University at Buffalo Student Association Inc. Finance Handbook

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Article I. General Information

Section 1.01 Definitions
The first step in successfully managing your budget is being able to understand the financial terms used throughout the process.

Advance: An advance is a check drawn prior to receipt of services. Advances are used for situations in which a vendor will not accept a Purchase Order.

Club Budget: The amount of money set aside in SA's accounts and records specifically for one club's use. Also referred to as a club line.

Expenditure: Any money spent from the club's budget through the encumbrance process.

Faculty Student Association: SA's Fiscal agent. May be abbreviated as FSA

Fiscal Year: Refers to the budget year. SA's fiscal year is August 1 to July 31.

General Ledger: Shows SA's entire starting budget by line, including club budgets, and any changes including expenses, revenue, co-sponsorships etc. made to each line throughout the year. The general ledger can be found at https://safe.sa.buffalo.edu/general-ledger.

Net Profit: Net profit is used when a club wants to use a revenue from an event to donate funds to a legitimate not-for-profit organization. It is calculated by subtracting the total expenses from total revenue of the event, thus showing what has been earned (or lost) at a given event. Any revenue remaining after expenses are subtracted from the revenue is net profit, only net profit may be donated.

Non-Charitable Contribution: Money is considered a non-charitable contribution when the money is given to a club and nothing is received in return. Donors will be unable to claim the contribution as a tax deduction on their tax return.

Pre-Encumber/Request: SA uses a pre-encumbrance system. The system verifies that the money is available and proper approval is received before the actual purchase is made. All payments for goods/services need to be pre-encumbered (or requested beforehand) or they will not be paid for through the SA accounts. A club submits their requests in SAFE

Purchase Order (PO): A PO is a guarantee of payment given to a vendor in place of payment at the time of purchases.

Receipts/Invoice: A document listing goods or services provided. Receipts/Invoices must be itemized prices and a total cost of goods or services provided. Original receipts/invoices must provide an itemize list and must be turned into the finance department, photocopies are not accepted.

Reimbursement: A reimbursement is repaying an individual when they spend their personal money on club business. Just like any other expense, prior approval and a PO is required.

Requisition: The term to define a new submission on SAFE during the pre-encumbrance process when requesting funds for a purchase.
**Revenue:** New money that comes into a club’s account from an outside source. This can be money collected through ticket/event sales through the Ticket Office, non-charitable contributions, or bake sale money deposited through the SA Finance Department.

**SAFE:** SAFE is an online portal that clubs use to pre-encumber/submit their requests for using their funds. A club is also able to check the status of their requests and send/receive messages with SA Finance through SAFE.

**Services Preformed / Provided:** This type of expenditure occurs when you are paying for services.

**Starting Budget:** The budget approved by the Student Association Board of Directors for the club’s use during the allocated fiscal year. This excludes any rollover a club may receive.

**University at Buffalo Student Association Inc.:** The Undergraduate Student Government of the State University of New York at Buffalo. May be abbreviated as Student Association or SA.

### Section 1.02 Concepts

**Management of Club Funds**

All recognized clubs of the Student Association are assigned unique budget lines. All of the club’s money must be deposited and stored within the Student Association accounts. Any money received must be brought to the Student Association Finance Department (350 Student Union) or Ticket Office.

**The Pre-Encumbrance/Request Process**

#### Step 1: New

Only the Club President and Treasurer will have access to SAFE. Either the club president or treasurer will submit a pre-encumbrance through SAFE and for the request of goods/service. It will say “New” when it is submitted.

#### Step 2: In Process

The Status will change from “New” to “In Process” once a SA bookkeeper reviews the new request and if all necessary information has been provided the bookkeeper transfers the information from SAFE into the accounting software. Please make sure to respond to messages on SAFE to ensure the requisition is processed in a timely manner.

- SA Pro-staff reviews and approves
- SA Treasurer reviews and approves
- SA President or Vice President reviews and approves
- UB Campus Designee reviews and approves
- PO is generated in the system
(c) Rollover

Rollover is revenue that is left over from the previous fiscal year that may be added to the clubs' accounts, provided requirements are met. Note that rollover from the previous year does not count as revenue for the current year and must be used within the fiscal year it is awarded to the club.

Rollover is calculated based on the remaining final balance in a club's budget and the total amount of revenue at the end of the fiscal year. Meaning, if all requirements are met, rollover will be processed in an amount up to the total revenue of the fiscal year. If the remaining balance is less than the total amount of revenue, then a club will receive the remaining balance. If the remaining balance is more than the total revenue, then only the total revenue amount will rollover.

A Permanent Club will receive rollover if they complete the following criteria:

1. Satisfied club requirements for the preceding fall and spring semesters.
   a. Requirements for permanent clubs are 2 club meetings, 2 club events, 2 SA participations, and 2 community service, per semester.

2. Fundraised a minimum of 50% of the club's starting budget.
   a. Any Permanent Club that misses a 2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4 for the year, and fundraises 50% of their budget, are eligible for a maximum of 50% of their rollover.

