

SG Finance Student Organization Officer Training - FY2024-25

1.1 Welcome Layout



1.2 Training Agenda

Training Agenda



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02 Key Terms

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04 General Rules

05 Budget Lines and Details

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Eligible Student Organizations for SG Funding

Eligibility



Registered

Organizations **MUST** be officially registered annually with the Dept of Student Activities & Involvement (SAI).

Not Sponsored

Must not be a Sponsored Org (receiving direct support from another UF entity/ department).

Membership

Organizations must have at least ten (10) active members.

No Fees / Dues

Organizations must not charge membership fees/ dues.

See code 810.2 for a complete listing of criteria

1.4 Key Terms

Key Terms



Docutraq

Online system used by student Orgs to request and use SG funding. Accessed via Google Chrome using your Gatorlink credentials.



Budget Requests

An itemized summary estimate, submitted by an organization, of expected costs for the upcoming semester. Four (4) different types.



SAR

The SAR (Student Activity Request) is submitted by the student Org for review/approval to access general funds (non-travel related expenses).



TAR

The TAR (Travel Activity Request) is submitted by the student Org for review/approval to access funds for off-campus travel related expenses (excluding food).

1.5 Accessing Docutraq

Accessing Docutraq

- ▶ If eligible, follow the “Getting Funded by SG” instructions to get added to Docutraq: <https://sg.ufl.edu/resources/budget/>
- ▶ Once an organization is setup in Docutraq by SG Finance, the site can be accessed via using your Gatorlink credentials): <https://www.docutraq.sg.ufl.edu/>
 - ▶ Your Organization name will show up under “My Organizations”. Select it for access to your dashboard.
- ▶ Anyone outside of the President and Treasurer will need to be granted access to the Org’s Docutraq account by the Org President using two options:
 - ▶ The Org password can be given to the Org member.
 - ▶ Use the “Forgot Password” feature under “Login to an Organization” after selecting the Org name. An email will then be sent to the Org President to approve the access request.
- ▶ **To update your organizations officers in Docutraq, FIRST** email SAI@ufsa.ufl.edu with your full organization name, new officer student names, titles, and UFIDs. Once complete, **follow the “How To Get Funded by SG” instructions on the SG website**, but note you are just updating officers: <https://sg.ufl.edu/resources/budget/> .

1.6 Types of Budget Requests (4)

Types of Budget Requests (4)



Base

These funds can be used for technology, general body meetings, advertising, or events.

Up to \$1,000 can be requested.

Requested via entry directly into Docutraq.

No line transfers required.

Available for the entire budgeted semester.

Operational

Budget approved by the Budget and Appropriations Committee that allocates funds for Student Government Funded Organizations for General Body Meetings (GBMs), food for General Body Meetings, Awards, and **non-event** related advertising.

Requested via Google Forms.

