit of the University) are entitled to the Financial Benefits Package only. Grants (co-sponsorship with Student Senate) may be available upon application, review, and acceptance.
  3. **Business Enterprise (BE):** Student-run businesses can be any sort of business that has an affiliation with the University and is almost completely, if not completely, run by student workers or administrative operations that are student fee supported. These student organizations may not align completely with the internal structure of a regular RSO.
    - a. *Restrictions:* Those student organizations classified as “Business Enterprises,” who receive support (financial, space allocation, and/or personnel by a unit of the University) are not entitled to the Financial Benefits Package, Contingency Grants, or Stipends from Student Senate. Co-Sponsorship Grants with Student Senate may be available upon application, review, and acceptance. These student organizations must conduct all financial business through the Student Senate Accounts Office.
  4. **Club Sport (CS):** Student organizations that seek to compete, on-campus, locally, regionally, nationally, or internationally, shall be deemed “Club Sports” and shall not be funded by Student Senate and shall be directed to the Office of Campus Recreation for consideration.
    - a. *Restrictions:* Recreational activities that are open to all students and are non-competitive in nature may be recognized by Student Senate and may receive funding shall be classified as “Social/Recreational.”
  5. **Religious/Spiritual (RS):** Religious/spiritual activities refer to student organizations and programming that allow students to connect with other students of similar faiths, practice their chosen faith, and/or learn about other faiths.
    - a. *Restrictions:* Those student organizations classified as “Religious/Spiritual,” who receive support (financial, space allocation, and/or personnel by a unit of the University) are entitled to the Financial Benefits Package only. Grants (co-sponsorship with Student Senate) may be available upon application, review, and acceptance.
  6. **Service (SV):** A service student organization is a voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations or provide and engage in programming focusing on creating positive societal change.
    - a. *Restrictions:* Those student organizations classified as “Service,” who receive support (financial, space allocation, and/or personnel by a unit of the University) are entitled to the Financial Benefits Package only. Grants (co-sponsorship with Student Senate) may be available upon application, review, and acceptance.
  7. **Social/Recreational (SR):** Social/Recreational activities refer to student organizations and programs that give student opportunities to connect with students with similar interests, simply to take time pure enjoyment, may focus on representing minority or cultural populations on campus, or may involve a form of physical activity that is non-competitive in nature and open to all students for membership and participation.
    - a. *Restrictions:* Student organizations that seek to compete, on-campus, locally, regionally, nationally, or internationally, may be deemed “Club Sports” and shall not be funded by Student Senate and shall be directed to the Office of Campus Recreation for consideration.
  8. **Student Media (SM):** Refers to those student organizations that print – either in hard copy or digitally – and broadcast – radio or television – or other mediums that are classified within the context of journalism and are open to all members of the student body are deemed to be student media.
    - a. *Restrictions:* Those student organizations classified as “Student Media,” who receive support (financial, space allocation, and/or personnel by a unit of the University) are entitled
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to the Financial Benefits Package only. Grants (co-sponsorship with Student Senate) may be available upon application, review, and acceptance.

9. **Greek Letter Organizations (Social) (GR):** Greek organizations include fraternities and sororities, which are exclusive social organizations. These student organizations are referred to as 'Greek' for their names are made up of two (2) or three (3) Greek letters. These organizations generally focus on the betterment and empowerment of members. Students go through a 'bidding' process in order to be initiated into one of these organizations. The University has Panhellenic and Inter-Fraternity Councils, which act as the governing body over Greek Letter organizations. Some honor societies can also be considered Greek Letter Organizations due to their Greek Letter affiliation, however these organizations tend to be co-ed, while fraternities are all-male organizations and sororities are all-female organizations. Greek Letter Organizations are not funded by Student Senate.

## Section B. Duties of the President and Treasurer

The President and Treasurer of student organizations are the two (2) officers who become financial signatories for the student organization, and have fiduciary responsibility to the student organization, its members, and its monies and assets. Thus, the Student Senate requires that all Presidents and Treasurers of student organizations demonstrate proficiency and understanding of the roles and responsibilities of signatory power and file a [Signature Card](#) with the Student Senate Accounts Office. Please refer to [Budget Access \(Article II. Section A\)](#) for information on gaining signatory power.

The signatories will be held liable for the student organization's money and inventory, missing or misused equipment, and money not immediately reported to the DOT and the Student Senate Accounting Office (Memorial Union, Room 211). When fiduciary responsibility is violated, penalties may be imposed at the under the direction of the DOT.

Upon election or installation of new officers, the RSO must notify SOC and DOT of these changes, complete the necessary financial trainings, and file new signatory cards. RSOs without appropriate signature cards on file will have their budget frozen until such time as this requirement is met.

### *Part 1. President*

The President has the responsibility to attend all [Monthly Presidents'](#) and [Check-in Meetings](#) hosted by SOC. The President must co-sign all paperwork; and communicate regularly with the Treasurer to ensure that money exists to pay for expenses; check the student organization's assigned email (information will not be sent to personal email addresses) and the RSO's mailbox weekly for mail, bills and notices, and forward all financial material promptly to the Treasurer; and meet with the Treasurer regularly to review finance and inventory. Do not sign paperwork before reading and never sign blank forms.

### *Part 2. Treasurer*

The Treasurer has the responsibility to correctly file and complete all financial paperwork, co-sign all paperwork, and communicate regularly with the President regarding the financial standing of the RSO; check the RSO's email (information will not be sent to personal email addresses) and the RSO's mailbox weekly; review the monthly Budget vs. Actual Statement provided by the Student Senate Accounts Office; maintain a ledger of financial health of the RSO; and meet with the President to regularly review finance and inventory. Do not sign paperwork before reading and never sign blank forms. The Treasurer is also responsible for maintaining and logging the inventories of the RSO. Inventories should be submitted to the DOT every semester or upon request.

### *Part 3. Additional signatories*

Some RSOs may require additional signatories. Such RSOs must gain approval from the DOT.

