

# *SORC Financial Services Manual*



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# Introduction

## SORC Financial Services

SORC Financial Services staff assist student organizations with the management of Student Government Association (SGA) allocated funds. Additionally, SORC Financial Services staff provide advice and support to all registered student organizations to develop budget and fundraising strategies, open an organizational bank account or provide any other assistance related to the financial operations of your organization.

The Student Government Association and SORC work together to allocate and manage the Student Activity Fee (SAF). The SAF is one part of the package of mandatory fees that are collected from each undergraduate student. The appropriation of the SAF is entrusted to the SGA Finance Committee in order to fund and support programs and initiatives that are undertaken by undergraduate students. This is accomplished by recognizing student groups whose missions are aligned with the stated goals and objectives of the SGA. The SGA Finance Committee deliberates on student organization budget applications. The money distributed is from the student's activities fee which all students pay into, thus it is important for the Finance committee to allocate this money equitably.

SORC processes spending requests after the SGA Finance Committee deliberates on them. It is the responsibility of the student organization to ensure that the SGA funds are spent based on how they were allocated.

The SGA audit committee reviews a group's spending to further ensure that a group understands and adheres to the SGA's guidelines and SORC's spending processes.

The information contained in this manual is intended to assist SGA funded student groups in understanding the policies and procedures that guide the spending of SGA funds. For more information on the SGA Finance Committee budget application and allocation process, please visit their website at [UMD SGA Finance Committee](#).

The SGA Finance and Audit Committee work closely with SORC, however it should be noted that the SGA and SORC are separate entities.

## Funding Sources

### SGA Funding

**Eligibility for SGA Funding** - Funds are allocated by the SGA on a rolling basis through a monthly allocation process. In order to be eligible for SGA funds a student group must:

- Have an up-to-date TerpLink registration (click [here](#) for more information)
- Become SGA recognized by the SGA Student Groups Committee
  - For more information on the SGA recognition process, email the SGA Director of Student Groups, Huw Ball, at [sgastudentgroups@umd.edu](mailto:sgastudentgroups@umd.edu).
- Attend an SGA budget training workshop.
  - Information on the SGA budget allocation process and upcoming budget training workshop dates can be found on the [UMD SGA Finance Committee](#) website.

### **Viewing SGA Allocated Funds**

SGA utilizes TerpLink's budget request feature which enables organizations to submit their budget applications from their TerpLink page.

- Detailed instructions for accessing and submitting budget applications can be found on the SGA Finance Committee [website](#) and are reviewed during the SGA budget training workshops.
- Groups who are approved for SGA funding, either in whole or in part, can view the amount allocated by the SGA from the Finance tab in their TerpLink page.
- The Finance tab does not track a student organization's SGR, expenses, credits or any other account activity. It will only show the total amount allocated to the organization in any given budget allocation period.
- Instructions for how organizations can track all activity related to their account can be found in the [Viewing Funds](#) section of this manual.

- Groups have until the last business day of May to spend their SGA funds. Any unused funds are returned to the SGA.
- As the office responsible for managing SGA funds, SORC has the authority to deny any payment requests that are not in line with SGA guidelines. However, it is the primary responsibility of each organization to ensure that they are spending their SGA funds in accordance with how they were approved by the SGA. This includes purchasing only those items that were approved in their original budget as well as adhering to any funding caps. Failure to adhere to SGA guidelines could result in referral to the SGA Audit Committee and potential sanctions.

## **SGR - Self Generated Revenue**

Self-Generated Revenue (SGR) is funding that an SGA recognized group has received from an on-campus department (outside of the SGA). Examples of SGR are:

- Pepsi Grant ([http://thestamp.umd.edu/events/pepsi\\_enhancement\\_fund](http://thestamp.umd.edu/events/pepsi_enhancement_fund))
- Concessions from working at a UMD athletic event (<http://terptations.umd.edu/contact/>)
- SEE Review Board Funding (<https://www.see.umd.edu/additional-resources>)
- Do Good Challenge (<https://dogood.umd.edu/>)
- Donations/Grants/Contributions from University Departments
  - If a university department is transferring funds to your account, it can take up to a month for the funds to appear in your KFS account
  - To expedite access to those funds, the university department can email SORC ([sorcfinance@umd.edu](mailto:sorcfinance@umd.edu)) notifying them that the transfer has been initiated. They must include in the email:
    - A copy of the official KFS transfer form from the department's business office

### Acceptable Uses for SGR

- SGR is not subject to SGA restrictions or caps. Some examples of items that are prohibited by SGA but can be purchased with SGR are:
  - Food
  - Items that will be sold by the group
  - Items that are considered giveaways and/or of personal benefit such as t-shirts for individual members, promotional items, etc.
  - Lodging
- SGR is subject to State of Maryland and university restrictions. Prohibited items include (but are not limited to):
  - Alcohol
  - Tobacco products
  - Gift cards
  - Donations to charitable organizations
- Purchases and expenditures using SGR must be able to be managed using existing SORC processes as outlined in this training. These processes are:
  - Internal Service Requests
  - Purchase Orders

- Contracts
- Travel Expenses

#### SGR Policies and Procedures

- SGR is deposited into your account with SORC, if one already exists.
  - Student organizations must have received funding from the SGA in order to be given a university account with SORC.
  - SORC cannot create accounts for organizations whose sole funding comes from SGR.
  - Please note that if your group does not have an account with SORC, you must work with the department that is allocating the money to help you spend it.
- If you are the President or Treasurer of a group that only has SGR (no SGA funds) funds in your account, you are still required to complete our SGA Financial Officer Training.
- State of Maryland and University of Maryland spending processes as outlined in the SGA Financial Officers training and this manual apply to SGR as well.
- You can never withdraw funds from your SGR, nor can you transfer SGA funds into your SGR.
- You are not permitted to deposit non-university funds into your SORC account without prior authorization from SORC.
- SGR can remain in your organization's SORC account from year-to-year. However, groups whose accounts remain inactive for three years will be closed and any SGR in the account at that time will be transferred to the SORC operating account.

### **Non-University Funds**

If your organization is not eligible to receive SGA funding or you are looking for additional fundraising opportunities, there are a number of other ways to raise funds. You may charge your members' dues, hold off-campus fundraising events such as restaurant fundraisers, charge ticket sales for an organization sponsored event and hold car washes just to name a few.

Groups are encouraged to open a bank account in your organization's name to house those funds. For more information on how to open a bank account, please refer to the [Bank Account](#) section of this manual.

Non-university funds cannot be deposited into SORC accounts.

## **Intro to KFS Accounts**

Student organizations that are SGA recognized and have applied for and received SGA funding are assigned a university account referred to as a **KFS account**. KFS accounts are issued by the university and are bound to State of Maryland and University of Maryland spending processes. KFS account can hold fund allocated by the SGA as well as SGR

If your group is not SGA recognized, or if your group is SGA recognized but has never received SGA funding, you do not qualify for an account. SORC cannot create a KFS account for student organizations that have not received funding from the SGA.