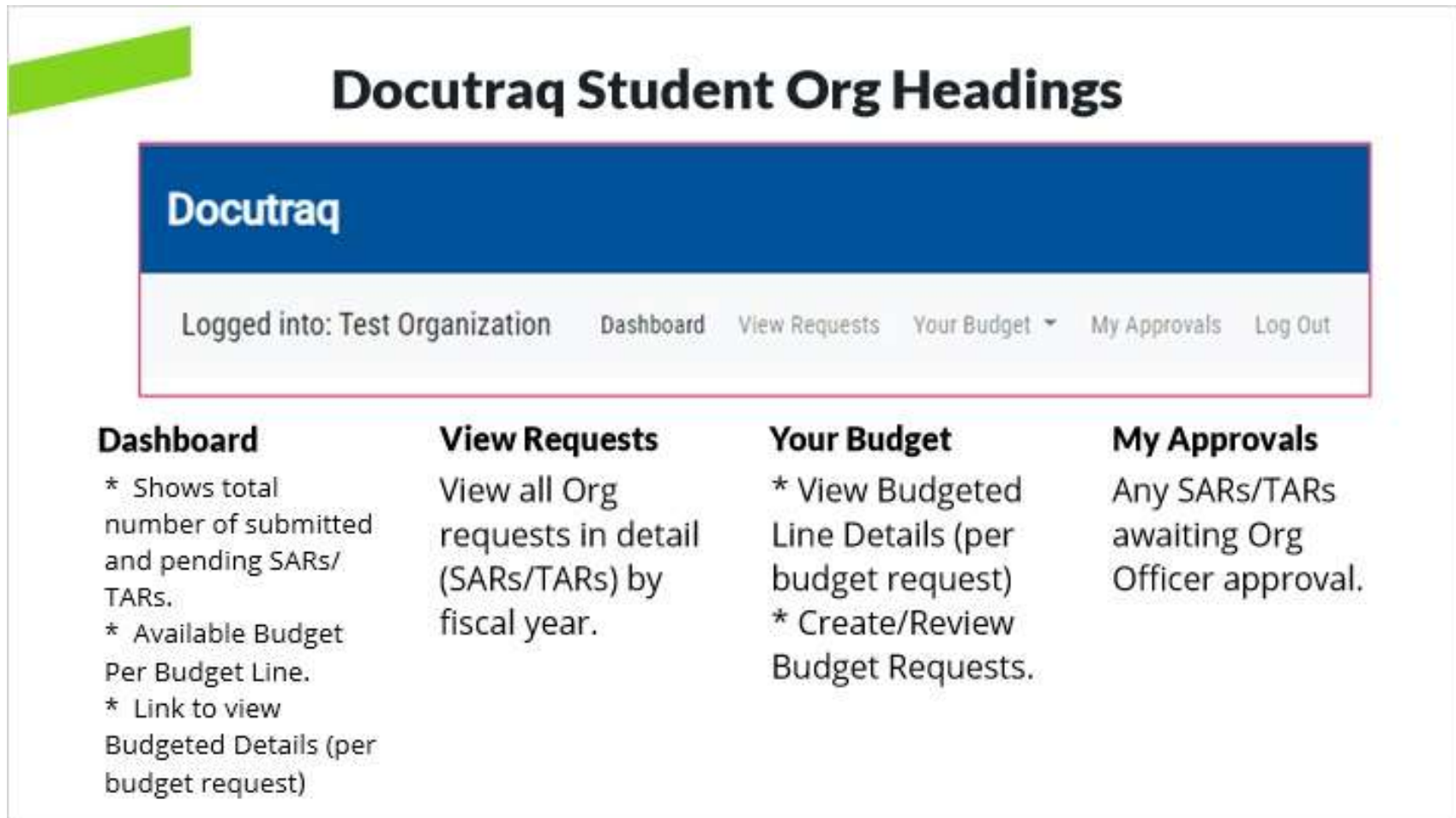
Available for the entire budgeted semester.

1.7 Types of Budget Requests (4)

Types of Budget Requests (4)

Event	Travel
<p>All student organization events or programs excluding GBMs/Tabling, as well as all equipment purchased by student organizations.</p> <p>*Equipment items <u>have to be listed</u> on the budget request.</p> <p>Requested via Google Forms <u>up to \$20k per budgeted semester.</u></p> <p>Available up to the listed event date. Contact sgfdocuments@sg.ufl.edu with your budget request number and a new date if an event is postponed.</p>	<p>Budget for expenses related to travel beyond UF's campus. This does not include programming events held off campus. Travel can be classified into the following five (5) categories: Competitive, Conference/Convention, Developmental, Relief, & Retreat. See the 807 codes for what is allowed. One request per trip.</p> <p>Requested via Google Forms.</p> <p>Available for the entire budgeted semester.</p>

1.8 Docutraq Student Org Headings



Docutraq Student Org Headings

Docutraq

Logged into: Test Organization Dashboard View Requests Your Budget ▾ My Approvals Log Out

Dashboard <ul style="list-style-type: none">* Shows total number of submitted and pending SARs/TARs.* Available Budget Per Budget Line.* Link to view Budgeted Details (per budget request)	View Requests <p>View all Org requests in detail (SARs/TARs) by fiscal year.</p>	Your Budget <ul style="list-style-type: none">* View Budgeted Line Details (per budget request)* Create/Review Budget Requests.	My Approvals <p>Any SARs/TARs awaiting Org Officer approval.</p>
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1.9 General Rules

General Rules - SAR Descriptions

At least one description line on your request MUST state the following:

- ▶ Where will your event/meeting be held and what time?
- ▶ How many people do you expect to attend (when using food line)
- ▶ Be descriptive if purchasing items (bad example: supplies, food, etc.)
- ▶ **Org Presidents / Treasurers should be requesting this info if missing !!!**