## Section C. Student Senate Offices

### *Part 1. Student Senate Office (Memorial Union, Room 201)*

Provides services that are linked to your budget and operation. Members of any Student Senate RSO may use the computer(s) and attached printer for student organization related tasks.

1. Website

The Student Senate operates a [public website](#) 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 **Budget Application**.

2. Copies and Office Supplies

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A copy machine in the Student Senate office is available for use by RSOs. Copies are \$0.10 per side black and white, and \$0.25 per side of color copy, which is automatically withdrawn from Copying/Printing Line (110) or Advertising Line (222) after using the RSO's print code. Any RSO 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 Copying/Printing Line (110) and/or Advertising Line (222), additional charges will be taken from your Fundraising Line (900).

Office supplies are also available through the Student Senate office. See the Student Senate Accounts Clerk for supplies the RSO may wish to purchase. Funds must be available in Office Supplies Line (109) or Fundraising Line (900) to make purchases.

**IMPORTANT:** Anyone found taking office supplies or making copies for personal use or fraudulently using a copy code, or making copies on an account other than their own will be personally charged for those costs and banned from use of the copier. Additionally, any student organization that takes Student Senate owned office supplies without purchasing through Office Supplies Line (109) or Fundraising Line (900) or using an **Asset Requisition Form** will be penalized. First offenses will result in a written warning from the DOT; subsequent violations will result in a frozen budget.

*Part 2. Student Senate Accounts Office (Memorial Union, Room 211)*

The Student Senate Accounts Clerk is available to accept and process your paperwork and answer questions about processes and procedures. All student organizations are required to do their banking through this office. Exceptions to this rule are outlined under [Article III, Section E. External Accounts](#).

*Part 3. Student Event Advising (SEA) Office (Memorial Union, Room 206)*

The Student Event Advising Office, or "SEA Office," is available to assist in event planning, program advising, as well as maintain the master student events calendar. SEA Office ensures that all aspects of the event addressed, including the budget, timeline, space reservation, and completion of contracts. Any student organization program with an expected attendance of over 50 guests must be registered through the SEA Office fifteen (15) business days prior to the event. The SEA Office can be reached at [sea@etal.uri.edu](mailto:sea@etal.uri.edu).

*Part 4. Scheduling Office (Memorial Union, Room 217)*

The Memorial Union Scheduling Office is available to help with scheduling locations for meetings and/or events and for advertising on the Memorial Union's digital screens.

- To request space: <http://muevents.uri.edu/VirtualEms/>. Space requests are reviewed for needs and granted based upon this assessment and available spaces.
- To digitally advertise your event: <http://web.uri.edu/memorialunion/digital/>.

## **Section D. Charting Your Year**

Charting your year financially is a method to facilitate a successful year. This process should go hand-in-hand with budgeting and re-recognition processes during the spring semester. Newly elected officers should review the process with the outgoing officers. Consider activities such as what recruitment events you want to hold, events to sponsor, trips the student 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 Student Senate procedures and processes.

FALL SEMESTER	SPRING SEMESTER
<p><b>September</b></p> <ul style="list-style-type: none"> <li>• Attend First Night</li> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• <a href="#">Update your RSO's information</a></li> <li>• Complete <a href="#">Signature Cards</a></li> <li>• File signed instruction contracts</li> <li>• Check mailbox regularly</li> <li>• Reserve a table at the Student Organization Fair</li> <li>• Fill out <a href="#">Liability Waivers</a> (if relevant)</li> </ul> <p><b>October</b></p> <ul style="list-style-type: none"> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• Mandatory Check-In Meeting with SOC</li> <li>• Check mailbox regularly</li> <li>• Start planning for Spring events</li> </ul> <p><b>November</b></p> <ul style="list-style-type: none"> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• Mandatory Check-In Meeting with SOC</li> <li>• Check mailbox regularly</li> <li>• <a href="#">Reserve spring meeting and event rooms</a></li> </ul> <p><b>December</b></p> <ul style="list-style-type: none"> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• President Dooley's Holiday Party</li> <li>• Check mailbox regularly</li> <li>• Draft and file contracts for Spring instruction</li> </ul>	<p><b>January</b></p> <ul style="list-style-type: none"> <li>• Begin <a href="#">Re-Recognition</a> Process</li> <li>• Submit budget requests</li> <li>• Check mailbox regularly</li> </ul> <p><b>February</b></p> <ul style="list-style-type: none"> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• Check mailbox regularly</li> <li>• Begin Stipend Review if applicable</li> <li>• Begin Annual Budgeting and Re-Rec Process</li> </ul> <p><b>March</b></p> <ul style="list-style-type: none"> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• Mandatory Check-In Meeting with SOC</li> <li>• Check mailbox regularly</li> <li>• Follow up on your budget request with Finance</li> <li>• Submit transition materials to SOC</li> <li>• Assure smooth transition of new officers</li> </ul> <p><b>April</b></p> <ul style="list-style-type: none"> <li>• Attend <a href="#">Presidents' Meeting</a></li> <li>• <a href="#">Submit new officer information to SOC</a></li> <li>• <a href="#">Reserve Fall meeting and event spaces</a></li> <li>• <a href="#">Update your RSO's information</a></li> <li>• Check mailbox regularly</li> <li>• Draft contracts for Fall instruction</li> <li>• Apply for Memorial Union space allocation</li> <li>• Sign up for First Night</li> <li>• Apply for a <a href="#">Summer Budget</a> if necessary</li> <li>• Ensure all outstanding bills are paid</li> </ul>

*Part 1. Student Organization Committee (SOC)*

The Student Organization Committee (SOC – pronounced “sock”) is the Student Senate committee responsible for granting recognition and advising student organizations. SOC runs the monthly President and Check-In Meetings, the annual re-recognition process, and stipend review process, and the ongoing New Recognition Process. Student organizations that have already approached the DOT and feel they are not being adequately supported may formally approach SOC for additional advice and help.

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## ARTICLE II ANNUAL PROCESSES

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### Section A. Budget Access

Instructions for budget access will be distributed via the student organization's email by April 1 and again by first day of each semester to Presidents and Treasurers.

Student organizations that have active signature cards on file may access their budgets ten (10) business days before First Night.

