

Operations Fund for All Organizations

Every student organization officially registered with the Law School will automatically receive a \$200 allocation for use as a general operations fund in each semester. This discretionary allocation may be used for expenses related to organizational meetings, supplies, postage, or to help offset minor cost overruns for organization events. Each student organization has discretion with regard to how these funds will be spent, subject to the restrictions below. This list is not exclusive or inflexible. The SBA reserves the right to amend, alter, delete or supplement any or all of these restrictions at its discretion. Please address any questions to the SBA Chief Financial Officer. The following restrictions will apply, unless otherwise allowed for by the SBA, to the expenditure of all funding allocations (including discretionary allocations):

- The event must be open to the entire student body.
- The event must be advertised on campus or via email.
- No funds can be used for private parties or private social events.
- No funds can be used for events for only the officers of an organization.
- The event must be on campus unless the group has received prior SBA approval to hold an off campus event.
- The funds cannot be used to make charitable or political donations.

Unbudgeted expenditures exceeding the allocation will not be reimbursed. To receive reimbursement, vouchers must be completed and submitted to the SBA Chief Financial Officer with original receipts or vendor invoices attached. The SBA Chief Financial Officer will not accept memoranda or copies. The organization should maintain copies of the voucher and receipts for its records. The SBA Chief Financial Officer will only accept documents from the student organization treasurer. Do not spend more than \$200 before the SBA has allocated additional funds under the budget procedures.

Budget requests must be submitted to the SBA by the deadline chosen by the Chief Financial Officer each semester. Any budgets submitted after this date may be considered at the discretion of the Chief Financial Officer. Any budgets not considered due to tardiness may be resubmitted as a supplementary budget request after the SBA body has approved a budget for the semester.

Student groups must use current-year budget request sheets provided by the SBA. Student groups seeking to modify this form in any way must secure permission of the Chief Financial Officer prior to submitting a modified budget request form. Any mistakes arising out of a failure to follow these rules will be strictly construed against the student group submitting the modified request form.

The SBA reserves the right to refuse reimbursement for events or expenditures that do not comply with these guidelines.

Student organization budgets in excess of the \$200 discretionary allocation will be determined at the beginning of each semester and during a supplemental process after the initial budget session. The deadlines will be distributed to student group officers before the semester begins.

If you have doubts regarding whether an event you wish to plan is in within these guidelines, seek prior SBA approval. Questionable expenditures on which the SBA has not voted will not be reimbursed until after the SBA votes on the issue at the next scheduled SBA meeting. Please note that this may delay reimbursement or preclude it altogether. Student organizations are therefore advised to be as prompt as possible with delivering reimbursement requests to the Chief Financial Officer. Obtaining prior approval will streamline the process and speed reimbursement.

Specific examples of attempts by students to spend funds in the past which have not been allowed, and will continue to be prohibited, include:

- Use of funds for printing resumes of group members;
- Transportation to political rallies;
- Exclusive dinners for graduating members of the group;
- Exclusive activities for officers of the organization.
- Use of discretionary funds for individual perks such as a meal while traveling or room service for members of a competition group.

These are set out as examples of expenditures for which the SBA will not provide funds. The funds that the SBA has to disburse to student organizations are from the activity fee charged to students each semester. As such, the expenditure of these funds should be for activities that directly benefit the entire student body.

Specific Funding Rules

This section has been broken down by categories, and comprises a number of guidelines that the SBA Budget Committee and SBA as a whole will consider when deciding whether to approve specific funding requests.

It is important to note that, unless otherwise stipulated, student groups must advertise any event that makes use of SBA funding with an email to the general student body containing the following language in a noticeable font size:

“This event is partially or fully paid for by the student body of UConn Law, under the direction of the Student Bar Association. All law students are invited and encouraged to participate.”

