**SGA FUNDING REMINDERS**

This information is intended to provide your organization or department with a list of funding reminders that should be read before submitting your Funding Application and/or Check Request to the Student Government Association. All funding requests must also comply with Chapman University’s Fiscal Policy.

All attempts will be made to ensure that requests comply with the University’s Fiscal Policy before being granted; however, if an organization or department withholds information or changes the event plans, SGA retains the right to revoke approved funding. In addition, although funding may be approved by SGA, we cannot guarantee that the request will also be approved by Financial Services.

**Contact Information:**

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| Corey Snyder | SGA Director of Finance | SGAFinance@chapman.edu | For assistance with SGA funding or any finance questions |
| Kayla Wiechert | SGA Advisor | banion@chapman.edu | For assistance with SGA funding or any finance questions |
| Student Organization Assistants | Department of Student & Campus Life | studentorgs@chapman.edu | For assistance with event planning |

**Additional Information:**

* University Fiscal Policy: <https://mywindow.chapman.edu/depts/controller/financialservices/financialservicesforms/Documents/Fiscal%20Policy%2012-13-16.pdf>
* University Event Planning Guide: <https://www.chapman.edu/students/life/_files/clubs-organizations/documents/student-org-reference-guide-august-2015.pdf>

**Please Note:** Any organization or department that receives funding from SGA must display the SGA logo on any promotional flyers for that event and must attribute co-sponsorship to SGA in any advertising for the event. Acceptable forms of the SGA logo can be found under the Finance tab of the SGA website.

**1. Events eligible for funding:**

* Events that further the welfare and/or awareness of the Chapman community
* Events that are open to the entire campus community
* Events that are held on-campus (unless necessary resources are unavailable)
* Events should be free or at a reduced charge for students

**2. We will NOT fund or reimburse:**

* The purchase of alcohol, drugs, or tobacco products
* Events that support or oppose political candidates or parties
* First class or business class travel expenses
* Fundraisers\*, donations, or raffles (see item 9)
* Over $50 of food purchased from an outside vendor without approval from Sodexo (see item 6)
* Items purchased without a valid receipt
* Promo items or club t-shirts that do not follow the SGA Media Guidelines
* Expenses deemed unreasonable or excessive

**3. All SGA funding is granted on a reimbursement basis.**

* You must spend the money first, and then submit a check request with original receipts attached to John Demshki’s mailbox in AF 303.
* Once the request is received, it takes about 3 weeks for the check to be processed. However, not including all necessary documents with your check request will delay reimbursement.
* For requests that require quicker service, you may request the check to be handwritten for an additional $10.00 fee, which will be deducted from the total amount approved.

**4. Use a purchase order to avoid paying money out of pocket.**

* A purchase order can be used whenever goods or services need to be ordered from a vendor who will issue an invoice.
* These are commonly used for items like t-shirts, promotional items, the rights to screen a movie, or other items for which a company will accept a purchase order.
* Contact the SGA Advisor for assistance with the process.

**5. All contracts must be completed before the event and signed by the approved University official.**

* Contracts are normally used when an organization needs to pay a person or vendor for a performance or service (such as music, transportation, set-up, or lighting).
* Student organizations must work with the Department of Student & Campus Life to process their contracts. **Do NOT sign a contract yourself.**
* You must fill out a check request directly payable to the vendor. All payments for professional services must be made directly to the individual by the University. Do NOT pay the vendor out of your own pocket because the University will not be able to reimburse you.
* You must attach a copy of the contract and a W-9 form to your check request. The W-9 form can be found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

**6. All organizations are required to purchase all food & beverages served on-campus through Sodexo.**

* Sodexo is the exclusive provider of food and catering services on-campus.
* You may contact catering@chapman.edu to place an order with Sodexo or to ask for approval to purchase from an off-campus vendor.
	+ You must attach a copy of the written approval from Sodexo to your check request in order to be reimbursed for food purchased from an off-campus vendor.
* Sodexo orders that have been approved by the Allocations Committee must be signed by the SGA Advisor prior to the event and will be charged directly to the SGA account. Do NOT pay for a Sodexo order out of your own pocket.
* Organizations are allowed to purchase pre-packaged commercial food items (not homemade) that total less than $50.00 per event without approval from Sodexo. If you spend over $50.00, we cannot reimburse you for anything.
	+ You must attach an attendance list with student names & ID numbers to your check request in order to be reimbursed for food that is under $50.00.
	+ We cannot reimburse the purchase of ingredients such as cake mix, icing, frosting, etc. Food items must have been prepared in a commercial kitchen and cannot be homemade.

**7. When tickets or prizes/gift cards are purchased to give away to students, you must attach a list of student names & ID numbers of the students who received the items to your check request.**

**8. You do not need to fill out a check request to pay Chapman students or faculty for performing or speaking at an event.**

* The student performer or faculty speakerwill need to fill out paperwork with Human Resources, and will be reimbursed out of normal payroll dates on either the 10th or 26th of the month.
* Contact the SGA Advisor prior to the event for assistance with the process.

**9. Ask for assistance before planning any fundraisers or charitable events to make sure the items can be reimbursed by SGA.**

* If your organization is holding a fundraiser for itself and those funds are being deposited into an on-campus account, SGA can reimburse you for supplies and materials.
* If your organization is holding a Chapman sponsored fundraiser to raise money for a non-profit organization, your club must earn back every single penny spent on the event and can only donate the net proceeds to charity.
	+ Example: If the Chapman-subsidized event costs = $500, and the event generates $1,000 in ticket sales or donations, only $500 can be donated to the charity.
	+ SGA will not reimburse any expenses for charitable fundraisers because the organization has already earned back everything they spent.

**10. The University is required to pay sales tax for online purchases and items purchased out of state.**

* When required, SGA will deduct the amount of sales tax (7.75%) on your purchase from your reimbursement.
* Consider the amount of sales tax applied to your purchase when submitting your check request. You will only be reimbursed for the amount approved, net of sales tax deducted, if your total purchase with sales tax exceeds the amount approved.

**11. Recognized organizations and departments may open an on-campus account to manage money.**

* To open an on-campus account, complete the Club Open Account Memo, which can be found at: <http://www.chapman.edu/eventplanning/10.asp> and submit it to Financial Services, who will establish the account and contact the organization with the new account number.

**12. Individuals wishing to withdraw money or be reimbursed from their club account must work directly with Financial Services (**<https://mywindow.chapman.edu/depts/controller/directory/Pages/BusinessOffice.aspx>**).**

* On-campus club accounts are completely separate from SGA. SGA does NOT have access to each club’s account.
* SGA will only reimburse clubs who have requested funding from SGA and have followed the funding procedures outlined in the “SGA Funding 101” document.
* SGA will not assist with any check requests from individuals asking to be reimbursed from their club accounts.

**13. The University will never write a check or reimburse funds to an off-campus account.**

**14. Organizations and departments with an on-campus account may request a budget transfer from SGA after their request is approved by the Allocation Committee.**

* Funds will be deposited directly into the organization’s on-campus account and members may be reimbursed directly from their club account rather than from SGA.
* Funds are usually transferred as a part of the month-end accounting close and do not happen immediately.