#### *Part 1. [Proof of Proficiency](#)*

Only student organizations that have demonstrated proof of proficiency will have budget access.

#### *Part 2. [Signature Cards](#)*

Signature cards expire at the end of the fiscal year (June 30). Student organization Presidents and Treasurers are not officially recognized as signatories, and budgets remain frozen until signature cards are signed and on file annually or upon change in leadership of the student organization.

#### *Part 3. [Stipend Disbursement](#)*

The following must be on file with the Student Senate Accounts Clerk prior to stipend dispersal:

- A memo from the student organization's President or Treasurer, prior to the first stipend dispersal request and any time changes occur, stating:
  - ✓ Individual(s) to be paid
  - ✓ Position of each individual
  - ✓ Description of each positions' responsibilities
  - ✓ Amount of monthly stipend per person and the number of months being paid

To disburse stipends, the Student Senate Accounts Office (Memorial Union, Room 211) 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 from the Student Senate Accounts Office.

The DOT, upon direction by SOC, will alert the Student Senate Accounts Office of each position's payment amount, as well as the pay period of the position. Student organizations that have already approached SOC and feel they are not being adequately supported may formally approach the DOT for additional advice and help.

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

### Section B. Recognition and Re-Recognition

Upon submission of appropriate and complete paperwork, the application will be reviewed by SOC who shall make the determination of definition (classification) and on status as follows:

**Recognized** A student-run organization whose primary classification is Academic (AC), Religious/Spiritual (RS), Service (SV), Social/Recreational (SR), and Student Media (SM) shall be considered **Recognized Student Organization (RSO)** and eligible for funding (restrictions based upon classification exist, see definitions).

Funding eligibility is determined upon full and open access to the student organization by all fee paying undergraduate students of the University. Restrictive access to membership or participation shall prohibit funding of said student organization through Student Activity Tax funds. All RSOs shall conduct a minimum of one (1) fundraising project per semester (must be a positive cash flow endeavors to qualify). Failure to do so may result in reducing may result in the granted annual operating budget by 25 percent for the following academic year.

[Re-Recognition](#) (ReRec) is the annual recognition renewal process, that coincides time-wise with the annual budgeting process, run by SOC which is required for all student organizations. Student organizations that fail to complete the Re-Rec process shall lose their budget for the remainder of the current fiscal year. Student organizations failing to complete the Re-Rec process will not be eligible for funding for the next fiscal year. A fall Re-Rec program will provide the opportunity for those student organizations who did not complete the full Re-Rec process the prior spring to receive recognition for the current fiscal year and shall only be eligible for the Financial Benefits Package.

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Part 1. Funding Eligibility Based on Recognition Status

Recognized
<ul style="list-style-type: none"><li>• Must conduct all financial business through the Student Senate Accounts Office.</li><li>• May apply for all financial services including budgets, grants, co-sponsorship and stipends.</li></ul>

### Section C. Budgeting

The annual [budgeting](#) process occurs during the spring semester, for the following fiscal year. If allocated funds that are budgeted are not spent during the current fiscal year, the remaining allocated funds will automatically return to the Student Senate. However, while the student organization remains recognized, the Fundraising Line (900) is carried over year to year. Upon loss of recognition, the Fundraising Line (900) will be held in trust for up to two (2) years or if, within two (2) years, recognition is re-granted and new signature cards are signed. Funds in the Fundraising Line (900) will be rolled into the Student Senate Fund Balance after two (2) years without recognition.

#### Part 1. Applying for a Budget

The budget application will be released prior to the end of the winter recess and maintained on the Student Senate website. The Budget Committee will provide notice regarding any deadlines or changes.

The President and Treasurer of each student organization are responsible for applying for a budget, and should understand the needs of the student organization, and ensure appropriate representation at the Budget Committee meetings, Check-In meetings, and General Student Senate Assembly meetings, as necessary or directed.

##### 1. Post Budgeting Process

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

#### Part 2. Summer Budgets

Current fiscal year budgets close on the last scheduled class day in the Spring Semester. As such, preparations and purchases for First Night and the First Week should be made prior to this date. Access to allocated funds for the next fiscal year is made available ten (10) business days prior to First Night.

RSOs that operate over the summer may request budget access during the summer. Summer budget requests must be emailed to the DOT at [dot@rhodysenate.org](mailto:dot@rhodysenate.org) prior to the last day of classes of the spring semester. If the RSO's budget is approved to remain open during the summer, at least one (1) signatory **must be available to pay bills and must check the student organization's mailbox at least once a week**. The Student Senate Accounts Clerk will post summer operating hours and provide access to the Student Senate office. The current fiscal year ends on June 30.

RSOs requesting budget access during the summer that maintain external bank accounts must provide copies of bank statements at the time of request.

#### Part 3. Financial Benefits Packages (FBP)

The FBP breakdown is as follows:

##### First Year

Category Number	Description	Amount
123	First Night	\$25
222	Advertising	\$50
312	Recruitment	\$25

Newly recognized student organizations can have Financial Benefits Package (FBP), as allocated and approved, available for use within fifteen (15) business days as per allocation guidelines. The FBP allocations will be taken from General Contingency Grant Funds.

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Second Year

Category Number	Description	Amount
123	First Night	\$50
130	Programming	\$125
222	Advertising	\$50
312	Recruitment	\$25

Third Year

Third year RSOs have the ability to apply for anywhere between \$250 and \$1,000. RSOs will need to justify their reasoning in person to the Treasury in addition to applying online. If this greater sum of money is not necessary, then RSOs may instead apply for either of the two (2) previous FBPs. These monies may be dispensed to whichever categories that the RSO chooses. Changes may be made at the Treasury's discretion, and these funds are not guaranteed.

Fourth Year

Fourth year RSOs have the ability to apply for anywhere above \$1,000. RSOs will need to justify their reasoning in person to the Treasury in addition to applying online. If this greater sum of money is not necessary, the RSOs may instead apply for any one (1) of the three (3) previous FBPs. These monies may be dispersed to whichever categories the RSO chooses. Changes may be made at the Treasury's discretion, and these funds are not guaranteed.