If you are currently an SGA recognized group with SGA funds and you are looking for your KFS number, the organization's President or Treasurer can find it on the organization's TerpLink ledger. For instructions on viewing your account ledger, please refer to the section titled [Viewing Funds](#).

## **SGA Financial Officer Training and Portal**

To ensure that student organizations are successful in making expenditures from their KFS account, SORC has created an organization in TerpLink called SGA Financial Officers. The page houses the mandatory training for the president and/or treasurer of the organization prior to being given access to their funds. The page also provides easy access to any relevant reference materials as well as a means of posting announcements and emailing groups with information related to student organization accounts.

The SGA Financial Officers portal is password protected and access to the portal is given only to presidents and treasurers of student organizations who have a SORC account.

### **SGA Financial Officers Guidelines**

- SGA guidelines permit only the President and Treasurer of SGA recognized student organizations to have access over allocated funds.
  - Please verify that your TerpLink registration reflects you as President or Treasurer, as this qualifies you to receive the training and ultimately become a Financial Officer.
  - Instructions for viewing and updating your TerpLink registration can be found on the [here](#).
- SORC Financial Services staff manage access to those funds in accordance with SGA and university guidelines.
- The president and/or treasurer of the student organization must complete a mandatory training and achieve a score of 100% on the quiz.
- The training materials are updated each year so, if you completed the training in the prior academic year, you are required to complete the training again for the new academic year.



### Accessing the training materials:

- **REMEMBER:** You must be the president or treasurer of your organization and your group's registration must be current in TerpLink to have access to your funds. For more information on renewing your group's registration, click [here](#). For more information on updating changing your position title to president or treasurer, click [here](#).
- Log on to TerpLink and search to find the "SGA Financial Officers" page.
- Request to join the portal by clicking the blue "Join Now" button in the top right corner of the page.
- SORC Financial Services staff will review your request to verify that you are the president or treasurer of your organization.
  - a. If approved, you will receive an email from [sorcfinance@umd.edu](mailto:sorcfinance@umd.edu) with instructions on how to access the training materials
  - b. If denied, you will receive an email from [sorcfinance@umd.edu](mailto:sorcfinance@umd.edu) with the reason(s) for the denial and instructions for next steps.

### Accessing Payment Forms:

- You must first complete the SGA Financial Officer training before being given access to any payment request forms.
- In the SGA Financial Officers page, click on "Manage Organization" in the top-right corner of the screen.
- In the top-left corner, click on the icon to the left of "SGA Financial Officers" title. This is the Organization Menu which you'll see if you hover over the icon first.
- A menu will appear on the left side of the screen. Select "Forms" and select then the relevant payment form. These are:
  - Contract Request – To be used when paying for the services of an individual or vendor such as a DJ, photographer, lighting or sound company
  - Internal Service Request (ISR) – To be used when paying a university department or vendor
  - Purchase Order Request – To be used when purchasing items
  - Travel Request Form – request for payments related to travel expenses.
  - Driver Acknowledgement Form – Required for students who will be driving university-owned vehicles
- Detailed instructions for completing each of these forms can be found in this manual.

Travel Training – If your group received funds for travel-related expenses (Motor Pool vehicle rental, DOTS services, Airfare, Train or Out of State conference fees, you must be a Certified Financial Office in the SGA Financial Officers page.

- To access the training:
  - From the SGA Financial Officers page in TerpLink, go to Documents and download the “Travel Training for Student Organizations” file (you may need to navigate to Page 2)
  - Once you have reviewed all of the information in the training, there will be a link to a list of Terms and Conditions that you must review and verify your consent.
  - Once your response has been submitted, SORC will receive a notification and will give you the title of “Travel Certified” in the SGA Financial Officers portal.
  - You will receive an email from SORC confirming the change and providing instructions on how to access the Travel Request Form and other related documents.
  - Detailed instructions for completing the Travel Request Form can be found in this manual.

# Bank Accounts

## Opening a Bank Account

### Opening a Bank Account

Bank accounts are a great resource for student organizations to house monies that your group may raise through off-campus fundraisers, collection of dues, proceeds from an event, etc.

Neither SORC nor the University of Maryland regulates or has access to off-campus bank accounts for student organizations so it is important for your organization to establish financial controls to limit the risk of mismanaging organization funds, specifically the use of funds for personal gain.

Students are strongly discouraged from housing student organization funds in their personal bank accounts. Doing so could make you personally liable for taxes as well as make you vulnerable to accusations of misuse of your organization's funds.

### Banking Options

Student organizations can select any bank of their choosing. Student groups should research different financial institutions to find the one that best suits the needs of your organization.

SORC has an on-going partnership with SECU to assist groups with assessing their banking options and understanding what is involved with obtaining a student organization bank account. SECU is conveniently located under "The View" student housing complex on Baltimore Avenue and also has an ATM near the Hoff Theatre in Stamp for your convenience.

SECU also offers the following services to UMD registered student organizations:

- Free Student Organization Business Accounts for student organizations whose registration is current with SORC.
- SECU staff available twice a month in the Student Involvement Suite to provide account information and answer questions your organization may have.

- Information sessions offered twice a semester in the Student Involvement Suite where they provide detailed information on opening a bank account as well as the process for transferring account access to new organization leadership.
- For specifics on opening an account at this branch:
  - Call (410) 487-7328 or email [UMCP@secumd.com](mailto:UMCP@secumd.com)
  - This is the branch of SECU that works specifically with UMD student organizations; other branches of SECU do not.

If you are interested in choosing a bank other than SECU, you will need to reach out to the banks of your choice to find out and fulfill any other requirements for establishing and maintaining an account.

### **Steps for Opening a Bank Account or Changing Signers**

Always contact the bank that you wish to open an account with to determine exactly what will be required to open an account, even for SECU. Requirements may differ depending upon your organization and the specific bank. The information below is NOT guaranteed to be comprehensive.

1. If opening an account or changing signers on your account with SECU, confirm that your organization's registration is up-to-date in TerpLink.
  - a. If your organization's portal is up-to-date, proceed to Step 2.
  - b. If your organization's registration needs to be updated, renew your organization using the instructions found on [here](#).
2. Obtain a Bank Letter from SORC (for SECU ONLY).
  - a. Fill out a "Bank Letter Request" form in the [TerpLink Support portal](#), under the "Forms" tab.
  - b. You will receive a notification via email once your form is approved. Pick up a copy of your letter from the SORC office, located on the ground floor of Stamp in the Student Involvement Suite.
3. Obtain a Tax Identification (ID) Number (also known as Employer Identification Number or EIN). If your organization has not previously applied for a Tax ID number or you do not know your Tax ID number, refer to [Requesting a Tax ID](#) section in this manual for more information.
4. The president and treasurer must take the bank letter and Tax ID number as well as any other required documents and identification, to the bank of your choice.
5. Groups are strongly encouraged to save all files related to your bank account in your TerpLink portal for future members.