1.Conferences

These rules shall apply to any student group who requests funding to send students to legal conferences. In the event that two student groups request to send individuals to the same conference, this section shall limit allocations to the equivalent of one student groups' allocation (in other words, if two student groups want to attend the same conference, their combined allocation cannot exceed the allocation that a single student group would receive to go to the conference). If an event is both a conference and a competition, this section shall only apply to individuals who are not competing in the competition aspect of the event.

a. Registration Fees

Registration fees for conferences are limited to \$50 per person up to a maximum of \$500 per conference event. This restriction shall apply regardless of the number of people attending the conference.

b. Travel Expenses

Travel expenses for conferences are limited to \$100 per person round trip up to a maximum of \$1000 per conference event. Travel expenses may only be reimbursed for automobile, train and air travel to and from the destination of the conference. Allocations for shuttles, cab fares, and other means of getting from the air port, port or train station to the hotel shall be included in the \$100 per person and \$1,000 per conference, limit.

c. Lodging

Lodging expenses for conferences are limited to \$25 per person up to a maximum of \$250 per conference event. This limit is not to be construed as a per night limit, rather it is a per conference limit.

d. Food/Per Diem

Under no circumstances shall there be independent allocations for food or per diem allocations.

2.Academic Interscholastic Competitions

a. Registration

Student organizations are limited to \$500 in registration fees per event. This cap is not to be construed on a per-team basis. Registration fees are limited to \$500 per competition, per student group. Student organizations wishing to collaborate are limited to \$500 in registration fees per competition.

b. Transportation

Student transportation expenses cannot be reimbursed if the event takes place within 45 miles of the University of Connecticut School of Law campus. Mileage reimbursement for events taking place more than 45 miles from campus will be reimbursed at the federal business mileage rate set by the Internal Revenue Service that is in effect on the date of the event. Travel expenses are limited to \$150/person each way (\$300 roundtrip). A plane ticket and hotel comparison (from Kayak, Travelocity, or another travel site) must be provided to show costs are lowest possible or 2nd lowest possible. For travel to Washington, DC, travel expenses are limited to \$100/person each way (\$200 roundtrip).

c. Lodging

Hotel expenses are limited to \$150 per night per room (this is based on an anticipated two people per room, if there is an odd number of people then the \$150 rate will apply if an extra room is required for the odd person). Hotel expenses cannot be reimbursed if the event takes place within 150 miles of the University of Connecticut School of Law campus except for the exception below. Hotel expenses may be reimbursed subject to the budgetary discretion of the SBA if an activity is an academic or professional development event (e.g. – legal competition, law or public interest-related conference, workshop, or seminar, etc.) that is two days or longer and is further than 45 miles from the University of Connecticut School of Law campus.

d. Food/Per Diem

Under no circumstances will the SBA provide a daily stipend or any other per diem for students attending competitions.

3.Non-Academic Interscholastic Competitions

These rules shall apply to any to any student group requesting funding to send students to a competition that is not academic in nature. This includes but is not limited to sports competitions, tournaments, or other competitions that are not of an academic nature.

a. Registration Fees

Registration fees for non-academic competitions are limited to \$50 per person up to a maximum of \$500 per competition. This restriction shall apply regardless of the number of people attending the competition.

b. Travel Expenses

Travel expenses for non-academic competitions are limited to \$100 per person round trip up to a maximum of \$1000 per competition. Travel expenses may only be reimbursed for automobile, train and air travel to and from the destination of the competition. Allocations for shuttles, cab fares, and other means of getting from the air port, port or train station to the hotel shall be included in the \$100 per person and \$1,000 per competition, limit.

c. Lodging

Lodging expenses for non-academic interscholastic competitions are limited to \$25 per person up to a maximum of \$250 per competition. This limit is not to be construed as a per night limit, rather it is a per competition limit.

d. Food/Per Diem

Under no circumstances shall there be independent allocations for food or per diem allocations.