A Temporary Club will receive rollover if they complete the following criteria:

1. Satisfied club requirements for the preceding fall and spring semesters.
   a. Requirements for Temporary Clubs are 2 club meetings, 2 Club events, 2 SA participations, 2 community service, and 2 fundraising events, per semester.
b. Any Temporary Club that miss a 2-2-2-2 requirement in either semester, but make it up to have a sum total of 4-4-4-4 for the year, are eligible for a maximum of 50% of their rollover.

**Note that Rollover is calculated based on the prior year’s track sheets, so it crucial to accurately complete monthly track sheets in order to ensure that all requirements are completed and are properly documented. Edits more than a month after the initial submission of a track sheets will not be accepted.**

(d) Keeping Track of Your Club’s Account Balance
The general ledger contains all the transactions that your club makes. It takes time for the general ledger to accurately reflect any status changes. The Treasurer for each club is encouraged to keep track of expenses independently in order to have the most up-to-date information as well as ensure there are no discrepancies with the general ledger.

(e) Budget Appeals
The SA Constitution outlines the Budgetary Process for clubs. The SA Treasurer will inform all clubs of the timelines and processes at the beginning of each spring semester each year.

(f) Summer Budget Access
All club budgets are frozen from the last day of classes each spring semester until the satisfactory completion of club orientation each fall semester. Each year the SA Treasurer will inform clubs of the process, timelines, and requirements for clubs to request and be granted summer budget access.

(g) Frozen Budgets
The SA Executive board and SA Council Coordinators have the ability to “freeze” club budgets at any time, if the club fails to fulfill the any requirements and/or violate any policy set forth by the Student Association or the University at Buffalo. Budgets will remain frozen until the reason for the freeze has been sufficiently satisfied. The club executive board will be notified through SAFE when their budget is frozen by the SA Treasurer or Council Coordinator.

Article II. Finance Procedures and Processes

Section 2.01 How to Read the General Ledger?
Use the drop-down menu to select your club’s name. Select the appropriate account (if more than one) and you will be able to view all requests and expenditures of the club.

- **Title:** This is the descriptor given in the request for funds that appears as the main identifier.
- **Description** Breakdown of purchases from description entered into SAFE.
- **Date:** The date that the encumbrance was entered into SAFE.
- **Amount:** The amount that the request was entered for.
Balance: The amount of money that is left in the club’s budget after all transactions have been reconciled.

Budget Adjustment: Changes to the balance of a club account, usually transfers of internal SA money including co-sponsorships, fines, or other monetary changes that are not incoming revenue.

Revenue Adjustment: Changes to the balance of a club account made up of revenue collected by the club.

Section 2.02 Requesting Funds

In accordance with the State University of New York Fiscal and Accounting Procedure for Mandatory Student Activity Fee Programs, we, the Student Association, have set up and use an encumbrance approval system. In accordance with this system all transactions must have prior approval by the SA President, Treasurer and Campus Designee before any money is spent.

(a) How to log into SAFE?

Only club Presidents and Treasurers can access SAFE at https://safe.sa.buffalo.edu/.

(b) Completing the Form on SAFE

Club Event: This is a dropdown menu. If you are putting in a request for an event with other requests, select your event. If this is a new event, select "None" in the dropdown menu. To create an event, go to the ‘Events’ tab under Club Management and select ‘add event’. Fill in the requested information and click ‘save and upload’. The new event should now appear in the dropdown menu when putting in a new request. This function is most useful for events that will have multiple requests as the information provided will be auto filled when the event is selected. Specific information about the request, such as the amount, will then be needed.

Title: This is the descriptor for the request you are putting in, (60 characters). Be specific ex. Event Name, – Vendor, simple descriptor of purchase etc.). **Don’t submit the same exact title for multiple requests for the same event.** An example of this would be two requests for the First GBM, if both are titled First GBM with no other data, this then, makes it difficult to locate the exact request or PO when it is asked for. Instead, enter 'First GBM: Plates and supplies from Wegmans’ and ‘First GBM: Franco’s Pizza’ to assist both the club and Finance Department in locating the requests and POs.
For events, the date inputted should be the event date that corresponds with an attached flyer. For requests that are not associated with an event, input the date the PO is needed by.

**Needed by/Event Date**

**Description:** Provide a brief description of the event and requested funds including an itemized list of what will be purchased.

**Account:** If you have access to more than one account, select which account line the request is for.

**Enc. Date:** This is automatically populated by SAFE when the club President or Treasurer submits the request.

**Amount:** Enter the dollar amount you are requesting. A club is unable to request more than the amount listed on the account line.

**Vendor:** Use the dropdown menu to search for and select a vendor. If you need to request a new vendor that is not a vendor listed, leave the dropdown menu blank and fill in the vendor information. If a vendor is added by the club, a W9 completed by the vendor must be uploaded into the attachments before the request can be processed.

**Pay To:** If using a vendor from the dropdown menu, their information will auto-generate. If entering a new vendor, input the vendor name as it should appear on the check. If you are using a vendor that is not on the vendor list, a completed W9 must be attached to the request before it can be processed.