- ▶ If some of these descriptions are missing, your request will be sent back to you for revision by the Finance Manager (sgfdocuments@sg.ufl.edu) or Student Body Treasurer (treasurer@sg.ufl.edu). It can also be held based on missing info.
- ▶ SARs need to be submitted **as early as possible but no later than 10 BUSINESS DAYS (TWO FULL WEEKS) prior to the event.**

- ▶ **IMPORTANT: You should NEVER move forward on requested items or make any purchases prior to an SAR, or TAR, being fully approved by the Student Body Treasurer!!**

1.10 When Ordering Online through SG Finance

When Ordering Online through SG Finance

- ▶ When prompted by Docutraq, set up a Zoom appointment with SG Finance by calling the front desk at 273-4441 or emailing sgfdocuments@sg.ufl.edu
 - ▶ Exception: Amazon, Flyer Studios, and Creative Advertising (order link instructions sent once SAR is fully approved)
- ▶ Online vendor must accept VISA credit card
 - ▶ Order cannot be more than \$2,000
 - ▶ Orders > \$2k have to be invoiced (net 30 days for payment)
 - ▶ Orders cannot be split to get around this rule



1.11 When Ordering Online through SG Finance

When Ordering Online through SG Finance (continued)

- ▶ Include all setup and shipping costs in SAR
 - ▶ Tax exempt on most FL orders
- ▶ Any items purchased through SG Finance will be delivered to their office. **Do not come to pick up your items until you have been notified directly by SG Finance via email.** Make sure to follow the instructions you are given once notified.



1.12 Reimbursements

Reimbursements



- ▶ Student turning in the receipts will be the vendor listed on the SAR/TAR and must submit ALL the receipts at one time. (Note: Not a good idea to pay in cash. Hard to verify payment.)
- ▶ Receipts must be itemized with proof of purchase and submitted within 30 days from the date listed on the SAR/TAR.
 - ▶ TAR Add'l documents: Itinerary and signed Group Travel Form (for more than 1 traveler)
- ▶ Preferred option is to scan and email receipts in pdf/jpg format to: sgfdocuments@sg.ufl.edu with the subject line: "**Receipts for SAR (or TAR) ###**"
- ▶ Recommend all students **WHO NOT WORK FOR UF** (who plan on making purchases) to have a correct mailing address in myUFL, and **sign up for direct deposit** : <https://sg.ufl.edu/wp-content/uploads/2023/05/Direct-Deposit-Authorization-UFID.pdf> and send the form to SG Finance.



1.13 Reimbursements

Reimbursements (continued-UF GO)

- ▶ UF GO launched and become the primary way for UF departments to process reimbursements.
- ▶ What does it mean for you?
 - ▶ A UF Student Employee has to create a **UF GO Profile** for reimbursement.
 - ▶ A UF GO Profile is not needed for non-UF Student Employees. But you still have the option to get paid via Direct Deposit by completing a **Direct Deposit Authorization Form** and emailing it to sgfdocuments@sg.ufl.edu.

- ▶ UF GO has the following steps that SG Finance will handle on your behalf:
 - ▶ SAR Reimbursements - An Expense Report will be created.
 - ▶ TAR Reimbursements - Two Steps....
 - ▶ A Travel Request will be created based on the approved TAR.
 - ▶ A Travel Expense Report will be created based on receipts.
- ▶ Those with UF GO Profiles will receive notifications to review/approve these steps. The traveler's Supervisor will be required to approve the Travel Request.

1.14 Budget Line Details!

Budget Line Details

- ▶ **Strict rules on what and how these funds can be spent (808 Codes!)**
 - ▶ <https://sg.ufl.edu/wp-content/uploads/2024/05/800-Codes-Amended-in-Spring-2024-1.pdf>

- ▶ **Two Budgeted Semesters:**
 - ▶ **Fall:** For Activities starting July 1st- December 31st
 - ▶ **Spring:** For Activities starting January 1st - June 30th
 - ▶ **The time to submit Budget Requests is always scheduled months in advance of each start date above. This gives the Committees time to review and approve.**
 - ▶ **Approved Budget Requests get uploaded to your Org at the beginning of each funded Fall & Spring semester per a signed budget Senate Bill**