### **Tax ID/Employer Identification Number FAQ's**

1. What is a Tax ID/Employer Identification (EIN)?
  - a. The Tax ID Number (also known as the Employer Identification Number or EIN) is a number issued by the Internal Revenue Service (IRS) and is used to identify a business or other organization, similar to a Social Security number for individuals.
  - b. Organizations should not open a checking account using an individual's social security number. Doing so puts the financial burden of that account on that individual and they become responsible for claiming any interest accrued on that account on their own taxes. They also become responsible for the account if there is a problem with it.
2. Why do I need an EIN?
  - a. Banks are required to report all funds that are deposited into any bank account and the EIN is used by the IRS to track those funds.
  - b. If your student organization engages in off-campus fundraising, organizations that you partner with are required to notify the IRS of any donations to your organization and must provide the IRS with your EIN.
  - c. Additionally, obtaining an EIN helps to ensure the IRS will not make any of an organization's members personally responsible for taxes on revenue that the organization has earned.
3. Can we just use the University's EIN?
  - a. Registration as a student organization with UMD does not imply tax-exempt status and student organizations are not allowed to use the University's Tax ID number or non-profit status. Student organizations are independent entities responsible for their own finances and establishing and maintaining their tax status with the IRS.
4. Is the EIN the same as being a non-profit organization?
  - a. No. Student organizations are not Federally Tax-Exempt Non-profit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure that commits the organization to the rigorous annual reporting procedures required by the IRS.
  - b. If you wish to learn more about applying for 501(c)(3) status, the [Undergraduate or Graduate Student Legal Aid Office](#) can provide that assistance.
5. How do I get an EIN?
  - a. The easiest way to apply is online through the [IRS website](#). You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone.
  - b. The IRS provides the EIN free of charge and immediately upon receipt of the application.
6. How do I find my Tax ID Number?

- a. Check under “Documents” in your student organization’s TerpLink portal. SORC strongly encourages groups to store documents related to their bank account in the TerpLink portal to make access for future members easy.
  - b. If your student organization already has a bank account, you would have needed an EIN to open the account so they will have it in their files.
  - c. Call the IRS business and specialty tax line at (800) 829-4933. The IRS can search for your number and give it to you if you have lost it. You may have to provide your name, position, and SSN to prove you are authorized to obtain this information.
  - d. More information on finding your EIN can be found on the [IRS website](#).
7. Is there a charge to obtain a Federal Tax ID Number?
- a. No. The IRS provides this service free of charge. There are websites who offer this service for a fee. **DO NOT** use these companies as there is no guarantee that they are legitimate and you should not be paying for a service that is provided free of charge by the IRS.

### Requesting a Tax ID for your student group

To obtain a tax ID for your student group

1. Go to the IRS “Apply for an Employer Identification Number (EIN) Online” Web site: [Apply for Tax ID Number](#)
2. Click on the [Apply Now](#) link on the right end of the page.
3. After you start the application, select “View Additional Types, Including Tax-Exempt and Governmental Organizations”. Be prepared to provide the following information:
  - a. The type of group you are creating (After you select the type of group the application will give you a description of the group and an option to change it)
  - b. The name and social security number of the person filling out the application
  - c. The official address of the organization (Do not use the SORC address)
  - d. Enter the requested information about your organization and click the Continue button when you are done.
  - e. The Tax ID number will be generated immediately
4. SORC Financial Services staff are not qualified to assist groups with this process. If you have any questions regarding this process, you should contact the IRS directly. The IRS also provides a great deal of information on their website that you should review before submitting the request.
5. Student organizations are strongly encouraged to save a copy of their Tax ID number under “Documents” in their TerpLink page to ensure that future leaders have access to this information.

# Viewing Funds

Currently, TerpLink does not provide a way for our office to track transactions for student organizations but we are working to find a permanent solution for this. For this year, we will be keeping tracks of your allocated funds and transaction in Google Sheets. Each group will have their own sheet and access will be given to the president and treasurer of the group. Whenever your group receives funds, either from SGA or another university department, our office will email a link to the sheet to the president and treasurer. The email will be sent to the campus email address for the president and treasurer listed in your TerpLink registration so it is imperative that you keep this information current. If you believe you have funds and have not received the link, please contact our office at [sorcfinance@umd.edu](mailto:sorcfinance@umd.edu).

## How to Interpret the Ledger

- KFS #
  - Each group has a unique KFS account number that is associated with the university financial account where SGA funds are managed.
  - Groups are prohibited from paying for university services with their KFS account without first getting the payment approved by SORC.
- Ledger
  - The ledger shows every transaction against a group's account (i.e. individual payments, charges and credits).
- Req.#
  - Each payment is assigned a unique, sequential Requisition number.
- Program and Line Item
  - The SGA approved program/category and line item that the charges/credits are applied to.
  - For Self-Generated Revenue (SGR), the Program Name will always be SGR and will not have an associated line item.
  - For more information on what SGR is, refer to the SGR – Self-Generated Revenue section of this manual.
- Description
  - A brief description of the type of payment, credit or charge.
- Est. Debit/Credit
  - When payments and credits are initially requested by the group, these charges/credits will be posted here. They are not final until the payments/credits have been approved by the university and billed to the group's KFS account.

- Actual Debit/Credit
  - When the payments and credits are processed by the university and are deducted/credited to the group's KFS account, they will be posted here.
  - SORC receives a monthly financial statement for each group showing these payments/credits at which time they will be posted as actual debits or credits to the group's ledger.
- Balance
  - The amount of money in the group's account after each transaction.
  - The first line of each group's ledger represents the total funds received by the group from the SGA to-date and will be indicated by the Program title "BUDGETED".
  - If a group had any Self-Generated Revenue (SGR) from the previous academic year, it will appear on the second line of the ledger with the Description "SGR" and that amount will appear in the Act. Credit column.
  - If your group did not have any SGR at the end of the previous year, the first line will show the funds allocated in your first approved SGA budget for the year.

Sample Club - SOT

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Transaction Number

	A	B	C	D	E	F	G	H
	Transaction Number	Date	Program Type	Subcodes	Description	Estimated Debit	Estimated Credit	Balance
1								
2								
3	1		SGR		FY19 Closeout		\$300.00	\$300.00
4	2	9/21/2019	SGA Budget Example		FY20 Sept. Budget Allocation		\$4,000.00	\$4,300.00
5	3	9/25/2019	SGA Budget Example	4970 - Room Rental	Rented room in Stamp	\$450.00		\$3,850.00
6	4	9/26/2019	SGR		Food from Stamp Dining	\$150.00		\$3,700.00
7	5							\$3,700.00
8	6							\$3,700.00
9	7							\$3,700.00

In this example:

- Line 3 shows the group started the year with \$300.00 in SGR funds which means at the end of the previous year, that was the amount of unspent SGR in their account.
- Line 4 shows the total amount the group was allocated by the SGR for their budget called "SGA Budget Example".
  - Program Type is the name given the budget application by the group
  - The description shows in which budget allocation the funds were awarded
  - The total amount is listed as a credit to the group's account
- Line 5 shows the group paid for a room in the Stamp from their "SGA Budget Example"
- Line 6 shows the group paid Stamp Dining from their SGR
- The balance column will show the current balance after each transaction