**Address:** If using a vendor from the dropdown menu, this information will auto-generate. If entering a new vendor, input the vendor’s street address, where the check needs to be mailed.

**City:** If using a vendor from the dropdown menu, this information will auto-generate. If entering a new vendor, input the vendor’s city.

**State/Province:** If using a vendor from the dropdown menu, this information will auto-generate. If entering a new vendor, input the vendor’s State/Province.

**Zip:** If using a vendor from the dropdown menu, this information will auto-generate. If entering a new vendor, input the vendor’s zip code.

**Questions:** Must select “Yes” or “No” to the following questions.

1. Do you need this check in advance?
2. Is this a reimbursement?
Supporting Documentation: Documentation is required and must be uploaded. Acceptable documentation includes, proof that the event is happening such as a flyer for the event with the SA logo, an email to the club listserv, a Facebook post on the club’s page, or a UBLinked event. If services will be provided to the club (hotels, catering, venue, performer), or if the club is requesting an advance check; an official quote or contract from the vendor must also be uploaded. You MUST include a flyer or event documentation with EVERY encumbrance.

Submit Click the blue button on the bottom right corner to submit your request.

Please allow at least 3-5 business days for your request to be approved. If a vendor that is not in the dropdown menu is being used, this may add an additional 1-3 business days to the process.

(c) Co-Sponsorships and Supplemental Funding

(i) Co-Sponsorships

1) A club can transfer funds to another SA Club for a joint event by completing a Co-Sponsorship Form. Co-sponsorship forms are found in the SA Office (SU 350). All co-sponsorships must be approved by the SA Treasurer and are processed through a budget adjustment that takes 1-2 weeks to fully process and may take longer depending on the time of year. All requests for co-sponsorships must be made to the SA Treasurer at least 14 business days prior to the date that the club needs to enter the request. Please allow additional time to submit a request through SAFE after funds become available.

(ii) Supplemental Funding

1) A club who feels it needs additional funding, may complete a Supplemental Funding Request form. All supplemental funding requests are processed through a budget adjustment that takes 1-2 weeks to fully process and may take longer depending on the time of year. Please allow additional time to submit a request through SAFE after funds become available.

a) A club may request supplemental funding through their council coordinator. Clubs should meet with their council coordinator to fill out the supplemental funding request form.

b) A club may request supplemental funding through the SA Board of Directors. Clubs should speak with their coordinator in order to fill out a supplemental request form and be put on a Board of Directors Meeting agenda to make their supplemental funding proposal.

Article III. Making Purchases

Section 3.01 Payment Types
These are some of the different types of expenditures you may incur when making a request to purchase a good or service.
(a) **Purchase Order**

Every approved request for funds is assigned a unique Purchase Order Number (PO). This number is used with many of SA’s vendors to allow clubs to purchases good or services and pay the vendor after they are received. Not all Vendors will accept a PO. It is prudent to check with a new vendor to see whether or not they accept purchase orders before requesting funds in SAFE. When making purchases using a PO:

1. Give the vendor the PO number and/or a copy of the PO in place of payment at the time of the purchase.
2. The Vendor will give you the goods/services outlined on the PO
3. Make sure to get a receipt/invoice from the Vendor. See Section 3.02 for what is an acceptable receipt or invoice.

If a PO is not used, the club should promptly tell the Finance Department so that we may cancel the request. If an unused PO remains in the account, the club will not be able to use the encumbered funds until it is voided. Voiding a PO can take a week or more.

(b) **Advance Check**

This type of expenditure is when a check is given to a vendor before services have been received. The Finance Department requires a minimum of 2 weeks to process an advance check. The process can take longer especially if the club hasn’t submitted all required documentation. A quote from the vendor or signed contract is required to process all advance checks.

After the check is received by the vendor and the services are provided, documentation must be acquired by the club from the vendor to settle the advance. Examples of required documentation are; a “paid in full” invoice or a contract signed by the artist/vendor. For events that clubs are attending proof of the club member(s) attendance may be required, such as, results from a tournament, conference booklet, etc. Required documentation is due to the SA Finance Department within 5 business days of receipt of goods or services, and failure to provide this documentation will result in the club’s budget being frozen.

Only performers that require an advance for over $1,500.00 will be process. These checks will never be mailed out prior to the event. The check should only be given to the performer after they have completed their performance.

(c) **Reimbursement**

A reimbursement is when a club member, after being approved in SAFE, pays for a good or service and is paid back through the club’s budget. Prior approval is required for reimbursements, they follow the same encumbrance process as any other purchase.

The only time reimbursements should be used is after all other options have been exhausted. Reimbursements will not be processed for vendors who accept POs or for goods/services that could be reasonably provided by a different vendor who does accept POs.
Reimbursements need to be set up for the individual that is actually making the purchase. This is done by setting up the individual as the vendor in SAFE. If multiple people are making purchases a request for each individual needs to be set up in SAFE. Include the name and email of the payee (person who is getting the reimbursement) in the “Description” box when entering it into SAFE.