- ▶ **Available Budget Lines - Access balances on Docutraq**
 - ▶ **Programs**
 - ▶ **Food**
 - ▶ **Advertising**
 - ▶ **Honorariums**
 - ▶ **Copies**
 - ▶ **Awards**
 - ▶ **Travel**
 - ▶ **Base Funding**



1.15 Budget Line Items

Budget Line Items



▶ Advertising Line

- ▶ Social media ads, banners, flyers, clothing, promo items, websites, etc.
- ▶ **All Items must contain the SG logo or "Funded by SG".** If this is not done, your Org will not receive the items and could be suspended. If paid for out of pocket, you risk not being reimbursed for the cost. **Don't ever use copyrighted images !!!!!** SG funds cannot be used for fines against you for usage.
- ▶ VERY IMPORTANT to list items separately by **Quantity** and **Unit Price!**
- ▶ \$3.00 per unit maximum on promo items (Includes setup and design charges, but not freight). Quantity and Unit Price must be listed on SAR.
- ▶ \$18 per unit promotional clothing (shirts, hats, totes, caps, etc.)
 - ▶ Cannot sell clothing purchased with SG funds
- ▶ **See Code 808.8 for all Funding Limits !!**
 - ▶ <https://sg.ufl.edu/wp-content/uploads/2024/02/800-Codes-Amended-in-Spring-2024.pdf>



1.16 Budget Line Items

Budget Line Items

- ▶ **Honorarium-** Any individual or group providing a service on UF campus; a stipend/payment agreed upon by both parties to cover expenses. Examples: performers, speakers, and photographers. The payment can include their fee and travel expenses. Students are NOT to pay out of pocket for any honorarium expenses. Orgs can request up to \$5,000/budgeted semester.
 - ▶ Caps: DJs - \$200; Photographer - \$750
- ▶ **Copies-** Use SG copy center. No SAR is needed. Go to room 2365 of the Reitz Union and complete SG Copy Center form: <https://sg.ufl.edu/services/graphics-and-copy-center/>
 - ▶ You can contact the Copy Center any time for your current balance. You will not see your balance in Docutraq.
 - ▶ NOT AVAILABLE UNDER BASE FUNDING
- ▶ **Awards-** May not spend more than \$40 per award and must be competitive based.
- ▶ **Base Funding -** Funds used for technology, general body meetings, advertising, or events. \$1,000 cap.
 - ▶ Requested each budgeted semester in Docutraq: <https://sg.ufl.edu/wp-content/uploads/2024/02/Base-Funding-Budget-Request-Walkthrough-FY251.pdf>

1.17 Budget Line Items

Budget Line Items

- ▶ Programs Line
 - ▶ Venue rental expenses, decorations, supplies, etc.
 - ▶ \$500 cap on decorations per event / \$400 cap on wet labs
 - ▶ Requests for equipment can be made using Base Funding otherwise must be listed prior on an approved Event Budget Request
 - ▶ SAR items must be listed. (Example: Not just “supplies”)
 - ▶ **See code 810.3 #12 for Operational Budget funded Programs items!!**
 - ▶ Code 808.7: All off campus recreational activities, as defined in 800.28, will only be half (1/2) funded under the Programming Line under circumstances when there is an on-campus equivalent (or an on campus alternative that serves similar purposes). The B&A Committee will determine during their review process.

1.18 Budget Line Items

Budget Line Items

▶ Food Line

- ▶ **Must state expected number of attendees** and what will be purchased in the description.
- ▶ \$7.00 per student maximum for food expenditures.
- ▶ Cannot reimburse for Coke products due to UF's contract with Pepsi. All other brands are fine to use.
- ▶ Campus catered events must use UF approved caterers. See <https://www.bsd.ufl.edu/catering>
- ▶ Palm & Pine has exclusive rights at certain locations: <https://businessservices.ufl.edu/services/catering/classic-fare-exclusive-catering-locations/>

1.19 Budget Line Items

CHAPTER 828 HITCHCOCK FIELD AND FORK PANTRY SUPPORT (2020-1039)



828.1 - All events hosted by Student Government and Student Government Funded Organizations must donate their unopened, non-perishable food items to the Hitchcock Field & Fork Pantry.

828.2 - Individuals may donate food by either leaving the food in designated drop off bins or by bringing the food directly to the Hitchcock Field & Fork Pantry during business hours.

828.3 - The Audit and Compliance committee will coordinate with the Director of the Hitchcock Field & Fork Pantry or their designee on a semesterly basis to determine best practices for donating excess food items.