4. Guest Speakers

a. Transportation

Transportation expenses for a guest visiting from less than 30 miles will not be reimbursed. Transportation expenses for a non-student guest speaker, visiting from more than 30 and less than 150 miles (including New York and Boston) can be reimbursed up to \$20 at the discretion of the Budget Committee.

b. Lodging

Hotel expenses will not be reimbursed if the group intends to pay a guest's travel expenses that will be coming from within 150 miles (that includes NY and Boston).

c. Honorariums

The Student Bar Association cannot pay for speaker honorariums.

d. Gifts

Speaker gifts are limited to \$15 per speaker at the discretion of the budget committee. Gifts are reserved for distinguished guests such as Judges and prominent Attorneys.

5. Journals

Journal Orientation expenses are capped at \$250 per year. Journal proof day expenses are capped at \$250 per proof day. Journal Election expenses are capped at \$250 per year. Cost overruns may be paid for using the organization's discretionary fund. Symposium Expenses will not be provided for CILJ, CLR or CJIL. CPILJ may receive an allocation at the discretion of the Budget Committee and SBA. However, this allocation cannot provide CPILJ with total funding in excess of the funding available to CILJ, CJIL and CLR for their symposia.

6. Food/Drink

The SBA will approve funding for pizza for student organization meetings at the rate of \$10 per pizza. Discount prices may be obtained at City Pizza (860-236-2616) when the order is identified as a purchase for a UConn Law event. The discount price is \$10 for a large (16") pizza with EITHER a free 2 liter soda or a free topping. Student groups that want to have food other than pizza at the Law School deal rate will be funded at the equivalent pizza rate and be required to use discretionary funds to get more expensive foods.

Food for other events (ex. guest speakers, William R. Davis Davis Mock Trial Final Dinner or Loiselle Moot Court Competition Final Dinner, etc.) are not tied to the \$10 per pizza rate, however the request will be evaluated based on the reasonableness of the request for the event proposed. For catered food pricing, please provide quotes from Truffles and at least one more vendor. Requests that do not include two quotes will not be considered by the SBA. The SBA cannot fund any events involving uncooked meat (unless the meat is being prepared by a caterer). Funding for any event where sushi is to be served is contingent on the receipt of administration approval prior to the date of the event.

7. Alcohol Policy

The Student Bar Association cannot purchase alcohol.

Operating Policies and Procedures for Trustee Accounts § A(10)(i):

Alcohol may not be purchased as per the University's Policy on Alcohol and other Drugs (IV. 1f. Alcohol Procurement)

University of Connecticut Alcohol and Drug Policy § IV(f):

Alcohol Procurement. Alcohol may not be purchased with university funds, student organization fees or dues. The Department of Dining Services is the sole liquor permit holder on campus.

8.Event Location

Events taking place at any person's private residence will not be eligible to receive SBA funding.

9.Catering

For the protection of University personnel, property and University guests, all caterers conducting business on campus are required to present evidence that they have both liability insurance and worker's compensation insurance. A Certificate of Insurance, naming the University of Connecticut as an "additional insured", must be submitted to the Purchasing Department prior to the catered event. Minimum acceptable coverage will include the following:

- General Liability
 - o General Aggregate \$1,000,000
- Automobile Liability
 - o Any auto \$1,000,000
- Excess Liability
 - o Umbrella \$1,000,000
 - o Personal injury \$300,000
 - o Each Occurrence \$300,000
 - o Combined Single Limit \$300,000

The Purchasing Department does not write purchase orders for catering services valued at less than \$2,000. It will be the ordering organization's responsibility to ensure that the necessary documents are submitted and meet the above criteria. Any questions regarding insurance requirements for catering services should be directed to the Purchasing Department at extension (860) 486-4202.

Please note that catering contracts are defined as those wherein the private contractor serves the food. Contracts for coffee and pastry services, etc., where the food is delivered but not served are not considered catering contracts.

The cafeteria on campus is Truffles (860-570-5304). It has the right to bid on catered events sponsored by the Law School.