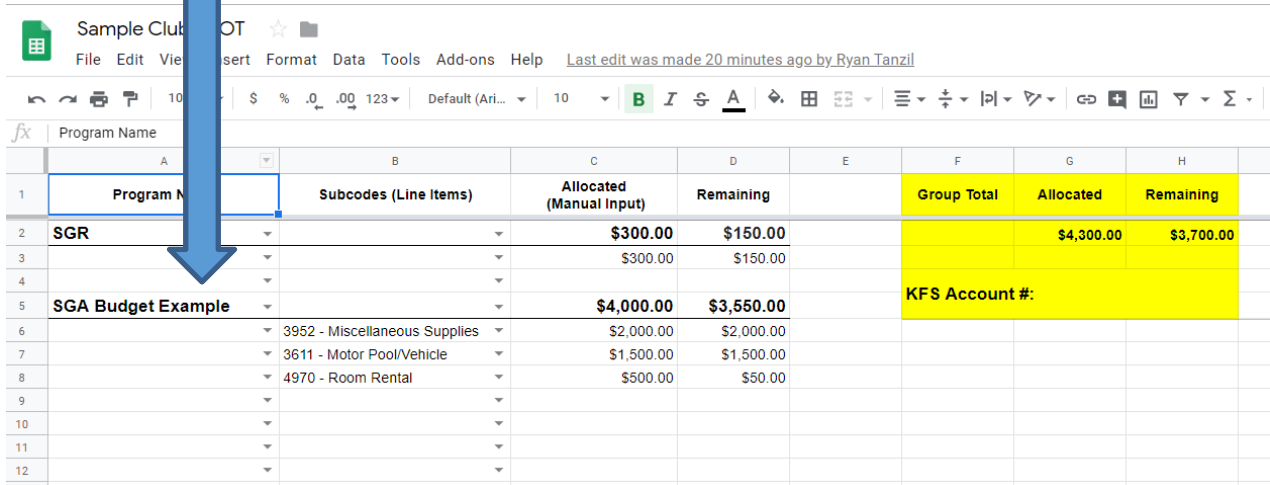


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## How to Interpret the Summary

Each box in the Summary represents the name of the budget and line items from your group's SGA budget application that you received funding for.

For example, this box represents a budget application titled "SGA Budget Example" with the line items "Miscellaneous Supplies", "Motor Pool/Vehicle" and "Room Rental" and "Out of State Travel".



Program Name	Subcodes (Line Items)	Allocated (Manual Input)	Remaining	Group Total	Allocated	Remaining
SGR		\$300.00	\$150.00		\$4,300.00	\$3,700.00
		\$300.00	\$150.00			
SGA Budget Example		\$4,000.00	\$3,550.00			
	3952 - Miscellaneous Supplies	\$2,000.00	\$2,000.00			
	3611 - Motor Pool/Vehicle	\$1,500.00	\$1,500.00			
	4970 - Room Rental	\$500.00	\$500.00			

- Program
  - The name your group gave in your SGA budget application
- Description
  - The line item(s) within each program that your group received funding for.
- Allocated
  - The amount, per line item, as approved by the SGA for each program.
- Remaining
  - The amount remaining, per line item, based upon payment requests submitted to and approved by SORC.
- SGR
  - SGR will have its own box in the Summary.
  - The amount allocated will be the amount that was remaining in your account at the end of the previous year
  - The amount remaining will be the total amount of SGR, to date, remaining in the

account.

Using the “Sample Club – SOT” shown above and the transactions listed on the example ledger:

- SGR
  - The allocated amount equals the amount from the FY19 Closeout on line 3 in the ledger (\$300)
  - The amount remaining is after the Stamp Dining transaction from line 6 in the example ledger above
- Program
  - The group submitted a budget titled “SGA Budget Example” for which they received a total of \$4,000
- Line Items
  - The SGA funds were allocated to 3 different line items which appear in the “Allocated” column:
    - Miscellaneous Supplies - \$2,000
    - Motor Pool - \$1,500
    - Room Rental - \$500
  - One payment has been made from the SGA Budget Example in the amount of \$450 from the Room Rental line item (line 5 in the example ledger above)
  - The remaining funds for that line item are \$50.00
- Group Total – highlighted in yellow in the top-right of the spreadsheet
  - The amount under the “Allocated” column represents the total amount, to date, allocated for all Programs including SGR.
  - The amount under the “Remaining” column represents the total amount, to date, remaining in the group’s account for all programs. This amount will also match the balance on the ledger.

# Spending Processes

The following information is for student organizations who have an account with SORC and provides detailed instructions on the types of payment methods used by the university to facilitate payments to on-campus departments as well as individuals, vendors and services not affiliated with the university.

All SORC payment forms are located in the SGA Financial Officers page in TerpLink. For more information on accessing that portal, see the [SGA Financial Officers](#) section of this manual.

## Internal Services Requests

An Internal Service Request (ISR) is the payment method used to pay most on-campus departments. Examples of where you would be paying via an ISR include (but are not limited to):

- Room rental and AV equipment charges from Stamp Event Services, Nyumburu, RecWell or The Clarice
- Flyer, poster and printing costs through Copy Services
- UMD Police or Facilities Management services
- On-campus food vendors such as Chik Fil A, S'barro's, Taco Bell and Subway as well as Catering or Goodies-to-Go through Dining Services
- DOTS Shuttle or Charter services

Due to the ease of transferring funds from one on-campus department to another, ISRs are a nearly instantaneous payment method. While the process can be completed on the same business day, avoid waiting until the last minute to submit the request to allow for any unanticipated issues.

While some university departments will allow groups to provide their KFS account number in lieu of an ISR, **student groups are prohibited from doing so**. All on-campus payments must be pre-approved by SORC through the ISR process.

Some departments will not accept an ISR and must be paid via different methods. These departments include (but are not limited to):

- McDonalds
- Moby Dick
- Saladworks
- Panda Express
- Motor Pool
- Riggs Alumni Center.

Remember to ALWAYS check with the department/office that you are paying prior to submitting an ISR request to ensure that they accept this as a payment method.

#### ISR Guidelines

- ISR requests should be submitted at least one (1) business day in advance
- Fill out and submit the Internal Service Request form which can be found under “Documents” in the SGA Financial Officers page in TerpLink.
- You will need to provide the following information on the form:
  - Your phone number
  - Your email address
  - Name of the department/office that you are paying
  - Detailed description of the items/services that you are paying for
  - Be as detailed as possible. If using SGA funds, SORC staff must determine whether the funds are being used in accordance the SGA approved budget and line item.
- Program Name and Line Item
  - The Program and Line Item can be found in your approved SGA budget.
  - Your approved budget can be found under the “Finance” tab within your group’s TerpLink page.
- After submitting the form, you will receive a notification through TerpLink within one (1) business day.
  - If Approved, the submitter will receive an email instructing them to pick up a copy from SORC.
  - You MUST bring the ISR to the office/department that you are paying.
  - If Denied, the email will provide detailed instructions on the reason for the denial.
- ISR’s can be picked up at the SORC counter during the operating hours for the Student Involvement Suite.