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## ARTICLE III FINANCE POLICIES

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### Section A. 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 and also at the door of the event. All student 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 the event, the flyer must be circulated using any three (3) of the following resources ten (10) business days before your event

- Posted on two (2) social media platforms (Facebook, Instagram, Twitter, etc.)
  - Must be on the account of a recognized or affiliated student organization. Personal postings are allowed but will not satisfy this requirement.
- Post in the Student Senate's Director of Communications Monthly Newsletter
  - can be contacted at [doc@rhodysenate.org](mailto:doc@rhodysenate.org)
- Student Events Advising (SEA) Calendar
  - <https://events.uri.ed/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](mailto:digitalscreens@etal.uri.edu); formatting guideline can be found at: <http://web.uri.edu/memorialunion/digital/>.
- Two (2) 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 [cigar@rhodysenate.org](mailto:cigar@rhodysenate.org)
  - Contact promotions to create a [promotions@wriu.org](mailto:promotions@wriu.org) or [wriu@rhodysenate.org](mailto:wriu@rhodysenate.org) to be aired on WRIU

If found to not be advertising as required, the RSO will receive a written warning from the DOT. If the funded activity is still not adequately promoted after three (3) business days of the written warning, the DOT may remove funding, and restrict the student organization from receiving further funds.

### Section B. Cash Boxes

Use of a cash box is mandatory anytime the student organization (RSO or Affiliate) 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 two (2) business days prior to when it is needed; if the request is made in less than two (2) business days prior, the student organization will be given an empty (no cash) cash box. A request up to \$25 in any denomination for the sole purpose of providing change may be requested. All cash boxes must be returned and funds deposited by 11:30 pm to a Memorial Union Building Manager who will count and verify the amount of deposit with a member of the student organization. The Building Manager will then place the cash box in the Accounting Office safe. If the student organization does not deposit all funds immediately following the event, the student organization will be faced with 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 under the direction of the DOT.

Revenue from an event is deposited in the student organization's Fundraising Line (900). When all bills are received, money will be transferred from the Fundraising Line (900) to cover costs of the event. If monies remain after all bills are paid, these funds will be available to the student organization.

### Section C. Inventory

All assets purchased through the Student Activities Tax fund shall be the sole property of the University of Rhode Island Student Senate, Inc. Each asset is maintained in an inventory by the RSO's Treasurer to ensure effectiveness and to prevent loss. Upon receipt of a non-consumable asset, it will be entered into the inventory database, and made available for pick-up by the student organization.

Treasurers of RSOS organizations shall serve as the custodian of its assets and will be responsible in aiding the Student Senate in tracking said respective assets. The President of each student organization has a duty to maintain that the Treasurer is keeping track of the student organization's assets. All Student Senate purchased assets must be kept in a safe, secure, and appropriate

location deemed so by the DOT and/or SOC.

An inventory audit of any organization may occur at any time at the direction of the DOT.

If a student organization wishes to dispose of an inventoried item, the DOT must be informed in writing prior to disposal. The DOT will issue a decision regarding disposal. Student organizations and student organization leaders are subject to financial penalties for items that are missing and have not been disposed of properly.

Should the student organization fail to maintain its recognition, assets will be held in trust for the student organization for two (2) years. Upon the anniversary, the Student Senate shall make the assets available to other RSOs, or may liquidate or dispose of those assets as it sees fit.

If the DOT 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 DOT may request it be returned and redistributed.

#### Part 1. Inventory Rentals

The Student Senate offers short term rentals of equipment for student organizational use. To request access to equipment, fill out the Student Senate Rental Agreement with the DOT.

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 co-signer will be notified and may face disciplinary actions at the direction of the DOT.

### Section D. Category Transfers

It is occasionally appropriate for student 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 DOT, and attend a meeting with the DOT and/or full Student Senate meeting as required.

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

<\$1,000	>\$1,000
DOT	Student Senate Assembly

The following table indicates which lines have restrictions on transfers from or to:

No budget line transfers are allowed from:	No budget line transfers are allowed into:
112 Telephone	
123 First Night	
127 Co-Sponsorship	127 Co-sponsorship
131 Secretary/Worker	
133 Specific	133 Specific
134 Stipends	134 Stipends
213 Operational	
312 Recruitment	312 Recruitment
805 General Committee	805 General Committee
	900 Fundraising

### Section E. External Accounts

The Student Senate does not allow external bank accounts except for cases where the student organization's (RSOs) financial needs cannot be met by the Student Senate Accounts Office.

In order to receive any form of funding from Student Senate, any and all external accounts maintained by student organizations must be approved annually by the DOT, which will approve the maintenance of external bank accounts based on recommendations from the Student Senate Accounts Office, history or credit of the account, benefit to the student organization and the Student Senate

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Accounts Office, and inability of the student organization to function without the external bank account. If the DOT approves of the external bank account, detailed account statements must be submitted to the DOT monthly and the bank account information and signatories must be updated annually.

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

## **Section F. Events**

### *Part 1. 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 2. Tickets and Memorial Union Box Office*

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

Student 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 student organization members out of pocket.
6. Ticket revenue will be automatically deposited in the student organization's Fundraising Line (900).

### *Part 3. Hiring of Members of Student Organizations*

Student organization members cannot be paid for their services. Members should be donating their time, skills, and talents to their student organization for the benefit of the student organization.

### *Part 4. 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 SEA 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 Office and Scheduling Office at least fifteen (15) business days prior to the event. Basic security costs are the responsibility of the student organization. No grants will be granted to cover basic security.

Privately contracted security team services for Student Senate RSO events are paid by the host student organization, the Security Contingency Fund of the Student Senate, and the Memorial Union following the one-third (1/3) model. Unlike other contingencies, a student organization 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 \$5 per URI Student, or \$7 per non-URI Student must be collected. A student organization may collect this fee in advance through tickets/bracelets sales.

### *Part 5. Damages*

The student 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 the student organization's 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, the student organization will be restricted from hosting another event for a semester. The student organization may appeal to DOT. Student organizations must appeal to whichever committee issues

the penalty.