Reimbursements will not be processed if:

1. The club member paid with cash.
2. Proper documentation is not submitted to the Finance Department within 30 days of the event date. SA will void any reimbursement 30 days after the date of the event, if proper documentation has not been submitted. Once a reimbursement is voided there is no guarantee that it will be approved again.
   a. Proper documentation includes a receipt or invoice for the purchase. See Section 3.02 for more information on what constitutes proper documentation.
   b. And proof that the individual on the request is the one that made the purchase.
      i. If paid by personal check, copy of front and back of cashed check (this can be obtained from your bank).
      ii. If paid by credit/debit card the purchase needs to be able to be tracked back to the purchaser:
         1. A Credit Card or Bank statement is required. All information may be blacked out except:
            a. Last four digits of card number and/or account number
            b. Name of cardholder – must match name of person being reimbursed
            c. Charge(s) being reimbursed

Section 3.02 Receipts and Invoices

Invoices and receipts are itemized bills or proof of purchases given to the club by a vendor. Both need specific information on them for the documentation to be acceptable.

Invoices and receipts need to be the original, copies will not be accepted, and should at minimum include the following:

1. Vendor name and information such as address **Only vendor specific, itemized receipts/invoices are accepted!**
   a. Vendor specific itemized receipts/invoices include the vendor name printed or stamped on the receipt/invoice.
   b. SA will not accept a receipt/invoice with handwritten vendor information or a business card stapled to the receipt.
2. Itemized purchase information
   a. A breakdown of the purchase item-by-item with the corresponding price of each item.
   b. SA will not accept a listing of only the total cost.
3. Date of transaction
4. Unique invoice or receipt number
5. Show the transaction was completed (paid)
6. What payment method was used

If the vendor does not issue an invoice or receipt at the time of purchase it is the responsibility of the club to ensure an invoice or receipt is mailed to or received by the SA Finance Department in a timely manner. The club’s budget may be frozen if the club does not submit or arrange for the receipt of the appropriate documentation.

**Important Notes:**

1. Make sure you always ask for an itemized receipt. Prepaid gas receipts are not itemized and therefore are not able to be accepted.
2. A person will **NOT** be reimbursed and/or payment to a vendor will **NOT** be processed if you do not provide a vendor specific itemized receipt/invoice.
3. The receipt/invoice must be brought to or mailed to the SA Finance Department as soon as possible to ensure timely processing.
4. Receipt/invoice is required in order to process the payment for the vendor to be paid.
5. Purchase Orders should be paid within 30 days of receipt of goods/services.
6. Required documentation may be dependent on the information that is printed on the receipt/invoice.

**Section 3.03 Vendors**

SA has vendors that can be found on the drop-down list in the vendor section of SAFE if it is not found within the list you must manual enter a legitimate business/organization and get a W-9 from the vendor in order to use said vendor. This includes a W-9 for every individual that is requesting a reimbursement.

Here is a list of some of SA’s vendors (subject to change):

<table>
<thead>
<tr>
<th>Allied Universal Security Services</th>
<th>Center for the Arts</th>
<th>Robot Market Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon</td>
<td>Franco’s Pizza</td>
<td>Staples</td>
</tr>
<tr>
<td>Al-Ross Screen Printing</td>
<td>Ridge Road Express</td>
<td>The UPS Store</td>
</tr>
<tr>
<td>Alidi Travel</td>
<td>McMaster-Carr Supply Co.</td>
<td>Staples</td>
</tr>
<tr>
<td>Ball Toilets &amp; Septic Service</td>
<td>Metal Supermarkets</td>
<td>Wegmans</td>
</tr>
<tr>
<td>Buffalo Party Rental</td>
<td>Party City</td>
<td></td>
</tr>
<tr>
<td>Campus Tees</td>
<td>Red Roof Inns</td>
<td></td>
</tr>
</tbody>
</table>

(a) **Vendors with Cards**

Once the request for funds has been approved clubs may request the following card for purchases (more will be added as they become available):

1. Wegman’s
(b) **Vendors SA Completes the Ordering For**

Once the request for funds has been approved a SA Staff will place the orders or make the reservations on behalf of the club for the following vendors:

1. Alidi Travel (for flights)
2. Red Roof Inn
3. Enterprise Rent-A-Car
4. Staples
5. Amazon

For Alidi, Red Roof, and Enterprise there is a form on the SA Website that you must fill out and submit so the reservation can be made. SA will use the information on the submitted form to make the reservations. Once the reservation for the club has been made, the details will be emailed to the appropriate club member.

For Staples and Amazon, a screen shot of the shopping cart which shows what the club wants to order needs to be submitted with the request for funds in SAFE. Also make sure to include the standard shipping amount with the request. Once the purchase order is ready a SA representative will place the club’s order using the attached shopping cart. If there are any questions regarding the order, the club will be contacted.

(c) **Party City**

Once the club has an approved PO for a Party City, the club will need to come into the SA Office to complete a Party City request form. Once the club has completed the form it must be signed by a Bookkeeper, Assistant Treasurer, or SA Treasurer. The club then brings the form and a copy of the PO to the 1565 Niagara Falls Blvd Party City (this is only Party City that takes our purchase orders) to make your purchase.