- If an invoice or receipt is provided by the office or department that you are paying, provide a copy of the invoice/receipt to SORC.

## Contracts

### **What is a Contract?**

- Contracts are legally binding agreements between the individual/vendor that you are paying and the university on behalf of your organization because university funds are being used to pay for the service.
- Contracts are used to pay for goods/services/persons that you are “borrowing” or renting.
- Payment to the individual/vendor will not be approved until the date(s) of service has passed as indicated on the contract.
- Examples of when you should submit a contract request are:
  - Paying a speaker or performer(s) for an event
  - Renting audio or video equipment for an event
  - Paying an individual or company to provide DJ, audio, video or other services for an event

### **Why a Contract?**

- The contract holds the individual/vendor legally responsible to the conditions of the contract.
- If your organization believes that the individual/vendor did not fulfill any or all of the conditions of the contract, you should notify SORC in writing immediately. The university will then work with the individual/vendor to determine whether they should receive payment.
- NEVER sign any contract/agreement on behalf of your student group when using university funds as students are not authorized to commit funds on behalf of the university. Doing so could make you personally liable for the payment.

### **Contract Guidelines**

- Contract requests require a minimum of two (2) weeks’ notice.
- Prior to submitting a contract request, your student group will need to obtain a signed W-9 form from the individual/vendor you are contracting with.
- To begin paying a vendor with a Contract, you will fill out and submit the “Contract Request” form found in the [SGA Financial Officers](#) page under “Forms”.
- You will need to provide the following information on the form:
  - Indicate whether the payee is a student, faculty or staff member at the university.

- Indicate whether there was a selection process for choosing the vendor.
  - You should always respond Yes to this question. The university expects that there was a fair and equitable process used to select the individual/vendor that you are contracting with.
- The individual/vendor's name, phone number, email and mailing address
  - This information must match EXACTLY the information as it appears on the W-9 form.
  - Payment will be mailed to the address listed on the W-9 so please be sure to communicate this to your performer/vendor to minimize any delays in their receipt of payment.
- Detailed description of the items/services that you are paying for.
  - Be as detailed as possible. If using SGA funds, SORC staff must determine whether the funds are being used in accordance the SGA approved budget and line item.
- Program Name and Line Item
  - The Program and Line Item can be found in your approved SGA budget.
  - Your approved budget can be found under the "Finance" tab within your group's TerpLink page.
- Name and Location of event where service is being provided
- Date(s) of Event
- Start and end time of the event as well as whether there will be an intermission
- Within three (3) business days, you will be emailed a drafted contract from the SORC Office.
- Once you have received the drafted contract via email, forward it/send it to your vendor.
- The vendor must print 2 copies, sign both copies in original ink on the front, initial both copies in original ink on each page thereafter, and send both signed copies of the contracts back to your organization.
  - Original Ink means that the signature on the contracts is an original signature and not a photocopy. As a result, the vendor will have to physically mail the contracts back to you as opposed to fax or scan.
  - DO NOT have the individual/vendor mail the contracts to SORC. It can take a while for mail to be delivered to this office, and misdirected mail is common. Since contracts are time-sensitive, contracts should be mailed directly to you, and then brought to SORC between the hours of 9am - 5pm, Monday-Friday.
    - Once you have received the signed contracts from the vendor, bring them to the SORC Office at least two (2) business days prior to the date of service.
- The contracts **CANNOT** be brought back after the event has already occurred as they will be rejected by the State of Maryland's Accounts office and thus leave your group liable for all costs.

- SORC does not have the authority to make exceptions to this deadline. Contracts are only legally binding if signed prior to the date(s) of service. University staff are prohibited from signing contracts after the date(s) of service and the State of Maryland will not honor contracts signed after the date of service.
- The contract payment process ends the day of your event listed on the contract. After this date, the service is considered rendered, and a check will be mailed to the vendor within 30 business days.
- Notify SORC immediately if you believe the contract has not been fulfilled based on the terms of the contract so that payment can be suspended while the university determines whether the individual/vendor should receive part or all of the payment.

## Purchase Orders

### **What is a Purchase Order (PO)?**

- A Purchase Order is a promise to an individual/vendor that they will receive payment from the State of Maryland within thirty (30) days of receiving proof (an invoice) that the items/goods were received.
- PO's are used to initiate payments to off-campus vendors for the purchase of products that will be kept by the group.
- Examples of when you should submit a Purchase Order Request are:
  - Office supplies
  - Decorations/costumes/supplies for an event
  - Subscription for a continuous service
  - Marketing materials

### **Purchase Order Guidelines**

- Purchase orders require a minimum of five (5) business days' notice.
- The university is a tax-exempt organization so purchases made with university funds are exempt from most sales taxes.
- Prior to submitting a PO request, contact the vendor to ensure that they accept PO's as a form of payment.
  - If the vendor does not accept PO's, submit a Purchase Order Request through the SGA Financial Officers TerpLink page and, in place of submitting a W-9, submit a document requesting that SORC work with the vendor to arrange alternative forms of payment.
- You will need a signed W-9 form from your vendor unless you have worked with that same vendor during the current academic year. This is to ensure that the information is up-to-date and that there are no delays in payment.
- To begin paying a vendor with a PO, you will fill out and submit the "Purchase Order Request" form found in the [SGA Financial Officers](#) page in TerpLink under "Forms".
- You will need to provide the following information on the form:
  - Detailed description of the items/services that you are paying for.
    - Be as detailed as possible. If using SGA funds, SORC staff must determine whether the funds are being used in accordance the SGA approved budget and line item.
  - Program Name and Line Item
    - The Program and Line Item can be found in your approved SGA budget.



- Your approved budget can be found under the “Finance” tab within your group’s TerpLink page.
- Detailed list of the item(s) to be purchased
- Date that items are needed
- Plan as far ahead as possible to ensure that you receive your items when needed. Keep in mind both SORC’s processing time, shipping times (if items need to be shipped to your organization) as well as the possibility that desired item(s) may not be available/in stock.
- Upon successful completion and submission of this form, your group will be emailed a PO within three (3) business days.
- The PO can then be taken to the vendor and will serve as your payment.
- FYI: Purchase Orders over \$5000 are NOT easily approved by the university and if they are, it can take at least 30 days just to process! Do not expect to receive this PO within 3 business days.
- Obtain an invoice from the vendor and EMAIL the invoice to SORC ([sorcfinance@umd.edu](mailto:sorcfinance@umd.edu)).
- Your vendor will not receive payment until SORC has received an official invoice.
- Invoices must contain certain information for the payment to be approved. Use the [Sample Invoice](#) below as a guide which should be forwarded to the vendor to ensure compliance.
- Failure to provide an invoice could result in the suspension of your organization’s account and/or loss of future funding from the SGA.
- The vendor will be mailed a check from the State of Maryland thirty (30) business days after the Accounts Payable Office receives the invoice.



