



Student Government Association
Clubsigner Finance Guide
2024-2025

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Source Number

Each club and organization recognized by SGA receives a source number. This number is six digits and will always start with 800XXX. When submitting the Spending Request Form, this number will be used to access the club or organizations' accounts.

Budgeted Fund (130)

All funds allocated to the club or organization during the annual budget process and all supplemental funding. Clubs may only use budgeted money for the items requested and approved in their current fiscal year budget or through supplemental funding.

Fundraised Fund (131)

Funds (cash, check, or collection online using the SGA approved system) collected from fundraising or other revenue-generating operations (i.e. membership dues, event registration fees). Organizations must report all funds earned under their organization's name to the SGA Business Office and deposit it into their fundraised fund within 3 days of collection. Funds collected by an SGA club are counted towards their fundraising requirement.

Donation Fund (310/311)

Donations/gifts from individuals or business. This fund is run by the UVM Foundation. Clubs must consult the Foundation when organizing a philanthropic event. Donations can be made in the form of cash, checks, stocks, and other forms. They can be processed online, by mail, or by phone. Donations received by an SGA club are counted towards their fundraising requirement. This cannot include alcohol or illicit substances.

Additional information on fundraising guidelines and procedures is available on the UVM Foundation website at: www.uvmfoundation.com

Supplemental Funding

Sometimes unforeseen/unbudgeted expenses are incurred. Clubs may use 131, 310, or 311 funds for these purchases or request supplemental funding. The supplemental funding request form can be found on the Finance Committee page on UVMClubs (uvm.edu/Clubs). Allocations are at the discretion of the Finance Committee. All requests for supplemental funding (except for gas and tolls) will require a supplemental hearing.

Collecting Funds

Clubs must deposit any cash or check received from fundraising within 3 days of collection.

Checks must be made out to: University of Vermont. The Club's name should be written on the Memo line. The address to remit payment to is: 590 Main Street, 311 Dudley H. Davis Center, Burlington, VT 05405.

Cash Box may be borrowed and used from the SGA office to collect cash. If distributing or selling food to others on campus, you must have your catering waiver & event submission in UVM Clubs approved PRIOR to picking up the cash box. To pickup a cash box, please email uvmgsa@uvm.edu.

Depositing Checks or Cash: Clubs must email uvmsga@uvm.edu to setup a deposit appointment. During the deposit appointment in SGA, Business Office staff will complete a deposit slip which Clubsigners must bring (in an envelope with the cash or check) to Treasury Services in Waterman 220. There, Clubsigners will place the envelope into the dropbox. Checks cannot be deposited after 90 days.

Spending Funds

A **Spending Request Form** must be completed by Clubsigners for each purchase that clubs would like to make. A separate spending request must be submitted for each Vendor/ Supplier.

Purchases MUST be Tax Exempt unless otherwise specified by the vendor. Information on exemption can be found here: <https://www.uvm.edu/finance/statetaxexemptions>.

Itemized receipts are required at the time of purchase (must include item details, quantity, and total price spent) and sent to uvmsga@uvm.edu.

As a reminder, we cannot pay students (for any services including officiating Club sports games).

Credit Card Purchases can be completed in the SGA office after your spending request has been approved. Purchase appointment details/ link to book the appointment will be given in the approval message.

Purchase Orders (POs) can be opened by selecting “Purchase Order” in the Spending Request Form. A Purchase Order is required for purchases larger than \$2,499, paying an individual for services, paying referees, car rentals, and bus rentals.

Blanket Purchase Orders can be opened by selecting “Purchase Order” in the Spending Request Form and writing “Blanket PO” in the details section. These should be opened for Costco, Market32, Hertz, Enterprise, Lamoille Valley Transport, First Student, and when vendors or individuals will be paid multiple times throughout the year. In the spending request, input the dollar amount for the entire fiscal year.

Travel

An event submission is required for all travel off campus. The event submission MUST be approved before leaving campus.