(d) **Hotels**

It is recommended that clubs submit hotel request for funds at least 4 weeks in advance of your hotel needing the advance check for your stay to allow appropriate time for processing.

Most hotels will require an advance check. We will need an accurate quote from the hotel including all taxes and fees. Be sure to ask when the check needs to be given to the hotel, this could range from the checkout date to 30 days before the stay. Use this timeline from the hotel to plan the appropriate time to submit your request for funds.

Clubs budgets can only be used to pay for the base rate of the hotel charge. Any additional charges are the responsibility of the individual club members. If the club incurs additional charges while staying at a hotel and SA receives a bill for the additional charges, SA will freeze the club’s budget until deposit(s) have been made into the club’s line to cover the charges.

(e) **Third Party Rental Sites**

Clubs are not allowed to use third party rental sites such as AirBnB and Home Away because of the inconsistency in the level of services provided (bed bugs, fire escapes, insurance, etc.).

(f) **Flights**

*All flights being paid for using the club’s budget must be booked through Alidi Travel by SA Pro-Staff.* SA will not pay for additional charges incurred including baggage fees and cancellation fees.
fees. If we receive an invoice that includes any additional charges, SA will freeze your club’s budget until deposit(s) have been made into the club’s line to cover the charges. Any airline ticket purchases outside of SA will not be reimbursed.

Section 3.04 Spending Restrictions

Clubs may generally use their discretion when purchasing items for use in furthering the club’s purpose and holding events but the SA Treasurer reserves the right to reject any expenditure that is not a responsible use of the club’s funds or reasonably within their club purpose. Additionally, some items may never, under any circumstances, be purchased.

Section 3.05 Unacceptable Expenditures

The following is a list of general unacceptable expenditures. This is not all inclusive.

(a) Alcohol

Club budgets cannot be used to purchase or reimburse and individual for the purchase of alcohol under any circumstances.

In accordance with the Alcohol Policy, clubs will be allowed to have cash bars at pre-approved events, but no Mandatory Student Activity Fee money can be used for the purchase of alcohol.

(b) Personal Property

Clubs cannot purchase item(s) for exclusive use by one individual club member (jerseys, costumes, helmets, gear, apparel, gear, etc.). All items purchased by the club must be securely stored by the club at large.

(c) Scholarship & Tuition

The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships or tuition assistance.

(d) Sizeable E-Board Gifts

Items or services bought exclusively for the personal use and ownership of club E-Board members shall not exceed $25.00 in value. Complimentary tickets are restricted to the e-board of the club hosting the event. Clubs are encouraged to speak with the SA Treasurer for additional information.

Section 3.06 Club Merchandise

If your club plans on purchasing any kind of club merchandise (t-shirts, sweatshirts, hoodies, uniforms etc.) you must have the Student Association Logo visible. This is mandatory whether or not you use your club budget because you are still representing the SA sponsored club. Failure to do so will result in club sanctions.

Club merchandise will require prior approval by the UB Trademark and Licensing Office if using the University marks and logos which have the ® or ™ symbols. Please refer to the Student Association Group’s Identity Guidelines by visiting http://www.buffalo.edu/brand/resources-tools/style-guides/student-association.html. For any additional questions or concerns contact the UB Trademark office at UBTrademarks@buffalo.edu.

Club budgets cannot be used to purchase merchandise for club member personal use. A merchandise sale is required through the Ticket Office if apparel is for personal use. The only
exception are club uniforms which will require inventory verification at the beginning and end of each semester.

**Article IV. Revenue**

All revenue must be deposited with the Finance Department or the Ticket Office. Clubs are not allowed to keep cash or any money outside of their SA Club Budget. Money must be turned in within 5 business days of an event or collection of revenue. Some examples of revenue are:

1. Non-Charitable Contributions
2. Ticket Office Sales (event tickets, merchandise, etc)
3. Food/Bake Sales
4. Fundraisers through vendors (Blaze Pizza, Panera Bread, Chipotle)
5. Working at SA events, such as concerts, elections, carnivals, etc..., This is the only exception to the non-SA money rule

A deposit log will be kept to track money deposited in the SA Finance Department.

Things that do not count towards revenue are: co-sponsorships from coordinators, co-sponsorships from other clubs, Supplemental Funding Request allocations from the Board of Directors, money that was never deposited, etc.

All new revenue ideas should be brought to the Finance Department to make sure that they do not violate any policies, laws, or university rules and regulations.

**Section 4.01 Food/Bake Sales**

If you are planning on revenue through the sale of foods, you may need to obtain a proper food permit while reserving the space for your event. Food sales cannot be in conflict with something that FSA (Faculty Student Association), also called CDS, produces for sale. For example, you cannot sell pizza because FSA sells pizza. Visit [http://www.buffalo.edu/administrative-services/forms-catalog/facilities/food-service-permit.html](http://www.buffalo.edu/administrative-services/forms-catalog/facilities/food-service-permit.html) for more information.