Field & Fork Website: <https://pantry.fieldandfork.ufl.edu/> ; Phone: (352) 294-3601

Travel Line Rules

- ▶ **TARs should be submitted AND APPROVED BY THE ORG PRESIDENT & TREASURER at least 30 days in advance of travel date but no later than 10 Business Days (Two Weeks)**
 - ▶ ONLY the President/Treasurer can edit the "Pay Up To" column on the TAR
 - ▶ \$500 Reimbursement per person up to \$3,000 max per trip (6 or more travelers).
 - ▶ REQUIRED Auto Rental: Avis/Budget: State of FL Contract 78111808-20-1
 - ▶ <https://procurement.ufl.edu/contracts/rental-vehicles/>
 - ▶ Must turn in at least \$500 worth of receipts per person to receive maximum reimbursement.
 - ▶ Majority of travel categories covered:
 - ▶ Airline, baggage, cab, car rental, registration, lodging, gas, etc.
 - ▶ NO FOOD OR MILEAGE REIMBURSEMENTS
 - ▶ Receipts must be itemized and show proof of payment
 - ▶ You have 30 days after the travel to **turn in all of your receipts at one time.**



Travel Line Rules

- ▶ You are only allowed to be funded by ONE Student Organization per trip!
- ▶ No student shall be funded for more than ONE conference or developmental trip per year.
- ▶ Group Travel Form (to be completed and turned in with the receipts when more than one traveler): <https://sg.ufl.edu/wp-content/uploads/2019/12/GROUP-TRAVEL-FORM.pdf>
- ▶ Per UF policy: All Int'l travelers must also register with the UF Int'l Center: <https://internationalcenter.ufl.edu/travel/online-travel-registration>
- ▶ Other Available Funding - Travel Grants: <https://sg.ufl.edu/resources/gsc/grants/faqs/>
 - ▶ Managed by the Travel Grant Sub-Committee
- ▶ Walkthrough: <https://sg.ufl.edu/wp-content/uploads/2019/12/HOW-TO-ENTER-A-TAR.pdf>
- ▶ Click on **Resources**, in the top right corner, for examples of Docutraq SAR/TAR requests and other important items.

1.22 What's not allowed?

What's not allowed?

- ▶ **CANNOT SPEND MONEY BEFORE SAR/TAR IS APPROVED BY THE STUDENT BODY TREASURER !!**
 - ▶ You will always be notified when your SAR/TAR is FULLY approved
- ▶ **NO submitted requests after the fact** (unless using OSRV)
- ▶ Payment to a member of a student organization for services rendered to the **same** student organization.
- ▶ No Alcohol, Gift Cards, Graduation Items, food tips
- ▶ Cannot fund Illicit materials, political campaigns, charities, or fundraisers
- ▶ See code 808.12 for complete list!
 - ▶ <https://sg.ufl.edu/wp-content/uploads/2024/02/800-Codes-Amended-In-Spring-2024.pdf>



1.23 Line Item Transfers

Line Item Transfers

- ▶ A Line Item transfer is the movement of funds from one budget line into another budget line **WITHIN** an approved budget request. **Cannot transfer budget from one budget request to another.**
- ▶ Up to fifteen hundred dollars (\$1,500.00) per semester (budgeted Fall and Spring) may be moved per student organization without Senate approval.
- ▶ Requires final signed approval by the Student Body Treasurer via a Line Item Transfer Form:
<https://sg.ufl.edu/about/sg-finance>
 - ▶ Your Org Account Number is located in front of your Org Name on any of your requests (Budget Requests, SARs, & TARs)
 - ▶ Signed form by the Org President & Treasurer can be scanned and emailed to SG Finance at sgfdocuments@sg.ufl.edu for processing.
 - ▶ Online signature assistance if needed: Docusign and Signnow
- ▶ No line transfers are needed when using Base Funding

1.24 Who needs a contract?



Who needs a contract?