#### Part 6. Variances and Restrictions

Variances of Memorial Union policy are reviewed on a case-by-case basis. If a student 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), the student organization may petition the Director of the Memorial Union for a variance. Submit the form at least ten (10) business days in advance of the event. Director will schedule a meeting to hear the petition and then issue a decision.

#### Part 7. Political Activity

No Student Activity Tax fund money may be expended or donated towards campaigning or supporting a particular political candidate. If a politician is brought to campus with Student Activity Tax funds being associated with the student organization sponsored 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 campaigns, legislation, ideas, philosophy, or other activities provided that no student organization funds are used in support of the politician, political party, or legislative actions and the student organization avoids requiring members volunteer or work with or for the candidate or official in support of a campaign or legislative action. Students may choose to individually support and volunteer but may in no way be forced as an individual or as part of the student organization. No student organization may be formed solely for the support of a single candidate but a student organization may exist to support certain social activities or legislative actions.

The Student Senate treats political activity very seriously as it may endanger our status as a non-taxable, non-profit organization. Any organization found violating any laws or guidelines regulating political activity or IRS mandates will have its budget frozen by the DOT and must meet with SOC, who will then advise the DOT.

### Section G. Workshops and Retreats

Basic Retreats will be defined as retreats taking place on campus over the span of one (1) 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 DOT who can be reached by email at [dot@rhodysenate.org](mailto:dot@rhodysenate.org).

SOLC offers retreat options on a first come, first served basis according to the following table:

Type of Retreat	Costs
Basic (on campus, no food costs, no facility rental costs, no transportation costs)	No cost to student organization
Extended (all other options)	May apply for funding from Student Senate

Anything not qualifying as a Basic Retreat will be categorized as an Extended Retreat. Extended retreats take place overnight and/or include two (2) provided meals. Extended retreats are a privilege and are never guaranteed, therefore they must be planned for ahead of time. For RSOs, the Student Senate may subsidize up to 50% of the extended retreat cost.

To apply for extended retreat subsidization, the student organization must meet with SOLC to calculate the estimated cost of the event, and then contact the Student Senate to request funds.

Please follow the below table based on the projected cost of the Extended Retreat.

50% of Total Retreat Cost		
Funding Level	<\$1,000	>\$1,000
Financial Approval Needed	DOT	Student Senate Assembly
Minimum Planning Time	Ten (10) Business Days	Twenty (20) Business Days

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

For retreats that are not free or less than 100% funded by Student Senate, student organizations must have: up to date signature cards and 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](#). All programs must be requested at least ten (10) business days prior to the first choice of date.

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Upon confirmation of student organization retreat or workshop, the student organization will need to sign an **Organization Programming Agreement** with SOLC and is responsible for attendance within ten (10) percent of the agreed upon participant number. SOLC reserves the right to deny future retreats for one (1) academic year with student organizations who do not meet the attendance policy. SOLC may limit the number of workshops and retreats available to each student organization as needed.

## **Section H. Penalties**

Violations of Student Senate and or University policies and/or procedures may result in sanctions for the student organization leadership of the student organization, or general member(s) of the student organization.

## **Section I. Checks**

Checks are written on Tuesday, Wednesday, and Thursday only by the Student Senate Accounts Office. It takes a minimum of two (2) business days to process a check therefore, student organizations must submit the request for payment at least two (2) business days before the check is needed.

If the check is NOT to be mailed to the vendor by the Student Senate Accounts Office when it is printed, please write "HOLD CHECK" on the payment order when it is submitted. All checks picked up at the Student Senate Accounts Office must be signed out. Stipend checks and reimbursement checks are not mailed and are available at the Student Senate Accounts Office with proper ID.

If the check is for payroll expenses (such as stipends), the Student Senate 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 Senate Accounts Office. Performers, DJs, etc. require the W-9 the first time contracted or when changes occur.

1. *Lost Check Fee:* If a check issued by the Student Senate Accounts Office is lost or misplaced and a replacement is requested, a bank stop order charge of \$25 will be assessed. This amount will be deducted from the total amount of the duplicate check; any difference must be paid by the recipient of the re-issued check.
2. *Returned Check Fee:* If a check is deposited into a student organization's account and is returned for insufficient funds or any other reason, the student organization will be charged a fee equal to the amount of the bank penalty. The Student Senate Accounts Clerk will notify the student organization of all charges.
3. *Stipend checks are written on the last Tuesday of each month only. Stipend paperwork must be submitted no later than the previous Friday or a stipend check will not be issued until the following week.*

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## ARTICLE IV SENATE ACCOUNT SYSTEM: REVENUE

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### Section A. Fundraising

Fundraising is a tool to help subsidize the student organization's expenses, create more student programming, and/or purchase things that cannot be purchased with Student Activities Tax funds. Student Senate expect that RSOs fundraise a portion of their annual budget (failure to do so may affect future funding). A minimum of one (1) cash-positive fundraising activity is required each semester of all RSOs.

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 and does not count towards the requirement for annual fundraising activities.

#### *Part 1. Donations*

The Student Senate encourages student organizations to seek donations to supplement funds and support the student organization. Donations can come in two (2) 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 RSOs are tax deductible. This will help when looking for office equipment, discounted materials or services, or even corporate sponsorship. Student 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 the student organization accepts checks for donations or charges, be sure to be familiar with the returned check fee, outlined in Section 3.09.

The Student Senate does not allow student organizations to receive donations by means of crowdfunding. 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 or GoFundMe are not permitted.

1. Receipts for donations must be issued by a Student Senate officer. Requests for receipts must be submitted to the DOT. Completed receipt forms will be returned to the student organization's mailbox for pick up.

**NOTE:** These letters provide proof that the University of Rhode Island 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 2. Event Revenue*

Student organizations may charge admission and accept donations. All funds collected must first repay any Grants or Loans before they may be spent or donated. If student organizations do both, then at least two (2) cash boxes will be required, and they must both be clearly marked and kept separate.