**Section 4.02 Fundraiser through Vendors**

Some vendors, such as Blaze Pizza, Panera Bread, Buffalo Wild Wings, allow clubs to participate in fundraisers where a certain percentage of the total meal purchased by individuals with the club’s flyers will be donated to the club. All agreements for this type of fundraiser must follow the Contract Policy and must be submitted via the SA Website ([https://www.sa.buffalo.edu/form/contracts](https://www.sa.buffalo.edu/form/contracts)) for proper review and approval.

The check from the vendor must be made payable to the “University at Buffalo Student Association Inc. and the memo on the check should reference the club's name (Example: Women’s Volleyball). All checks should be mailed SA using the information below:

Attn: [Insert Club Name]
University at Buffalo Student Association Inc.
350 Student Union
Buffalo, NY 14260

Adopted August 2019
In order to deposit the check a flyer from your fundraiser will be required, something is usually provided by the vendor.

Section 4.03 Non-Charitable Contributions
For an individual or vendor to give a club a non-charitable contribution they must complete and sign a non-charitable contribution agreement form. Non-charitable contributions turned into SA are not tax deductible, this is spelled out on the non-charitable contribution agreement the contributing party signs. The form can be picked up from the SA Finance Department.

Section 4.04 Giving a Non-Charitable Contribution
Clubs can only donate the net-profit of revenue at an event. This means that once the total cost of the event is subtracted from the total revenue that was made from the event, the remaining amount (the net-profit) can then be donated to a not-for-profit organization.

Total revenue – total cost of event= net profit

If the net profit is calculated at a loss than the club will not be able to donate.

If it is calculated that the club has made a net profit they must enter a request in SAFE in order to give the donation. In addition, a donation agreement to a charitable organization form must be filled out and signed by the receiving organization in order for the donation to be processed. Never verbally agree to donate money. If a club is planning on donating money all advertising materials must be approved by SA before the start of marketing the event. The advertising materials must specify how much and where any net-profits will be donated.

The Mandatory Student Activity Fee allocated to your club as the club's budget, Coordinator Co-Sponsorships, Co-Sponsorships from other clubs, and Supplemental Funding Requests from the Board of Directors may not be donated under any circumstance.

If you advertise that you are raising money to donate to an approved organization and there is a net profit you must make the donation in accordance with your advertising.

Section 4.05 Donation of Goods
Some vendors, organizations, and companies donate goods to SA clubs to help better the quality of the club. Examples includes books, equipment, tools, materials, etc.

A donation of goods will not count as a club revenue event or towards a club's 50% fundraising requirement. All donations must be tracked through and approved by SA. For the club to receive a donation of goods the non-charitable donation of goods agreement must be completed and submitted to the SA Finance Department for approval before the receipt of goods.

Article V. Section 6: Fines
Clubs may be subject to fines for violations of SA policy. Some fines are detailed below:

Adopted August 2019
(a) **Equipment Rental Fines**
SA can provide clubs with equipment at club events and meetings such as, projectors, sound systems, microphones. A full list of equipment can be found SA resources system. If equipment is returned after 12pm on the due date, the following will occur:

1. The first occurrence of lateness: Club will receive a warning and club budget will be frozen until the equipment is returned.
2. Second and Third occurrence of lateness: Club will receive a $75 fine for everyday it is not returned by noon.
3. For occurrences beyond the third of late returns may result in the club’s ineligibility of the use of the equipment and/or continued fines.

When checking out equipment, please verify condition of each piece of equipment with the SA staff member processing the equipment. Clubs are responsible for everything that comes with each rental, including equipment, cables, stands, etc. At the time of return condition of equipment will again be checked by a SA staff member and the club will be made aware of this condition report.

If equipment is returned damaged, broken, or missing any parts, the club will be fined the cost of replacing each item that is broken or missing. In the event the club budget does not have sufficient funds, the club will be placed on probation and their budget will be frozen until deposit(s) have been made into the club’s line to cover the cost. Failure to pay for broken or missing equipment may result in the club being derecognized.

(b) **Vendor Cards**
Clubs will be fined for not returning a vendor card with all receipts corresponding to the use of the card. Both are due before noon on the 2nd business day after the card is signed out for use. Failure to turn in the card, the receipt(s), or both by the due date and time will result in a $50.00 per day, noon being the defining time for lateness each day. Ex: If a card is checked out on Monday, the card and receipt(s) must be returned before noon on Wednesday. If the card is out Thursday the card and receipt(s) need to be returned before noon on Monday.

(c) **Overspending of Purchase Orders**
Overspending more than the PO is approved for is not permitted. There will be fines and/or penalties for exceeding your approved PO amount whether it is on one of SA’s accounts or a different vendor.

Reimbursements will only be processed for the approved PO amount or less, no matter what an individual has spent on behalf of the club.

**Article VI. Undergraduate Student Association Financial Policies**
It is against Mandatory Student Activity Fee guidelines for any Undergraduate Student Association recognized club to maintain an outside bank account, or to perform any other financial transactions outside of their established club budget.