10. Career Fairs

Under no circumstances will the SBA provide funding for students to attend standalone career or job fairs.

11. Scholarships/Fellowships

Under no circumstances shall the Student Bar Association fund individual scholarships or fellowships.

“Student fees must be used to benefit the student body not an individual student so using student fees for a scholarship that would only benefit one student is not an appropriate use of the funds”

12. Elections

The SBA reserves the right to deny funding to any group that has not elected its officers in accordance with the group’s own internal governance documents (i.e. by-laws or constitution) or when the group’s election process is not in the best interest of the student body, as determined by the SBA. Unless otherwise approved by the SBA, student groups are required to hold annual elections that are open to the entire student body.

SBA BYLAWS REGARDING BUDGET GUIDELINES

Section 2: Budgetary Guidelines

(a) Purpose. The Budgetary Guidelines ("Guidelines") are intended to assist Student Groups in preparing their budget proposals in the Fall and Spring Semesters, to provide transparency regarding the priorities and regulations utilized by the Budget Committee in formulating a

Budget Proposal for the SBA Board, and to ensure that uniform standards are applied to all Student Organizations when considering funding requests.

(b) Formulation. The outgoing Budget Committee shall produce a set of Guidelines in the Spring Semester. The Guidelines will detail the funding principles and rules the new Budget Committee will follow in preparing a new budget for the subsequent year. The Guidelines may address items including, but not limited to: Student Group food funding; speaker fees, meals and transportation; competition and conference registration fees, transportation, and lodging.

(c) Application. The Guidelines shall be binding upon the Budget Committee in making all allocations to Student Organizations.

d) Approval. The Guidelines shall be presented to the SBA Board via e-mail by the outgoing Budget Committee at least 10 days prior to the final regularly scheduled SBA meeting. At the final regularly scheduled SBA Meeting of the Spring Semester, the newly-elected SBA shall vote upon the Guidelines for the upcoming academic year. The Guidelines shall be adopted by a successful majority vote of voting SBA members in attendance, excluding outgoing 3LD, 3LE, 4LE, and LLM Representatives. The Guidelines may be amended thereafter by a majority vote of voting members in attendance at any SBA Meeting. If the proposed Guidelines fail to pass, the Budget Committee must amend in response to feedback provided at the meeting and present a revised proposal at the next meeting of the Board.

Section 3: Subsequent To The Adoption Of The Guidelines

(a) Publication of Guidelines. The Guidelines shall be posted in hard copy on the SBA Bulletin Board in the Knight Student Lounge and in electronic format to the SBA Website within 14 calendar days of their adoption. An e-mail so noting this distribution and posting shall be sent to the Students e-mail list.

(b) Educating Representatives about the Guidelines. Subsequent to the election of First Year Day (1LD) and First Year Evening (1LE) Representatives in the Fall Semester, the Budget Committee Chairperson shall ensure that the newly-elected Representatives are made aware of the current Budgetary Guidelines. The Budget Committee Chairperson shall provide each of these Representatives with a written document, e-mail, e-mail attachment, or link to the SBA Website containing the Budgetary Guidelines. The Budget Committee Chairperson shall present an overview of current SBA finances, including revenue and expenditures from the past and present fiscal year to the SBA Board at the first SBA meeting following elections.

(c) Secondary Notification Requirement. The Guidelines shall be sent again to the Presidents and Treasurers of all Student Organizations in the form of an e-mail, e-mail attachment, or link to a posting of the Guidelines on the SBA website no less than 5 school days prior to the due date for Student Groups to submit budget requests in the Fall Semester.

Submitting Vouchers

There are two methods for using a voucher to spend SBA allocated funds. A member of an organization may spend his/her own money, which the SBA will thereafter reimburse upon submission of a voucher with an attached original receipt from the organization's treasurer. Or, the organization's treasurer may submit a voucher, vendor invoice and vendor W-9 (instructions available with the voucher) in advance and request the SBA make the payment directly to the vendor.