Training for event submission can be found here: https://www.uvm.edu/sites/default/files/UVM-Student-Government-Association/Trainings/Off-Campus_Event_Approval_Training.pdf

Drivers must be **certified** if they will be transporting any passengers, renting from Hertz, Enterprise, or using an SGA van. To become certified: <https://www.uvm.edu/riskmanagement/driver-training-and-certification>. It requires drivers’ license checks and two trainings to become certified. For those that are certified, but has expired, they can quickly recertify here (<https://www.uvm.edu/riskmanagement/provide-authorization-uvm-risk-management-request-and-review-your-motor-vehicle>).

Hotels may be purchased using the SGA credit card. We have an SGA hotels.com account that clubs may use, or they may choose a different hotel. Clubs should call each hotel booked to ensure that a card does not need to be presented at checkout. If it does, ask the hotel for their credit card authorization form, or send them SGA’s credit card authorization form. Copies of the

SGA credit cards may not be sent to hotels. Please be sure that the hotel is under travelers' names and that they meet the minimum age requirements of the hotel.

Airfare/ Plane tickets may be purchased using the SGA credit card. Please be sure to have traveler names (first and last) ready. The airline may also need birthdates, gender, and the state that club member IDs originate from. This information isn't required by SGA but may be necessary information for some airlines. Please have all information prepared prior to your spending appointment.

Hertz rentals may be purchased by requesting a Blanket Purchase Order be opened at least 4 weeks prior to travel. See above for instructions on opening a Blanket PO.

Enterprise rentals may be purchased by requesting a Blanket Purchase Order be opened at least 4 weeks prior to travel. See above for instructions on opening a Blanket PO.

SGA Van rentals may be granted by filling out the request form. Club accounts will be charged after use.

Travel Accommodations

Funding is available to accommodate the needs of students requiring additional amenities during travel. Grounds for such funding include, but are not limited to, members with disabilities and/or medical conditions, cultural differences, religious practices and mental health. A club-signer, or the member in need of accommodation, can utilize the general Supplemental Fund. A hearing will not be necessary, but the Finance Chair and/or SGA Treasurer may ask for clarification or additional information. Any funds requested for travel accommodation of this kind will not affect the club's fundraising requirement.

Gas Cards

Clubs may use an SGA gas card if they have an approved event, 131 or supplemental funds, and an approved Spending Request Form. To request to use a gas card, please select "Gas card" in the Spending Request Form. In the request, you must input location and dates of travel. Gas may only be purchased using 131 funds or supplemental funding. Be sure to request supplemental funding weeks in advance of your travel.

Food

Food may be purchased by organizations if approved in a spending request. Clubs that received approved food budgets may use 130 funds for approved food purchases, otherwise food must be purchased using 131 funds.

Snacks that are individually packaged may be purchased with 131 funds.

Pizza can be purchased using 131 funds. No tax may be paid (you must call to order), no tip can be paid with SGA card, and nothing other than pizza can be purchased.

Costco shopping is allowed for club food purchases with 131 funds. However, a blanket PO must be opened at least 3 weeks prior to shopping.

Market32 shopping is allowed for club food purchases with 131 funds. However, a blanket PO must be opened at least 3 weeks prior to shopping.

Catering waivers are required when using a caterer on campus or for bake sales. Proof of the approved waiver should be uploaded to the Spending Request Form. The waiver can be submitted in EMS. Have a question about EMS? Call 802-656-5667 or CampusEvents@uvm.edu. Guidelines here: <https://www.uvm.edu/eventservices/catering-guidelines>.

Student Meals cards are available for travel. Please email sgapayments@uvm.edu with location and dates of the trip, how much money per student is requested, and a roster of the first and last name of each student as well as their birthdates. This should be sent at least 3 weeks prior to travelling.

Reimbursements

SGA Business Office will not reimburse organizations unless it is an extenuating circumstance. Organization members who spend their own money without prior approval from the SGA Business Office do so knowing that they will not receive reimbursement from SGA. The only exception to this policy is in times of emergency when safety is at risk. In those extreme circumstances, a meeting should be set up with the SGA Business Office immediately upon return.

Resources

For additional documents or resources, please visit the SGA [Clubsigner Support Hub](#) in UVM Clubs.

For any additional questions, please contact the Finance Committee or SGA Treasurer via email (sga.finance@uvm.edu) or the SGA Business Office via email (uvmgsa@uvm.edu or sgapayments@uvm.edu).