Adopted August 2019
1. All club expenditures must be pre-encumbered through SAFE and the club must have an approved PO BEFORE a purchase is made or ordered. If a club makes a purchase or order that was not pre-approved the Student Association is not responsible for the expenditure, therefore making the purchaser solely responsible for the expense.

2. Clubs requesting for funds must allow at least 3-5 business days for processing before the date the PO is needed. Clubs should note that processing and the timeline of 3-5 business day do not begin until the request is entered correctly and all necessary documentation has been submitted by the club. If the request is incomplete in any way it will not be processed. The message feature on SAFE will be used to request additional information if any is needed from the club. SA reserves the right to extend the timeline at any time due to, but not limited to, high volume of requests being processed, or the server being down.

3. The Student Association Treasurer and Finance Department hold the right to void any request for funds or purchase order at any time.

4. If invoices, receipts, and/or any required documentation for reimbursements are not brought in to the Finance Department within 30 days of the event and/or purchase the request will be voided.

5. All clubs and departments must give receipts for any money received.

6. All money collected by the club must be deposited in the Undergraduate Student Association office or the Ticket Office. If revenue is collected the funds raised must be turned in to the Finance department no later than the 2 business days.

7. All property purchased with through a club's budget is the property of the University at Buffalo Student Association Inc. The SA Treasurer will keep an inventory of all Capital Equipment, items over $500.

8. Food may be ordered for club meetings in proportion to the members attending the meeting. An attendance record may be requested by the SA Finance Department to ensure that there is no abuse of this privilege.

9. As per SUNY Mandatory Activity Fee Guidelines, the Student Association is not allowed to fund any organization whose membership is not open to its constituency; therefore, no exclusive organization can be recognized or receive funding of any kind through the Student Association. All SA clubs must be open for full participation by all undergraduate University at Buffalo Students.

10. The SA Executive board and Council Coordinators have the ability to freeze club budgets at any time, if the club fails to meet or fulfill requirements or violates any policy set forth by the University at Buffalo Student Association Inc., The University at Buffalo, SUNY, or New York State. The club e-board will be notified and the budget will remain frozen until the reason for the freeze has been sufficiently satisfied. This may include the club being placed on probation or being considered for de-recognition.

11. No money from your club’s account may be used to purchase alcohol or pay bar tabs. Open bars are not allowed at any club events. Please see the alcohol policy for more information.

12. After parties, after celebrations, or anything along those lines for any SA event will not be endorsed or supported by SA or any SA clubs. Sanctions for any club violating this rule will be significant.

13. Clubs cannot use “GoFundMe” or similar money-raising tactics (kickstarter, indiegogo, etc…) – The Ticket Office can provide a method to collect donations online through their website.

Adopted August 2019
14. Clubs cannot collect funds using peer to peer transactions or mobile payment services (such as Venmo, Square, Zelle, Google Pay etc.). These are required to be linked to a bank account that does not belong to the club, and is considered to be an outside bank account in which would be in violation of SA and SUNY Policies.

15. Any misuse of an approved PO by purchasing items not approved for the event or exceeding your requested amount will result in penalties. SA will freeze the club’s budget until deposit(s) have been made into the club’s line to cover the charges or club provides confirmation from the vendor of the entire balance being paid.
University at Buffalo Student Association Inc.
Contracts Policy

Article I. Applicability
This Contracts Policy shall apply to University at Buffalo Student Association Inc. (sometimes hereafter referred to as “Student Association” or “SA”) and all clubs recognized by SA. As used in this Contracts Policy, the term “contract” shall be interpreted to include agreements of any nature and promises of any kind (whether or not the word contract appears), including but not limited to agreements that do not involve the exchange of money.

Article II. Signing Authority
a. Clubs may not enter into contracts or undertake legal obligations; only SA itself may enter into contracts.

b. No one shall have a right to execute any contract on behalf of a club or undertake any legal obligation on behalf of a club by virtue of his/her position as an officer, member, advisor or coach of such club.

c. A contract may be executed on behalf of SA only if such contract is executed by the SA Treasurer (or designee appointed by the Treasurer in writing) and either the SA President or the SA Vice President. No SA Officer shall ever be required to approve any contract, and no term of this policy shall be construed to require approval of any contract.

d. Contracts must be reviewed by the University President’s designee, when so required by applicable University policy(ies).

e. The pre-encumbrance process must also be followed with respect to any expenditure before SA may commit to such expenditure in a contract.

Article III. Legal Compliance
No contract entered into by SA may violate, or cause anyone to violate, any applicable federal, state or local law or regulation, State University of New York at Buffalo policy, or SA policy.

Article IV. Reasonableness
All terms of each contract must be reasonable under the circumstances.

Article V. Standard Contract Forms
SA shall utilize, review from time to time, and modify as appropriate, standard form contracts to be used in various situations, including but not limited to the engagement of performing artists, venues and caterers. Use of SA’s standard forms is strongly preferred but not required by this policy, though the SA Officers may require any such form be used as a condition of their approval of any agreement.