The procedures for submitting a voucher are as follows:

- Vouchers for reimbursement must be submitted to the SBA Chief Financial Officer within 15 days of the date on the receipt or vendor invoice or the voucher will not be paid.
- Vouchers for direct payment must be submitted to the SBA Chief Financial Officer at least 7 business days before payment is due.
- Vouchers submitted for either reimbursement or direct payment must be accompanied by original receipts or vendor invoices.
- Vouchers must identify clearly the budget item for which the expense was approved by the SBA.
- Vouchers should be submitted to the SBA only by the student organization's treasurer. Absent exceptional circumstances, funds will not be disbursed unless a Voucher Form has been fully completed and submitted according to the above procedural guidelines.

Budget and Funding Approval Process

While each student organization automatically receives \$200 in discretionary funding per semester for general operating costs, cost overruns of events, and other similar expenditures, in order to receive money in excess of the \$200 discretionary allocation, the organization treasurer must submit a budget request for additional funds to the SBA Chief Financial Officer before the budget request deadline has passed.

The deadline to submit Fall 2011 budget requests is Friday, September 16th at 5PM.

During the Fall Semester Budget Cycle, student organizations can request funding for events occurring during either the Fall or Spring semester. Student organizations who wish to plan ahead are encouraged to do so and request funding accordingly.

Budget requests **MUST** include the date of the event, line item breakdowns of items that the organization wishes to purchase as well as the price, and an alternative price quote from a competing establishment.

The following restrictions will apply to the expenditure of funding allocations:

- The event must be open to the entire student body.
- The event must be advertised on campus or via email.
- No funds can be used for private parties or private social events.

- No funds can be used for events for only the officers of an organization.
- The event must be on campus unless the group has received prior SBA approval to hold an off campus event.
- The funds cannot be used to make charitable or political donations.

Organizations are not to spend money in excess of their discretionary allocation until they receive their approved budgets from the SBA. The SBA will not reimburse money spent before the organization receives its approved budget absent exceptional circumstances.

Do not spend more money on an activity than has been allocated. If additional funds are needed for an activity, groups will have an opportunity to request supplemental funds following the close of the initial budget cycle.

The SBA will not allocate more money to cover cost overruns on an activity after it has taken place. Any cost overruns will have to be funded from the organization's discretionary funding or from money already allocated to the student organization at the expense of other planned activities. Since allocations are event specific, only the SBA Chief Financial Officer may redesignate funds for this purpose.

Student organization treasurers must keep a current account of the amount of allocated funds the student organization has spent. The SBA Chief Financial Officer will not be responsible for informing student organizations of this information. Groups may utilize SBA allocated funds by submitting a **Voucher Form** for authorized expenses. See specific directions for payment and reimbursement requests.

The SBA reserves the right to reallocate any funds not spent by a student organization upon passage of the date on which an approved event was to occur. If you wish to change the date of your event you **MUST** notify the SBA Chief Financial Officer so that your funds will not be reallocated. The SBA further reserves the right to review and reallocate any and all funds that were previously allocated to a student group if the SBA determines that the event for which the funds were requested is no longer possible, or if the SBA determines that the group no longer needs the funds. In any event, at the end of each semester, any unspent allocated funds will revert to the SBA with the exception of funds allocated during the fall semester for spring events.

Please note: Student groups are expected to exercise fiscal responsibility with regard to the spending of discretionary budget allocations. Poor use of discretionary funds may adversely affect future allocations. An example of extravagant spending might be spending \$200 on food for a 10 person group meeting. Any questions about this issue should be directed to the SBA Chief Financial Officer to avoid problems.

Budget forms: Budget forms are available on the SBA TWEN page under Budget Forms & Info, and otherwise will be made available upon email request sent to SBA@students.law.uconn.edu.