The invoice must include:

- The word “invoice”
- The vendor’s name and remittance address for payment.
- The name and address on the invoice must match the address on the W-9 or they will be rejected by the university’s Accounts Payable Office delaying payment to the vendor
- University of Maryland as the “Bill to” address, using Accounts Payable’s address, as shown on the sample invoice above
- The date the invoice was generated
- A breakdown of items purchased or services rendered with unit and cost • A total cost

### Items Purchased with SGA/SGR Funds

Items purchased with University funds are property of the University, whether your items were purchased with SGA funds or with SGR and, as such, have policies related to their use, storage and disposal:

- If purchased items are being shipped to your organization, they cannot be delivered to personal residences including residence halls, and due to space limitations, they cannot be delivered to SORC.
- Unless otherwise approved by SORC, items must be shipped to the university’s Physical Distribution Center. Directions and contact information can be found in the **Physical Distribution** section of this manual.
- Items must be stored on-campus (excluding residence halls).
  - SORC provides free locker rentals for registered student organizations where you can store purchased items. For information on applying for a locker, contact SORC at [sorc@umd.edu](mailto:sorc@umd.edu).
- To dispose of items that are outdated, worn, broken or simply no longer needed:
  - Items considered one-time-use items or with no practical or monetary value can be disposed of by the group without approval.
  - There is no comprehensive list of items that would fall into this category but would include:
    - Office supplies such as paper, pens, staples/staplers; decorations; plastic cutlery; marketing items such as flyers or posters.
  - Contact SORC ([sorcfinance@umd.edu](mailto:sorcfinance@umd.edu)) with any questions to determine if an item can be classified as one-time-use.
  - All other items **MUST** be reported to the university through the Terrapin Trader Department to determine the appropriate disposal method.
  - Group must complete the Terrapin Trader Surplus Property Release Form (see Addendum A).
    - Email the completed form to SORC ([sorcfinance@umd.edu](mailto:sorcfinance@umd.edu))
    - Terrapin Trader will determine whether it has resale value.
    - If item(s) has/have no resale value, Terrapin Trader will dispose of the item(s).
    - If item(s) has/have a resale value, Terrapin Trader will arrange for the sale.

- Proceeds from the sale, minus Terrapin Trader processing fees, will be credited to the student organization's account.
- Donating items to Not-For-Profit Entities
- Items may be donated to Not-For-Profit entities but the donation must still be facilitated through Terrapin Trader.
- Groups must still complete the Terrapin Trader Surplus Property Form and note in the email to SORC that you wish the items to be donated.
- Once approved by Terrapin Trader, the item(s) can be given to the entity which will, in turn, need to validate receipt of the item(s) on their letterhead.
- The receipt should be emailed to SORC who will forward it to Terrapin Trader.

### **Physical Distribution Center**

- As stated previously, items purchased with student organization funds that are being shipped **MUST** be shipped to the University's Physical Distribution Center.
- Student groups are responsible for picking up items in a timely manner. Failure to do so could result in suspension of access to existing funds and/or eligibility for future funding from the SGA.

Address:

The Severn Building 5245  
Greenbelt Rd.  
Docks 5-10  
College Park, MD 20742

### **Directions:**

The Physical Distribution Center is located on the East side of route 1 (the opposite side from the academic campus).

1. Go north on U.S. Route 1 and make a right turn onto Greenbelt rd.
2. Continue East on Greenbelt Rd. approximately one half mile to the entrance on the right.
3. Take the 1st left after you enter the parking area, follow the road to the end and park near the fuel tanks.
4. Go up the steps to enter the building and follow the signs to Terrapin Trader.

Hours and Contact Information

Monday through Friday 8:00am - 4:30pm  
301.405-5851

Website: <https://www.purchase.umd.edu/directions.html>

# Travel

Effective Fall 2017, student organizations using SGA or SGR funds for travel-related expenses will be required to complete an online training.

- Travel-related expenses include:
  - Rental of university-owned vehicles
  - Airfare
  - Charter bus rental
  - Trains
  - Out-of-state conference/registration fees - even if NOT using SGA/SGR funds for the travel expenses
- The [University of Maryland's Travel Policy](#) and [Driving Rules for University of Maryland Vehicles](#) governs travel for activities or events that are sponsored by a registered student organization and authorized by the University of Maryland.
- Travel authorization requests must be submitted and approved prior to travel so the university can properly manage liability issues for student organization travel and ensure compliance with university travel policies.
- Student organization travel must relate to the purpose of the organization and comply with the policies outlined in the required training and in this manual.

## Planning the Trip

- Complete the Travel Training for Student Organizations as far in advance as possible.
  - The Travel Training can be found under “Documents” in the SGA Financial Officers page of TerpLink.
  - Students must have completed the SGA Financial Officers training and be given “Certified Financial Officer” status to be able to access the Travel Training.
  - See “SGA Financial Officers” section of this manual for more information.
- Collect “Emergency Contact Information” for all student travelers PRIOR to submitting the Travel Request.
  - Submit a Travel Request to SORC a minimum of ten (10) business days in advance of the trip.
- Submit all required supporting documentation a minimum of five (5) business days in advance of the trip.

## Travel Guidelines

- Submit the Travel Request form in the SGA Financial Officers page of TerpLink a minimum of ten (10) business days in advance.
- Submit all required supporting documentation a minimum of five (5) business days in advance.
- Information required for **all travel requests** include:
  - Name(s) and “Emergency Contact Information” for all travelers
    - The “Emergency Contact Information” form can be found under “Forms” in the SGA Financial Officers page of TerpLink.
  - Travel Dates
  - Destination(s)
  - Number of people traveling
  - Detailed itinerary
  - Lodging arrangements and EXACT address for lodging.
  - Purpose of the trip
- For travel expenses above \$5000:
  - University policy requires the following for travel expenses over \$5,000:
  - They must be submitted a minimum of thirty (30) calendar days in advance
  - Cost quotes from at least three (3) companies for the desired expense including the preferred provider.
  - A detailed explanation from the student organization as to why they wish to use the preferred provider.
    - While cost is usually the deciding factor when choosing a travel provider, you should provide all other reasons for choosing that provider such as their ability to meet the specific needs of the organization, customer reviews, location (if funds are being requested for lodging, the location of the lodging relative to the organizations’ activities or safety concerns of the surrounding community) or any other relevant information.

## **RENTAL OF UNIVERSITY VEHICLES (Motor Pool)**

Groups that have been allocated funds from SGA for vehicle rental or have SGR, are able to rent university-owned vehicles from [Motor Pool](#) through SORC. Vehicles are typically used for group trips, or for temporary transportation needs such as picking a speaker or performer up from the airport. Vehicles cannot be used for non-group related purposes.

## General Information

- The university has a fleet of vehicles including 4 and 6 passenger cars as well as 7 and 12 passenger vans.