If multiple student organizations are running events, then in order for Admissions or Donations to be shared between multiple student organizations, 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. One student organization must take financial responsibility and receive all revenue into their Fundraising Line (900). After all bills associated with the event are paid, remaining monies will be split according to the **Joint Event Agreement**.

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 3. Fundraising for Charity*

Donations for charities may only be made from Fundraising Line (900). Both student organization signatories are required to approve and sign for any donation amount.

For the purposes of this section, "Charity" refers to any charity, organization, or entity receiving contributions. Funds must be subsequently donated to the specified charity within ten (10) business days following the event.

Donations may only be sent to 501(c)3 recognized organizations in the United States.

## Section B. Co-Sponsorship

Co-sponsorship is a way for a student organization to support events in which they are involved in to promote their interests or mission. Co-Sponsorship is also available from Student Senate. The process is:

1. Pick up a [Co-Sponsorship Request Form](#) in the Student Senate office.
2. Work with the President and Treasurer of the co-sponsoring student organization.
3. Submit the paperwork to DOO.
4. Meet with DOO as instructed.

If you need:	<\$800	>\$800
Approval from:	DOO	General Assembly
Minimum Time:	Five (5) Business Days	Fifteen (15) Business Days
Recommended:	Ten (10) Business Days	Twenty (20) Business Days

5. Sponsorships with non-recognized organizations need Student Senate Approval

### Part 1. Student Senate Co-Sponsorship Grants

The Student Senate has a sum of money that is set aside to specifically sponsor activities with other RSOs. This Student Senate Co-Sponsorship money can be used to fund programs for Affiliates and non-recognized organizations if the Student Senate decides that the program provides benefit to campus.

To request co-sponsorship, contact a member of the Student Senate Executive Board with a proposal. These funds are used at the discretion of the Student Senate and are generally used for events that are normally not funded by Contingency Grants.

## Section C. Grants

Contingency Grants are funds reserved from the Student Activities Tax funds to fund approved expenses that were not budgeted. The money in Contingency is allocated to various categories and is limited. RSOs must apply to receive grants using the **Contingency Grant Request Form** which is available in the Student Senate Office.

The Student Senate cannot grant money for purely philanthropic purposes.

### Part 1. Contingency Grant Types

Grant Type	Purpose	Limitations
General	For the granting of budgets and funds outside of the annual budgeting process.	
Programming (Line 130)	For creating student programming related to the student organization's mission which can be reasonably expected to appeal to students outside of the student organization, and must be held on the URI campus.	Subject to repayment when admission is being charged for the event.
Capital Improvements (Line 400)	For the purchase of new assets or repair of existing assets	Only available to student organizations that have a secure and accessible location to keep items. Usually this means an office or locker in the Memorial Union.
Travel and Lodging (Line 700) / Convention/Registration (Line 236)	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.	May subsidize up to 50% of the expenses of ten (10) individuals. Not available to second semester seniors for non-competition events. Compensation for travel is also available via Mileage Reimbursement.

**Contingency Grant Request Form** can be found in the Student Senate Office

### Part 2. Applying for Grants

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

1. The **Contingency Grant Request Form**, signed by both signatories.
2. Receipt of event registration from the SEA Office (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 student 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)

If you need:	<\$800	>\$800
Approval from:	DOT	General Assembly
Minimum Time:	Five (5) Business Days	Fifteen (15) Business Days
Recommended:	Ten (10) Business Days	Twenty (20) Business Days

Below is the procedure for applying for Contingency Grants:

1. Pick up a **Contingency Grant Request Form**.
2. Fill out the upper portion of the form.
3. Submit the required and recommended documents to the DOT for pre-approval review a minimum of two (2) business days prior to the meeting with the DOT.
4. Sign up for a meeting with the DOT using the Student Senate website.
5. Attend the meeting with the DOT.
6. Attend the Student Senate meeting, if required.
7. Bring the white copy of the **Contingency Grant Request Form** to the Student Senate Accounts Office to have the funds transferred into the student organization's account.
8. Prior to any purchases, the student organization must submit the Purchase Requisition(s) with appropriate approval(s).

**Note:** All bills must be submitted to the Student Senate Accounts Office for payment.

### Part 3. Immediate Consideration.

While all grants which require full Student Senate approval are required to sit on the floor of the Student Senate for five (5) business days, student organizations may request that the grant be considered at the next closest Student Senate meeting using Immediate Consideration. This requires majority approval of the DOT or three-quarter (3/4) approval of the Student Senate. To dissuade abuse, the following penalties apply:

- First Time: Written warning
- Second Time and Thereafter: Penalty is up to 25% of the request

## Section D. Loans

Loans are appropriate for large capital investments by student 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 DOT may consider requests for exceptions to this rule.

The student organization must also provide a written payment/fundraising plan as well as a contingency plan to repay the loan. This should outline how the student organization plans to raise funds, any dues agreements, and any timelines for repayment in stages. The DOT will check to ensure that the timeline is being followed. If major deviations occur, the DOT may give five (5) business days' notice to freeze any further spending by the student organization and request a meeting with the student organization to reevaluate and draft a new repayment plan.

The Student Senate will give twenty (20) business days' notice reminder prior to the loan's due date. If alternative payment arrangements have not been made and approved by the DOT, the amount due will be deducted from the student organization's current fiscal year's budget. If there are insufficient funds in this year's budget, the money will be deducted from the student organization's next fiscal year's budget. If this occurs, the student organization may not request a (second) loan for one (1) full fiscal

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year.

Here is the procedure for applying for a loan:

1. Pick up a [Loan Application Form](#) in the Student Senate office.
2. Fill it out completely. Both the President and Treasurer of the RSO must sign it.
3. Complete a draft repayment plan.
4. Leave the form for the DOT in the Student Senate office no later than two (2) business days prior to the scheduled meeting with the DOT.
5. Attend the meeting with the DOT. Be prepared to answer any questions about the RSO's ability to repay the loan, what the money will be used for, etc.
  - a. The DOT will finalize a repayment plan and timeline at the meeting.
6. A representative of the RSO will have to attend the Student Senate meeting after the bill for the loan has been in the Student Senate meeting agenda for five (5) business days.
  - a. The Student Senate must approve the loan before it becomes effective.