- ▶ All personal services provided by an individual or group to a SG funded organization **must be contracted prior to the rendering of those services.**
- ▶ The vendor **will not be paid** without BOTH an approved SAR and a fully signed contract **prior** to the event. (VERY IMPORTANT !!!). Vendors are paid via direct deposit **30 days after the event date.**
- ▶ **SARs must be submitted at least 30 business days in advance of event date or else they could be denied**
- ▶ Vendor **must** be setup as a UF Supplier in myUFL before you can meet with SAI to start the contract process. If setup is needed, instructions will be sent to your vendor by SG Finance after the SAR is submitted.
- ▶ **Contract Process & Best Practices**
 - ▶ Contact Student Legal Services for assistance.

1.25 Who needs a contract?

Who needs a contract? (continued)



- ▶ International speakers can take up to 4 weeks to get setup and approved. **Get with SG Finance asap to get the process started.**
- ▶ The following activities **MUST** use contracts (Honorariums):
 - ▶ Lecturers, Speakers, Bands, Performers of any kind [Examples: DJ's; Instructors; Judges; etc.]
 - ▶ Caps: DJs - \$200; Photographer - \$750
- ▶ General Registered Student Organizations **are now required** to create their own contracts. Again, contact Student Legal Services (352-392-5297) if assistance is needed: <https://studentinvolvement.ufl.edu/wp-content/uploads/2022/09/GRSO-Contract-Process-Best-Practices-Final.pdf>



Reservations / Rentals

▶ Reitz Union

- ▶ Venue rental reservations are made at the Reitz Union thru Event Services (Ballrooms, Game Room, Arts & Crafts, etc.) It is VERY important the budgeted Organization listed on the SAR makes the reservation. This procedure ensures your reservation is not taxed and SG is responsible for payment. <https://eventservices.ufsa.ufl.edu/>
 - ▶ Be sure to ask about any fees to be charged!! (Example: outdoor fees)

▶ Facilities Services (rental of chairs, tables, etc.)

- ▶ 1. Submit a Request to get an ESTIMATE for your event. **THIS SHOULD BE DONE 30 DAYS BEFORE YOUR EVENT!:** https://www.facilitieservices.ufl.edu/_library/EventServices.pdf
- ▶ Local alternatives: Party Time: 352-629-8858, Aviant: 352-522-1805, United Rent-All: 904-771-3300

Outside Revenue (OSRV)

- ▶ External income that is “earned” by a group (donations, fundraising, etc)
 - ▶ SG Finance can act as a bank account by accepting deposits **only for current SG funded organizations.**
 - ▶ For fundraising purposes, Orgs can apply for their own Tax ID/EIN number with the help of Student Legal Services (392-5297) (<https://www.studentlegalservices.ufl.edu/forms/>)

- ▶ Cash or Checks (made out to UF) can be delivered to SG Finance
 - ▶ Checks can also be mailed to SG Finance (PO Box 118514, Gainesville FL 32611)
 - ▶ Be sure to include the spelled out name of your organization.







- ▶ Funds are accessible via SARs/TARs
 - ▶ Can be submitted after the purchase
 - ▶ Cap limits and SG logo requirements do not apply since these aren't SG funds
 - ▶ These funds rollover from year to year until used by the group
 - ▶ OSRV TARs should still be submitted 30 days prior to the trip











1.28 MAJOR POINT LAYOUT



1.29 Four Column Layout

		
<p>Damian Rodriguez Budget Chair</p> <p>Review/Approval of all budget requests and line item transfer requests per code 802.1 #2.</p> <p>See also code 822.2.</p> <p> budget@sg.ufl.edu</p>	<p>Saketh Damera Student Body Treasurer</p> <p>Review/Approval of all SARs/TARs and transfer requests. Contact with questions on 800 codes.</p> <p> treasurer@sg.ufl.edu</p>	<p>Monish Vijayaraghavan Senate President</p> <p>The purpose of the SG Senate is to closely represent the views and ideas of the more than 60,000 students at the University of Florida</p> <p> senatepresident@sg.ufl.edu</p>

1.30 Four Column Layout

			
Gary Bryant Finance Manager	Kim Harrell Accounting Specialist	Chris Burdsall Fiscal Assistant	Rachel Keyes Fiscal Assistant
Contact for any budget/financial related questions and 800 codes.	Contact for info related to SARs/TARs, budget, transfers, Amazon orders, and deposits.	Contact for blue slip and invoice payment related questions.	Contact for questions related to reimbursements, contracts, Pcard orders, and artwork.
 sgfdocuments@sg.ufl.edu	 harrellkd@ufl.edu	 chrisjb@ufl.edu	 r.keves@ufl.edu