- Student organizations are eligible to rent University-owned vehicles for trips related to the mission of the organization.
- SORC cannot guarantee vehicle availability. University vehicles are utilized by the entire campus community and there is a limited inventory. Groups are encouraged to submit vehicle requests as far in advance as possible but no less than ten (10) business days in advance.

**Driver Eligibility - To be approved to drive a university-owned vehicle, each student:**

- Must be currently enrolled student or university faculty or staff member.
- Must be at least 18 years of age.
- Must have valid Driver's License and less than six (6) points on their license.
- Must complete a Driver Acknowledgement Form.
- Drivers are financially and personally responsible for any traffic violations or fines, and/or vehicle damage.

**Motor Pool Guidelines**

- Submit the "Travel Request Form" under "Forms" in the SGA Financial Officers page of TerpLink.
  - DO NOT contact Motor Pool directly.
  - Requests are processed within two (2) business days of your submission.
- You will need to provide the following information on the form:
  - Date and time of vehicle pick-up
  - Date and time of departure
  - Date and time of return
  - Total number of passengers
  - Trip Itinerary
  - Total roundtrip mileage
  - Type of preferred vehicle
  - Number of vehicles needed
  - Destination
  - Purpose of trip
  - Lodging including the EXACT address for the lodging establishment
  - Name and UMD email address for each driver
- SORC will review the request within two (2) business days.
- Once the Travel Approval Request has been approved:
  - The submitter will be emailed a link to the "Emergency Contact Information" form which can be found under "Forms" in the SGA Financial Officers page in TerpLink.

- Each driver listed on the Travel Approval Request form will be emailed a link to the Driver Acknowledgement Form.
- Each driver will then need to bring their license to SORC to provide a copy of their driver's license.
- The Driver Acknowledgement Form for each student is valid for the current academic year.

### **Cost information**

- The actual cost of the vehicle rental is based upon the actual mileage of the trip.
- SORC will receive an invoice for the actual charges within 30 days of the reservation.
- In the event that the actual cost exceeds the amount allocated, your group will be forwarded the final invoice.
- Your student organization will be responsible for paying any amount over your allocation by writing a check made payable to "University of " and dropping it off at the SORC office which will be deposited into your KFS account to cover the overage.
- Failure to pay the balance by the date indicated in the email will result in your organization being referred to the SGA Audit Committee and could result in the suspension of your SORC account and/or the ability to apply for future funding from the SGA.

### **Responsibilities and Liabilities**

- In the event of an accident:
  - All accidents are to be reported to the Police immediately.
  - In addition, all accidents must be reported to Motor Transportation Services at 301.405.5482.
  - All accidents must be reported even if another vehicle is not involved or there are no apparent injuries or damage.
  - An accident report must be obtained from the Police having jurisdiction where the accident occurred.
  - Motor Transportation will provide the group with an accident report form that must be completed and returned to SORC IMMEDIATELY upon the organization's return to campus.
- The student driver assumes personal responsibility for any fines or traffic violations incurred while driving the university vehicle.
- While university vehicles are insured, there is a \$1,000 deductible for any damages that occur during the course of the rental and student drivers are potentially responsible for that deductible.



- University funds CANNOT be used to pay for fines, traffic violations and/or damage to vehicles.

## **AIRFARE**

### **General Information**

- While the university is tax-exempt, they are not exempt from other applicable fees related to airfare.
- Since university funds are being used to cover the expense, airline reward accounts for the individual student cannot be used nor can SORC set-up an awards account to obtain discounts or benefits.
- SORC cannot guarantee that the final cost will be equal to the amount originally provided to SORC as airfares change constantly. SORC staff will do their best to secure airline reservations as quickly as possible after receiving the initial request. If the final amount is less than the amount provided in the Travel Approval request, SORC will proceed with confirming the reservation. If the final amount exceeds that amount, SORC will contact the group before proceeding.

### **Submitting a Travel Request for Airfare:**

- Submit the "Travel Request Form" found under "Forms" in the SGA Financial Officers page of TerpLink.
- You will need to provide the following information on the form:
  - Flight details which should include the website to purchase the airfare, the flight number, the departure and return dates and times.
  - Names of each passenger as listed on their Government Issued ID as well as their birthdate and gender.
  - Any additional information required from the airline. It is the responsibility of the student organization to determine exactly what information is required for their specific provider.
  - Maximum amount per person that the group is willing to pay towards the airfare including all applicable fees.
- SORC will review the request within two (2) business days.
- SORC will make the airfare purchase on behalf of the organization and forward the confirmations to the form submitter.
- Once the Travel Approval Request has been approved:
  - The submitter will be emailed a link to the "Emergency Contact Information" form which can be found under the "Forms" tab in the SGA Financial Officers portal.

## Charter Buses

For safety and liability reasons, student organizations must contract with DOTS for their shuttle or charter buses OR work with a university approved travel agency to contract for bus services.

### **If using DOTS:**

- DOTS will provide the student organization with an estimate agreement.
- The estimate must be uploaded to the “Travel Request Form” found under “Forms” in the SGA Financial Officers page of TerpLink.
- SORC will review the request within two (2) business days.
- Once the Travel Request Form has been approved:
  - SORC will email the signed agreement back to the form submitter.
  - The submitter will also be emailed a link to the “Emergency Contact Information” form which can be found under the “Forms” tab in the SGA Financial Officers portal.
  - The signed agreement can then be submitted to DOTS by the student organization to confirm the reservation.
- Students do not have the authority to sign any agreement where university funds are being used to cover the expense.

## Trains

Groups may use their SORC funds to pay for train transportation costs.

### **General Information**

- SORC cannot pay for Washington Metro (subway) expenses
- SORC can pay for Amtrak reservations
- All other expenses related to train travel expenses will be reviewed by SORC on a case-by-case basis

### **Train Fare Guidelines**

- Submit the “Travel Request Form” found under “Forms” in the SGA Financial Officers page of TerpLink.
- You will need to provide the following information on the form:

- Train reservation details which should include the website to purchase the train fare
- The name of the train route (if applicable)
- The departure and return dates and times
- Any other relevant information necessary to finalize the reservation.
- Any additional information required from the provider or that you wish to provide to SORC to assist them with the reservation.
- It is the responsibility of the student organization to determine exactly what information is required from their specific provider.
- SORC will confirm the payment directly with the travel agency and forward the confirmation(s) to the form submitter.
- The submitter will also be emailed a link to the “Emergency Contact Information” form which can be found under “Forms” in the SGA Financial Officers page in TerpLink.

## **Hotels/Lodging**

While SGA funds CANNOT be used to pay for hotels/lodging expenses, groups can use their SGR.

- Prior to submitting a “Travel Request Form”, groups must first contact the desired hotel/lodging provider to determine their reservation and payment methods (Review the following sections for more details).