At any time upon the approval of the DOT, the RSO's loan may be called due with a minimum five (5) business days' notice if finance policy has been violated or fiscal irresponsibility has been shown.

### **Section E. 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. Student organizations which can receive operational funding from outside sources may not be granted a budget.

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## ARTICLE V SENATE ACCOUNT SYSTEM: SPENDING

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### Section A. General

Purchase Requisition or Contracts must be submitted to the Student Senate Accounts Office for approval and fund encumbrance. A Purchase Order is a primary means of using student organization funds. When the Memorial Union Accounting and Finance Office issues a Purchase Order, it makes a legal commitment to pay the vendor for the goods or services detailed. The majority of student organization expenditures can, and should be made with Purchase Orders.

Most vendors accept Purchase Orders. Verify accepted payment methods with vendor before attempting to make a purchase. Should any difficulty arise, refer to the Student Senate Accounts Office or DOT. An individual may be allowed to personally pay and then be reimbursed up to the amount detailed in the Purchase Order. If this is not an option, the Student Senate Accounts Office may recommend alternative arrangements.

The Student Senate and its subsidiaries, as a nonprofit organization, do not need to pay sales tax. A Tax Exempt Certificate is available to all RSOs and are available from the Student Senate Accounts Office.

#### Part 1. Signatures

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

#### Part 2. Quotes

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

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 the student organization believes would be perfect substitutes for each other. The main purpose of quotes is to verify that the student organization has looked around for other options and for better pricing.

If you are planning on spending:	\$1,000-\$4,999.99	\$5,000 or more
Then you need:	Three (3) written quotes	Five (5) written quotes

#### Part 3. Special Situations

If the student organization prefers 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 (1) clear vendor, written substantiation is required explaining the situation.

### Section B. Special Circumstances

#### Part 1. Food

Food may be purchased out of Recruitment Line (312), Fundraising Line (900), Programming Line (130), General Committee Line (805), or Homecoming Line (807). All food purchases must also have approval from the DOT or the Student Senate Accounts Clerk. Splitting receipts (having some items on one (1) receipt and other items on another receipt) is forbidden.

Food may be applied for as part of a Programming Contingency request. The DOT will only approve food under such requests if it is deemed crucial and necessary to the purpose of the event. The DOT 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.

When purchasing from the Recruitment Line (312), paperwork must be submitted to the DOT for approval, along with copies of the advertising for the recruitment event.

##### 1. Catered or Delivered Foods

The University 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. Before contracting an external caterer, the

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student organization must have:

- a) a signed catering waiver for URI Dining Services

To prepare and provide food for an event, a caterer must have and provide:

- a) a Food Handler's License
- b) 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, and
- c) a current Business License.

*Part 2. 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 3. Personal Items and Awards*

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

*Part 4. 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/student organization, excluding minor items which are necessary for the conduct of the student organization. This includes but is not limited to funds for scholarships, charities, and other donations. If the student organization is hosting a raffle, they must contact the State of Rhode Island State Police, Department of Public Safety to follow legal procedures. General information can be found at: <http://risp.ri.gov/cqu/index.php>. This must be done a minimum of thirty (30) business days in advance of the raffle to allow for adequate review and approval.

*Part 5. Computers*

Under no circumstances will money be budgeted to student organizations for the purchase of computers or peripherals. Student organizations with offices may submit requests for computers citing the reason the computer is needed. Decisions will be made on need based merit.

If the student organization determined to receive a computer already has a computer, that machine will be returned to the DOT, who will redistribute it to a different student organization.

*Part 6. Instruction (Line 124)*

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

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

## Section C. Procedures

*Part 1. Reimbursements*

The Student Senate does not reimburse for sales tax. Sales Tax Exemption Certificates are available for pickup in the Student Senate Accounts Office.

	Cash Reimbursement	Check Reimbursement	Gas and Mileage Reimbursement
Types	To reimburse for small purchases up to \$15.00.	To reimburse for purchase(s) between \$15.01 and \$50.00 without the need of a purchase requisition.	Gas reimbursement for mission related trips at a rate of \$0.25 per mile.

	Petty Cash Reimbursement	Check Reimbursement	Gas and Mileage Reimbursement
Procedure	<ol style="list-style-type: none"> <li>1. For reimbursement, the President or Treasurer must bring the receipt(s) to the Student Senate Accounts Office.</li> <li>2. This request must be completed within five (5) business days of purchase.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up a <a href="#">Check Reimbursement</a> and Payment Order from the Student Senate Office.</li> <li>2. Attach receipt(s).</li> <li>3. This request must be completed within five (5) business days of purchase.</li> <li>4. Restriction: multiple reimbursements for the same event cannot exceed \$50.00.</li> <li>5. Restriction: receipts cannot be split between people to stay under the cap of \$50.00.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pick up a <a href="#">Private Automobile Mileage Reimbursement Form</a> and <a href="#">Drivers Form</a>.</li> <li>2. Fill out the forms. Submit the following to the DOT for a pre-approval check. <ul style="list-style-type: none"> <li>• Reimbursement Form</li> <li>• Drivers Form</li> <li>• Valid driver's license</li> <li>• Vehicle registration</li> <li>• Proof of insurance</li> <li>• Written permission of the title holder/registrant for use of the vehicle</li> <li>• Full roster of students traveling with the student organization.</li> </ul> </li> <li>3. Meet with the DOT.</li> <li>4. Upon returning from the trip the required proof must be submitted (i.e. ticket receipts, photos, etc.) to the DOT for approval. The Finance Committee will submit the forms to the Student Senate Accounts Office, which will generate checks at the end of each month.</li> </ol>