Adopted August 2019
Article VI.  **Vendor-Supplied Contracts**
Vendor-supplied contracts must not violate any of the rules of this policy. Further, the following rules shall apply to vendor-supplied contracts:

**Section 6.01 All Essential Terms**
The contract must contain all the terms that are essential components of the deal (for example, and without limitation, a full description of goods or services, price, length of performance, and dates and times for performance or delivery).

**Section 6.02 Deposits**
Contracts may not require SA to pay advanced deposits or (full or partial) pre-payments.

**Section 6.03 Breach**
Each contract entered into by SA should state that in the event the other party alleges a breach by SA, SA must be provided with written notice of the alleged breach and a reasonable opportunity to cure the alleged breach.

**Section 6.04 Notice**
If the contract contains a provision providing for notice, it should state that notice will be sent to the SA Office (350 Student Union) or SA Entertainment (363 Student Union). If the contract provides for email notice, the contract may allow such notice to be sent to the official UB email address of a SA Officer or member of SA’s professional staff.

**Section 6.05 Governing Law and Venue**
Each contract entered into by SA should state that it is governed by the laws of the State of New York, and should designate that the sole and exclusive proper venue for any dispute arising out of the contract shall be located in Erie County, New York.

**Section 6.06 Confidentiality Clauses**
No contract may contain any confidentiality provision that would require SA to violate any law.

**Section 6.07 UB is NOT a party**
The contract must not state or imply that UB is a party to the contract. SA (rather than the club) should be listed as the party to the contract.

**Section 6.08 No Unreasonable Limitations on Vendor’s Liability**
The contract must not contain unreasonable limitations on the vendor's liability for negligence, breach of contract or other wrongful act or omission.

**Section 6.09 Indemnification Clauses**
The contract must not contain any unreasonable indemnification clause binding upon SA. The SA Officers may require the Vendor to indemnify, hold harmless and/or defend SA, the club, the State University of New York at Buffalo, and their respective officers, directors, employees and agents.
Section 6.10 Insurance
As a condition of approval, the SA Officers may insist that the contract require the vendor to provide a certificate of insurance in a reasonable amount listing as additional insureds: SA, the State University of New York at Buffalo, and any other affiliates of either of them as the SA Officers deem reasonably appropriate under the circumstances.

Section 6.11 Term
Contracts and fiscal commitments may not be for a term longer than one (1) year, unless SA shall have the right to terminate the contract (without penalty) upon reasonable notice to the other party at any time thereafter.

Article VII. Method and Dates of Submission
Clubs should submit contracts for review via the following website: www.sa.buffalo.edu/form/contracts. Contracts should be submitted for review at least two (2) weeks prior to the applicable event/activity, whenever reasonably possible.

Article VIII. Exceptions
Subject to Article III and IV of this Contracts Policy, the SA Officers may grant exceptions to Sections 6.02, 6.03, 6.04 and 6.05 of this Contracts Policy if (1) required as a condition of a contract with a league or other recognizing body for clubs engaged in intercollegiate competitions, or (2) necessary or prudent in order to obtain goods or services at a better value (either lower price or higher quality) than would otherwise be available, after reasonable consideration of all risks. The exceptions allowed under this paragraph may be granted by the authorized SA Officers' execution of the applicable contract. The Officers shall never be required to grant an exception.

Article IX. Role of Professional Staff in Review Process
All proposed contracts shall first be reviewed by the SA Administrative Director (or another Professional staff member designated by the Administrative Director), Associate Administrative Director or Entertainment Coordinator prior to execution. All proposed contracts may be submitted for attorney review in the reasonable discretion of any SA Officer or any member of the Professional Staff. If a member of the Professional Staff has concerns about a proposed contract, he/she shall communicate those concerns to the SA Officers, and if a member of the Professional Staff has concerns that a proposed contract presents significant risk to the Student Association, he/she may communicate those concerns to the University President’s Designee, as well.

Article X. Waiver of Liability Agreements
The SA Officers may require participants in SA and club activities to sign waiver of liability agreements as a requirement of participation in such activity(ies). SA shall develop, and may modify from time to time as appropriate, standard form(s) to be used for such purpose.

Adopted August 2019
Club Finance Statement of Understanding

We have been given, read, and understand the Finance Club Handbook. We understand that as an E-board member of ________________________________________________________________, a club recognized through the University at Buffalo Student Association Inc., we are required to uphold all the rules, regulations, and policies outlined in the handbook. We understand that not following the rules in the Finance Handbook could lead to my club being placed on probation, suspension or ultimately de-recognized. By signing below, we swear to do our utmost to follow all rules, regulations, and policies for the betterment of our club and the Student Association.

President:
Signature: ________________________________
Print Name: ________________________________
Date: __________________

Treasurer:
Signature: ________________________________
Print Name: ________________________________
Date: __________________

Vice President:
Signature: ________________________________
Print Name: ________________________________
Date: __________________

Secretary
Signature: ________________________________
Print Name: ________________________________
Date: __________________

RETURN TO THE SA FINANCE DEPARTEMNT BY FRIDAY, SEPTEMBER 6th, 2019

Adopted August 2019