### **Payment Methods**

- Third Party Payment – Most lodging establishments allow student organizations to make the reservation directly and allow for a third party to take care of the payment. In this case, they will provide the group with a Third Party Payment form which should be uploaded to the Travel Request form along with the confirmation provided by the hotel/lodging.
- If the lodging establishment requires payment at the time that the reservation is made.
  - Website reservations – Group must provide a link to the website as well as any other information required by the lodging to make the reservation on their behalf. This should be included in the Travel Request form.
  - Phone reservations – Group will need to make an appointment with a SORC staff member. A request for an appointment can be made through the Travel Request form.

### **Hotels/Lodging Guidelines**

- Submit the “Travel Request Form” found under “Forms” in the SGA Financial Officers page of TerpLink.

- You will need to provide the following information:
  - If the reservation has already been made and you are requesting that SORC take care of the final payment:
    - Upload a copy of the Reservation agreement
    - Upload a copy of the Third Party Payment form
    - Review the Third Party Payment form and provide any other information that needs to be provided on the form
  - If the reservation needs to be made by SORC Financial Services staff:
    - Link to website to make the reservation OR
    - Phone number for lodging establishment to make the reservation
    - Start and end date of reservation
    - Number of rooms and type (if applicable)
    - Name(s) of all students
    - **Any other information required by the lodging establishment to confirm the reservation. It is the responsibility of the student organization to contact the lodging establishment ahead of time to confirm what information is required to finalize a reservation.**
  - SORC will review the request within two (2) business days.
  - Once the Travel Request Form has been approved:
    - The submitter will be emailed a link to the “Emergency Contact Information” form which can be found under “Forms” in the SGA Financial Officers page of TerpLink.

## Conference/Registration Fees

### General Information

- If SORC funds are being used to pay for out-of-state conference or event registration fees, SORC is required to obtain travel approval through the university regardless of whether SORC funds are being used to pay for the travel expenses related to the activity.
- Out-of-State is considered any activity occurring outside of Maryland, Washington DC or areas of Virginia not served by Metro.

### Conference/Registration Fees Guidelines

- Submit the “Travel Request Form” found under “Forms” in the SGA Financial Officers page of TerpLink.
- You will need to provide the following information on the form:
  - A link to the website

- o If the conference/registration cannot be completed on a website, the group must provide SORC with detailed information on the registration and payment method.
  - o All required information needed to complete the conference/registration request
  - o Groups should review the required information in its entirety to ensure that they are providing SORC with all of the information needed to take care of the conference/registration payment on behalf of the organization.
- SORC will review the request within two (2) business days.
- Once the “Travel Request Form” has been approved:
- The submitter will be emailed a link to the “Emergency Contact Information” form which can be found under “Forms” in the SGA Financial Officers page in TerpLink.

# Line Item Transfers

Line Item Transfers provide your organization the opportunity to receive approval from the SGA Finance Committee to use SGA allocated funds in a manner different from what they were originally approved for. For example, you may have funds left over from an SGA funded program or your original program had to be canceled so you can request to use those funds for a new program or purpose.

Line item transfer requests are submitted to, and reviewed by, the SGA Finance Committee and allow student groups the opportunity to transfer some or all of the funds allocated by the SGA Finance Committee to another program and/or line item.

There are three types of Line Item Transfer Requests:

- Type I provides for moving funds from one program to another while keeping the same/original line item
- Type II provides for moving funds from one line to another while keeping the same/original program
- Type III provides for moving funds from one program to another program into a different line item

## Line Item Transfer Guidelines

- Line Item Transfer Requests are reviewed by the SGA Finance Committee using the discretionary guidelines and documentation requirements as noted in the Manual on Financial Affairs and Discretionary Guidelines which can be found at [ter.ps/sqafinance](http://ter.ps/sqafinance).
- Submit a "Line Item Transfer Request" form which can be found under "Forms" in the SGA Financial Officers page of TerpLink.
  - If you are requesting the transfer of funds from multiple programs, a separate Line Item Transfer Request must be submitted for each program.
- Line Item Transfer requests are forwarded to the SGA Finance Committee for review and can take up to five (5) business days for a decision to be rendered.
- SORC payment deadlines will also be considered to ensure that there is sufficient time for any payments to be approved by the university so requests should be submitted at least five (5) business days in advance of SORC payment deadlines.
- Once a decision has been reached by the SGA Finance Committee, the organization will be notified via e-mail.
  - If approved, the organization will receive an email notification from TerpLink and the funds will be available for use within one (1) business day.

- If denied, the organization will receive an email from the SGA Finance Committee explaining the reason for the denial.
- Groups will then need to submit the appropriate payment request to SORC through the SGA Financial Officers page in TerpLink.

## Overspending and Unapproved Spending

Student organizations should never commit funds from their SORC account without obtaining prior approval from SORC.

### SGA Funds

- SGA requires that the funds be spent in accordance with the approved budget and line item.
- SORC staff review each request to determine if the expense is in line with the approved budget and line item as well as whether the group has sufficient funds to cover the expense.
- Student organizations are solely responsible for ensuring that their funds are spent in accordance with their approved budgets.

### SGR

- SGA guidelines and caps do not apply to SGR.
- Groups are still required to obtain approval from SORC prior to spending any SGR funds to ensure that the expense is permissible under university guidelines and that they have sufficient funds to cover the expense.

### Prohibited Activity

- Paying for on-campus products/services with your KFS number without first submitting an ISR request and getting it approved by SORC.
  - Some on-campus departments do not require the ISR as a form of payment and will accept just your KFS number. Regardless of that, groups are still required to get prior approval before committing those funds by submitting an ISR request.
- Committing funds to an off-campus vendor without first submitting a Purchase Order or Contract request and getting it approved by SORC.

- Some off-campus vendors will accept the promise of payment to provide items and/or services. Regardless of that, groups are still required to get prior approval before committing those funds.

**Prohibited Activity and Sanctions**

- Failure to get pre-approval from SORC for any expenditure
- Committing funds that result in a negative balance to the student organization account.
- SORC will report the prohibited activity to the SGA Audit Committee which could result in:
  - A freeze on your student organization's account
  - Suspension on the ability to apply for future funds from the SGA
  - Removal of SGA recognition



# Transitioning Leadership

Officer Transition Leadership can be difficult, but if properly managed, organizations can have a seamless year-to-year transition. It's never too early to anticipate change in leadership. SORC encourages groups to implement the following to aid in the transition process:

- TerpLink provides unlimited file storage. Keep digital archives of all organization documents under "Documents" in your organization's TerpLink page. Some examples of helpful documents are:
  - Bank account information
  - Tax ID number
  - Meeting notes and agendas
  - Constitution
- TerpLink pages can be used to share successes and challenges the incoming leadership should be aware of, successful fundraising activities as well as ideas or plans for retreats and end of the year activities.
- Updating TerpLink information - Outgoing leaders should renew their TerpLink registration as well as transition incoming leaders to become the appropriate role in the Roster of the group's TerpLink page including president, treasurer, or admin.
- Introduce the incoming president and treasurer to the SORC Financial Services office and website as well as the SGA Finance Committee website.
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## Contact Us

### **SORC Financial Services**

**Student Involvement Suite  
0208 Adele H. Stamp Student Union-  
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**Monday through Friday: 9:00am to  
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