

# Finances

Student Organizations



## **Campus Wide**

Organizations open to all students regardless of school or program

## **Affiliated**

Organizations connected to only one program, school, or college

## **Associated**

Organizations connected to a local, state or national organization and have been recognized as a chapter at CU Anschutz



# Requesting Funds

from Student Senate



## 01

Campus-wide and affiliated registered organizations are eligible to allocate money from the Student Senate. The Student Senate shall determine the amounts of funding available to any organization receiving funds.

## 02

Funding must be used to enhance educational and University experiences. Programs and/or activities that are open to the whole student body will have priority over those that are not.

Inappropriate uses of funds include credit given academic activities, personal items, and non-education or non-university natured.



# Professional Development Assistance

The Student Senate is reorienting the allocation of activity fees to fund University experiences. Because of this, projects like the Professional Development Assistance awards that historically reimbursed students for conference registration fees are no longer available. Funds will now be primarily disbursed to support educational events occurring at our University.

# Requesting Funds

from Student Senate

## Procedures for Obtaining Funding

1. Follow guidelines for "recognition" as put forth in Organization Recognition Policies and Procedures

2. Organizations must submit paperwork including detailed description of intentions for funds, who will manage them, and how you will manage them, by the priority deadline, if applicable, to receive priority. If the funds are to be used for events, please include estimated dates and locations.

2a. Fill out the purchasing form to include all items, costs, and vendors.

3. The form will be reviewed and voted upon by the student senate at their bi-weekly meetings.

4. Student Senate will inform the student org of the decision after their bi-weekly meeting.

A. Student Senate will also inform the Student Affairs Business Manager of the allocated funds.

# Requesting Funds

from Student Senate

## Procedures for Obtaining Funding

5. If granted money,

1 Campus wide student organizations will be responsible for submitting all Senate approved purchasing requests to the Student Affairs Business Manager, Ariel Redell [ariel.redell@cuanschutz.edu](mailto:ariel.redell@cuanschutz.edu), with the Purchasing Request form.

2. Purchases must not go over the Senate approved dollar amount (including S&H costs).

3. All purchasing requests must be submitted to the Student Affairs Business Manager at least 3 weeks prior to the event (depending on the type of request, some items may take additional time to process i.e., branded materials, etc).

# Requesting Funds

from Student Senate

## Procedures for Obtaining Funding

5. If granted money,

1. Affiliated student organizations will be responsible for submitting all purchasing requests to their responsible office.
2. Purchases must not go over the Senate approved dollar amount (including S&H costs).

3. The responsible office will reach out to the Student Affairs Business Manager, Ariel Redell [ariel.redell@cuanschultz.edu](mailto:ariel.redell@cuanschultz.edu), to request the Student Senate SpeedType, which will be used to complete approved purchases.

4. The Student Affairs Business Manager will also require an itemized invoice or receipt related to the approved purchases.



# Donations & Contributions



Recognized student organizations shall not donate university funds, including monies generated from fundraising activities, as a contribution or charitable gift to any organization.

This does not include donations to non-profit organizations when (1) the donation is directly related to achieving the university's educational, research, or public service mission and (2) the donation has been approved in advance by the Vice Chancellor. See the Administrative Policy Statement titled: "Donations."

Student Organizations may except donations. Tax deductions are not available to donors. Student Organizations are not considered non-profit.



# External Financial Assistance

Campus Wide and Affiliated students Org Only

May apply for financial assistance in the form of an award from external organizations, like a foundation, community civic group, or local business, may do so using the related identifying information of the university (e.g. tax identification number, etc.). When an organization secures an award, the check should be made payable to the “Regents of the University of Colorado” and deposited according to university fiscal rules and policies. Please refer to your department's business manager for help.



# Depositing Funds

## **Campus Wide and Affiliated student organizations:**

shall deposit into one or more of the organization's advisor or department's university accounts in accordance with campus fiscal policies. Funds will be deposited into a speedtype and managed by their department and the student organization treasurer. Student organizations may not deposit monies into any bank account outside of the university. Please work with your advisor and department business manager to manage.