Specific Funding Rules

This section has been broken down by categories, and comprises a number of guidelines that the SBA Budget Committee and SBA as a whole will consider when deciding whether to approve specific funding requests.

It is important to note that, unless otherwise stipulated, student groups must advertise any event that makes use of SBA funding with an email to the general student body containing the following language in a noticeable font size:

“This event is partially or fully paid for by the student body of UConn Law, under the direction of the Student Bar Association. All law students are invited and encouraged to participate.”

1. Transportation

Student transportation expenses cannot be reimbursed if the event takes place within 150 miles of the UConn Law campus. Mileage reimbursement for events taking place more than 150 miles from campus will be reimbursed at the federal business mileage rate set by the Internal Revenue Service that is in effect on the date of the event.

Transportation expenses for a non-student guest speaker, visiting from more than 30 and less than 150 miles (including New York and Boston) can be reimbursed up to \$20 at the discretion of the Budget Committee. Transportation expenses for a guest visiting from less than 30 miles will not be reimbursed. Should this provision be exercised, the Treasurer will notify the SBA at the next scheduled SBA meeting.

Travel expenses are limited to \$150/person each way (\$300 roundtrip). A plane ticket and hotel comparison (from Kayak, Travelocity, or another travel site) must be provided to show costs are lowest possible or 2nd lowest possible. For travel to Washington, DC, travel expenses are limited to \$100/person each way (\$200 roundtrip).

2. Lodging

Hotel expenses are limited to \$125/night for two people. Hotel expenses cannot be reimbursed if the event takes place within 150 miles of the UConn Law campus except for the exception below. Hotel expenses will not be reimbursed if the group intends to pay a guest's travel expenses that will be coming from within 150 miles (that includes NY and Boston).

Hotel expenses may be reimbursed subject to the budgetary discretion of the SBA if an activity is an academic or professional development event (e.g. – legal competition, law or public interest-related conference, workshop, or seminar, etc.) that is two days or longer and is further than 90 miles from the UConn Law campus. No language within this provision shall be construed to include standalone career or job fairs.

3. Registration Fees

Student organizations are limited to \$500 in registration fees per event.

4. Food/Drink

The SBA will approve funding for pizza for meetings and events at the rate of \$8 per cheese pizza and \$9 for a pizza with one topping. These prices may be obtained at Sgt. Pepperoni's Pizza (296-0535) when the order is identified as a purchase for a UConn Law event.

For food pricing, please provide quotes from at least Truffles and a Supermarket (like Stop and Shop, Shaws, Waldbaums, etc).

The SBA cannot fund any events involving alcohol or uncooked meat (unless the meat is being prepared by a caterer). Funding for any event where sushi is to be served is contingent on the receipt of administration approval prior to the date of the event.

5. Event Location

Events taking place at any person's private residence will not be eligible to receive SBA funding.

6. Journal Expenses

Journal Orientation expenses are capped at \$250 per year. Journal proof day expenses are capped at \$250 per proof day. Cost overruns may be paid for using the organization's discretionary funding allocation.

7. Catering

For the protection of University personnel, property and University guests, all caterers conducting business on campus are required to present evidence that they have both liability insurance and worker's compensation insurance. A Certificate of Insurance, naming the University of Connecticut as an "additional insured", must be submitted to the Purchasing Department prior to the catered event. Minimum acceptable coverage will include the following:

- General Liability
 - General Aggregate \$1,000,000
- Automobile Liability
 - Any auto \$1,000,000
- Excess Liability
 - Umbrella \$1,000,000
 - Personal injury \$300,000
 - Each Occurrence \$300,000
 - Combined Single Limit \$300,000

The Purchasing Department does not write purchase orders for catering services valued at less than \$2,000. It will be the ordering organization's responsibility to ensure that the necessary documents are submitted and meet the above criteria. Any questions regarding insurance

requirements for catering services should be directed to the Purchasing Department at extension (860) 486-4202.