	Cash Reimbursement	Check Reimbursement	Gas and Mileage Reimbursement
Restrictions	<ul style="list-style-type: none"> <li>• If the student organization does not have sufficient funds in its accounts and cannot pay for the reimbursement through its Fundraising Line (900), then only a partial reimbursement up to the amount of funds available in the student organization's account will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• If the student organization does not have sufficient funds in its accounts and cannot pay for the reimbursement through its Fundraising Line (900), then only a partial reimbursement up to the amount of funds available in the student organization's account will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Max of two (2) regional trips (≤400 miles) and one (1) national trip per year.</li> <li>• A student in their last semester will not be funded for non-competition travel.</li> <li>• Trip is cancelled due to student organization misconduct and deposits/fees forfeited, forfeiture will come out of the Fundraising Line (900).</li> <li>• Not available when the residence halls are closed. Exceptions may be made for national or regional conferences and CSIC travel policies.</li> <li>• Misconduct on a trip, including damages, will result in penalties and loss of travel privileges.</li> <li>• Total reimbursement not to exceed \$300 per fiscal year per organization.</li> </ul>

Part 2. Requisitions

	Purchase Requisition	Requisition to Individuals
Purpose	A <a href="#">Purchase Requisition</a> must be submitted and approved before purchasing of any goods.	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.
Procedures	<ol style="list-style-type: none"> <li>1. Pick up a <a href="#">Purchase Requisition</a>. Be as detailed as possible, including part/model numbers, colors, and/or size, as appropriate.</li> <li>2. Attach quotes as required.</li> <li>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.</li> <li>4. Upon receipt of the goods or bill/invoice, file a <b>Payment Order</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Fill out the <a href="#">Purchase Requisition</a>, listing the purchaser as the vendor.</li> <li>2. If the exact amount cannot be reasonably predicted, the student organization may enter "not to exceed" and a dollar value for the amount.</li> <li>3. Provide purchaser with a Sales Tax Exemption Certificate.</li> <li>4. The purchaser may only purchase the goods upon receipt of the purchase.</li> <li>5. Upon receipt of the goods, submit a <b>Payment Order</b> with receipt attached.</li> <li>6. Contact the DOT to have the items inventoried.</li> </ol>
Restrictions and Penalties	<p>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):</p> <ul style="list-style-type: none"> <li>• First Offense: Warning</li> <li>• Second Offense: 25% Penalty</li> <li>• Third Offense: 50% Penalty, frozen budget, and a mandatory meeting with the DOT to re-open budget access.</li> </ul> <p>All penalties will be taken out of the student organization's Fundraising Line (900).</p>	Penalties and restrictions for <b>Purchase Requisitions</b> also apply to requisitions to individuals. See left.

Part 3. Blanket Purchase Orders (BPO)

A 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 BPO 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.

Part 4. Contracts

Contracts take at least ten (10) business days 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 student organizations 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 [General 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. If the vendor is an individual, have them submit a W-9 form.
2. Submit the contract for review and approval through the Student Events Advising (SEA) Office and by the Student Senate Accounts Office; upon approval and verification, the contract will be sent to the Director of the Memorial Union. The contract will be approved contingent upon the full amount being available in the RSO's accounts.
3. Submit the signed contract, payment order, and (as appropriate) rider, W-9.

## ARTICLE VI APPENDIX

### Appendix A Budget Lines

Category Number	Category	Category Description
109	Office Supplies	Stationery supplies for student organizations with offices meeting Student Senate's guidelines.
110	Copying and Printing	Funds for copying and printing in the Student Senate office or through services.
111	Postage	Funds for buying stamps and mailing supplies/postage through University mailing.
112	Telephone	Funds for telephone charges for student organizations meeting Student Senate guidelines.
123	First Night	Event funding for First Night to welcome Freshmen to campus and introduce them to Student Senate and the student organizations.
124	Instruction	Funds for purchasing a service of an off campus instructor.
127	Co-sponsorship	Funds for supporting other student organizations' activities.
130	Programming	Used to put on events consistent with the mission of the student organization for the student community.
131	Secretary/Worker	Salary funds for an hourly clerical employee.
132	Security	Money allocated to a student organization to pay for Campus security at events.
134	Stipends	Refer to the Student Senate Bylaws.
136	Student Senate Purchasing	Salary funds to be dispersed to Student Senate purchasing personnel.
138	Box Office	Hourly pay funds for Memorial Union Box Office employees.
170	Gas Reimbursement	Funds to be reimbursed to student organization members according to Student Senate policy for gas used on Student Senate or mission related organization business.
211	Maintenance and Repair	For maintenance and repair of existing assets.
213	Operational Costs	Functions or payments required for student organizations to continue operating.
221	Printing	Funds used for large printing contracts.
222	Advertising	Used for both media advertising and on-campus flyers/table tents.
225	Speakers and Talent	Engaging speakers or off-campus talent.
229	Delivery	Funds to be paid for delivery of services or items.
230	Equipment Rental	Either for renting significant amounts of equipment, or for equipment apart from an event.
231	Subscriptions	Money allocated subscribing to media pertinent to an student organization's mission statement.
232	Photo Supplies	Money for film, development materials, or commercial development.
234	Utilities	For paying monthly utilities.
235	Insurance and Taxes	Funds for payment of insurance and tax on capital items.
236	Convention/Registration Fees	Fee payment for circuit fees or registration for mission-related conventions.
312	Recruitment	Money which can be used by a student organization to recruit new members.
313	Legal	Stipend for the Student Senate's lawyer; payment for time made available to students for consultation.
400	Capital Improvements	Funds for the purchase of capital items, whose value exceeds \$150.

Category Number	Category	Category Description
700	Travel and Lodging	Money allocated for travel from to URI and transportation and lodging while away; used when going to conferences/tournaments, or on/off campus activities.
720	Awards/Uniforms	For the purchase of awards or uniforms to be retained by the student organization.
802	Auditing Expenses	Payment to the accounting firm that audits the Student Senate's books annually.
804	URI Day	Funding for the annual road to the State House event on Higher Education Day.
805	General Committee	Miscellaneous funds for the committees of the Student Senate to do committee related work.
807	Homecoming	Funding for Homecoming to help Student Senate sponsor an event.
899	Non-Senate Events	Student Activity Tax funds to be distributed to student organizations not primarily funded by Student Senate for events.
900	Fundraising Accounts	Profits from fundraising events. To be used as the student organization sees fit.