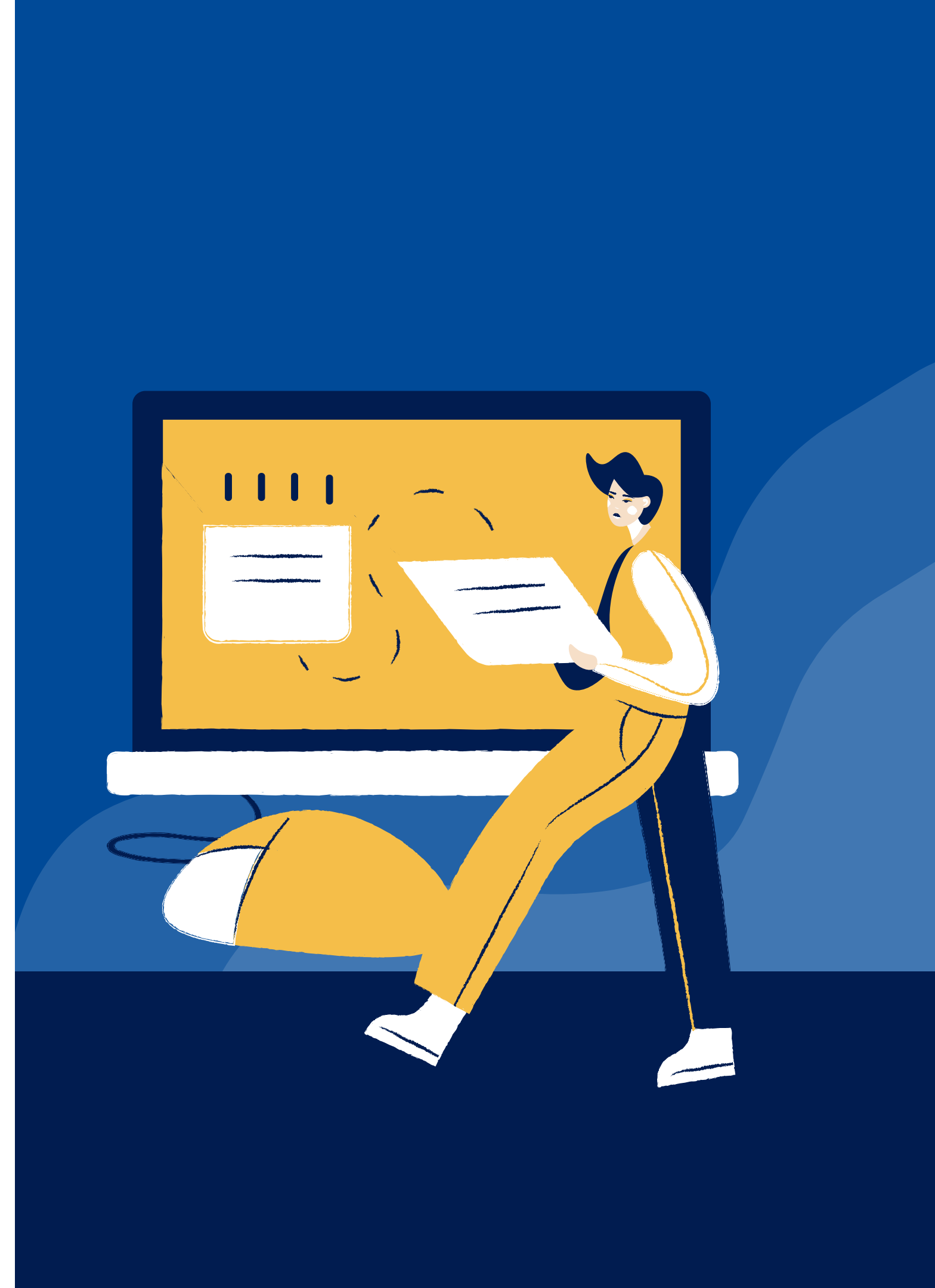
## **Associated student organizations:**

are not permitted to deposit funds with the university. Therefore, if an account is necessary, the associated student organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts.

# Collecting Funds

**You can only collect funds electronically and with a credit card.**

- Electronically collected funds can be set up through a website. You will need to provide a speed type (that recognizes revenue) and account number. Work with your department to access these account numbers.
  - Email the Student Engagement Coordinator, [Katelyn.martin@cuanshcutz.edu](mailto:Katelyn.martin@cuanshcutz.edu), to setup the registration and collection of funds.
  - or
  - Email the office of communications to set the registration and collection of funds, [communications@cuanschultz.edu](mailto:communications@cuanschultz.edu).
- Your advisor will need to be present if collecting funds electronically in-person.
  - If collecting funds electronically in-person, you can rent iPads from Student Affairs.
  - Email Student Engagement Coordinator, [Katelyn.martin@cuanshcutz.edu](mailto:Katelyn.martin@cuanshcutz.edu), to rent the iPads from Student Affairs.



# Purchasing



If your organization is interested in purchasing an item there are two ways to start your purchase. For the lowest cost and for on-time arrival, the purchasing process should begin at least 4+ weeks before the date required. Please do not contact the Procurement Department on your own.

# Purchasing – Campus wide student organizations

Do NOT purchase any items yourself.

## **If granted money,**

Campus wide student organizations will be responsible for submitting all Senate approved purchasing requests to the Student Affairs Business Manager, Ariel Redell [ariel.redell@cuanschutz.edu](mailto:ariel.redell@cuanschutz.edu), with the Purchasing Request form.

- Purchases must not go over the Senate approved dollar amount (including S&H costs).

All purchasing requests must be submitted to the Student Affairs Business Manager at least 4 weeks prior to the event (depending on the type of request, some items may take additional time to process i.e., branded materials, etc).

## **If you have already have funds,**

Campus wide student organizations will be responsible for submitting the purchasing form to the Student Affairs Business Manager, Ariel Redell [ariel.redell@cuanschutz.edu](mailto:ariel.redell@cuanschutz.edu).

- Purchases must not go over the amount in your account (including S&H costs).
- All purchasing requests must be submitted to the Student Affairs Business Manager at least 3 weeks prior to the event (depending on the type of request, some items may take additional time to process i.e., branded materials, etc).

# Purchasing – Affiliate student organizations

## **If granted money,**

Affiliated student organizations will be responsible for submitting all purchasing requests to their responsible office.

- Purchases must not go over the Senate approved dollar amount (including S&H costs).
- The responsible office will reach out to the Student Affairs Business Manager, Ariel Redell [ariel.redell@cuanschultz.edu](mailto:ariel.redell@cuanschultz.edu), to request the Student Senate SpeedType, which will be used to complete approved purchases.
- The Student Affairs Business Manager will also require an itemized invoice or receipt related to the approved purchases.

## **If you have already have funds,**

Affiliated student organizations will be responsible for submitting all purchasing requests to their responsible office.

- Talk with your responsible office for instructions.