Please note that catering contracts are defined as those wherein the private contractor serves the food. Contracts for coffee and pastry services, etc., where the food is delivered but not served are not considered catering contracts.

The cafeteria on campus is Truffles (860-570-5304). It has the right to bid on catered events sponsored by the Law School.

Purchase Or Reimbursement Vouchers

To request reimbursement, a completed voucher must be submitted with any necessary specifications or receipts to the SBA Chief Financial Officer.

Instructions for Completing the Request for Payment Voucher

Under no circumstances will any funds be disbursed without a completed voucher. The state auditors have urged student organizations to maintain adequate and consistent documentation of expenditures. These vouchers, when properly completed, provide satisfactory documentation and accountability for disbursement of SBA funds. Only forms marked SBA-200 are acceptable. No other vouchers will be accepted!

The blank line on the upper right corner of the form are for the SBA Chief Financial Officer's use. The Chief Financial Officer records the voucher and check number of the approved request on this line.

Mark the appropriate disbursement type in the upper left corner of the form.

- Reimbursement: payment to student or faculty member
- Direct payment: direct payment to vendor for items purchased on credit
- Payment of purchaser order: payment through Storrs for a pre-approved purchase order
- Payment to the Annual Program Fund: repayment of a short-term loan from the Annual Program Fund

The name, address and PeopleSoft ID number or FEIN of the payee, even if the payee is not a law student, must be provided. This guarantees that checks will be delivered to the appropriate individual.

List the amount of expenditure. Remember that the University of Connecticut is a tax exempt organization. For any large expenditure, especially purchases through vendors, the SBA will not pay sales tax on the purchase. Tax-exemption certificates may be picked up in Chase Hall, Room 201. This is the form that vendors need to exempt the purchase from sales tax.

Record the date on which each voucher is completed.

List the name of the organization. Common abbreviations are acceptable.

Print the full name of the person requesting the check. This person does not necessarily have to be the same person designated as the organization's financial officer.

Indicate the date, or proposed date of the event or activity.

Describe the event in several words which sufficiently identify this event with an approved budgeted item. If the activity has a particular theme or characteristic, please so indicate.

Both signature lines must contain signatures. If the requesting person also is the treasurer of the organization, then the president must sign as the financial officer. The individuals signing this form certify that the listed expenditures have been authorized by the SBA in the organization's budget.

The documentation for the expenditure must be stapled to the voucher. Such documentation may consist of an original cash register receipt bearing the name, date and amount of the purchase; a typed receipt on the vendor's stationary; a handwritten receipt listing the items purchased, indicating the name, address and telephone number of the vendor and bearing the signature of the representative of the vendor. Obtaining a proper receipt is your organization's responsibility. Original receipts are required. Second notices and photo copies are unacceptable.

Documentation of financial disbursements is your organization's responsibility. If your organization fails to comply with the requirements set forth herein, your organization will not be reimbursed for its expenditures. Disbursements cannot be made for items not individually included in your organization's approved budget. Unauthorized expenditures become the personal liability of those individuals requesting such payments.

- Vouchers for reimbursement must be submitted to the SBA Chief Financial Officer within 15 days of the date on the receipt or vendor invoice or the voucher will not be paid.
- Vouchers for direct payment must be submitted to the SBA Chief Financial Officer at least 7 business days before payment is due.

If you have any questions, contact the SBA Chief Financial Officer, Matthew Loftus.

Unspent Funds

The SBA reserves the right to reallocate any allocated money unspent by the student organization. The SBA further reserves the right to review and reallocate any and all funds that were previously allocated to a student group if the SBA determines that the event for which the funds were requested is no longer possible, or if the SBA determines that the group no longer needs the funds. In any event, at the end of the fall semester, any unspent allocated funds will revert to the SBA. At the end of the spring semester, any unspent allocated funds, including full-

year allocations, will revert to the SBA. If these funds have been transferred to another account, they must be promptly returned to the SBA account.