

Student Activities Fee Guidelines

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Introduction

In 1946, President Colgate Darden, recognizing the strong tradition of student self-governance at the University of Virginia, delegated to Student Council the power to recognize all student organizations. In the early seventies, Council began funding student organizations that qualified for funds under the Board of Visitors' guidelines. After a lengthy debate, the Board of Visitors' fundable categories of organizations were first adopted in 1973. The original ten categories were expanded to thirteen and are currently at eleven.

The purpose of the Student Activity Fee (SAF) is to provide financial support for student organizations that are related to the educational purpose of the University of Virginia. As a mandatory student fee, the monies collected by the University for funding student activities are public funds that must be administered in a manner consistent with the educational purpose of the University as well as with state and federal law.

Should you have any questions regarding the procedures contained herein, please do not hesitate to contact Student Council or the VPSAO-Finance office at any time during the year. Suggestions for additions or revisions are welcome and should be directed to the Vice President for Organizations.

Information in this manual has been compiled from the Student Council Constitution and Bylaws and the Board of Visitors Guidelines.

Student Council Vice President for Organizations: studco-vpo@virginia.edu

Student Council Appropriations Committee: cio-appropriations@virginia.edu

VPSA-Finance Office: vpsafinance@virginia.edu

Eligibility for Funds

In order for a student organization to be funded by Student Council:

- The organization must be a Student Council qualified CIO for the current academic year and must also renew its status for the academic year in which it will spend the allocated funds.
- The Organization cannot duplicate the goals or services of another organization that is funded by the Student Activity Fee.
- The organization cannot be in debt. (A CIO must not have any outstanding debts. A debt will be considered outstanding if it is unpaid more than 90 days past its due date.)
- The group must fall into one of the fundable categories as defined by the Board of Visitors' guidelines:
 - Special Status Student Organizations charged by the Board of Visitors;
 - Cocurricular organizations that are not administered by the University departments or units;
 - Club Sports;
 - Student News, information, opinion, entertainment, or academic communications media groups;
 - Cultural organizations;
 - Fine arts organizations;
 - Madison House;
 - Hobby organizations;
 - Groups whose predominate purpose is to present speakers on topics of general interest to the University;
 - the Student Legal Services;
 - Political organizations; and
 - Religious organizations.

The Board of Visitors has determined that fraternities, sororities, honor societies, and special status student organizations not charged by the Board of Visitors are ineligible for funds from the student activities fees. An organization is also ineligible when admission is exclusionary in nature and not open to all students or if membership is restricted by reason of race, religion, disability, national origin, political affiliation, or gender. Notwithstanding these requirements, a student organization may restrict membership based on ability to perform the activities related to the organization's purpose. In determining cases of discrimination, it is not sufficient to look merely to the constitution of an organization but to its actual practices and operations.

Uses of Funds

Purpose

The purpose of the student activity fee is to provide financial support for student organizations that are related to the educational purpose of the University of Virginia. As a required student fee, the monies collected by the University for funding student activities are public funds that must be administered in a manner consistent with the educational purpose of the University as well as with state and federal law.

The SAF is a fee, half of which is collected each semester in addition to the tuition of all full-time students at the University of Virginia. The Appropriations Committee of Student Council allocates these monies pursuant to its own guidelines and those established by the Board of Visitors.

Restrictions on Funds - General Rules

All allocations to students from SAF are subject to applicable restrictions as established by the Board of Visitors, the Student Activities Committee, and Student Council. All fundable expenditures must show a demonstrated need for expenditure to occur and be for some activity that benefits the University community.

Cheapest Alternatives:

In general, Student Council will fund the cheapest viable option for any given expense, unless a more expensive alternative is significantly more environmentally friendly (see “**Renewable Alternatives**”).

This means, for example, that CIOs will not receive SAF funding for the following:

- Items that can be reserved from the University for a lower price
- Space reservations for programs that could be held on-Grounds without charge

External Revenue and Profits:

When a CIO’s combined net savings and revenues (i.e. their combined savings and revenues remaining after accounting for planned non-SAF expenses) exceed \$10,000, Student Council will deduct \$x from their approved funding amount such that their combined net savings and revenues after accounting for the costs of the requested line items not funded with SAF does not exceed \$10,000.

This means, for example, that:

- A CIO with \$20,000 in combined net savings/revenues that requests \$100 in funding can be approved for up to \$0 in funding (\$100 deducted)
- A CIO with \$20,000 in combined net savings/revenues that requests \$9,900 in funding can be approved for up to \$0 in funding (\$9,990 deducted)
- A CIO with \$20,000 in combined net savings/revenues that requests \$15,000 in funding can be approved for up to \$5,000 in funding (\$10,000 deducted)

CIOs may use SAF-funded expenditures to generate revenue provided that all generated funds are kept within and spent on the organization itself. Additionally, any generated funds may not be spent on:

- Firearms
- Drugs or alcohol
- Financial instruments and other speculative investments
- Other expenses that conflict with university policy

Rare exceptions to these rules will be made at Student Council's discretion depending on the organization's explained financial circumstances .

Funding Limits:

During a given semester, an organization may not:

- Request more than \$20,000 of SAF funding
- Be approved for more than \$15,000 of SAF funding

The \$5,000 gap is meant to give CIOs leeway in the event that a significant portion of their requests are rejected.

During a given summer, an organization may not:

- Request or be approved for more than \$3,000 of SAF funding

Ownership of Funded Items:

All expenditures purchased with SAF funds must be maintained, owned, and kept by the organization. It is the responsibility of the organization to track all SAF-purchased items, including their condition and location.

Individuals may not keep any SAF-purchased items. This means, for example, that the following expenses will not be funded:

- T-shirts, uniforms, and clothing that are personalized or kept by individuals
- Awards for members

Price Verification:

Organizations must submit all required information using the current funding request form to Student Council to be considered for SAF funding and respond to any requests for supplementary information.

Any requested expenses not accompanied by definitive proof of the expense's exact price on the funding request form will not be funded. Valid forms of price verification are:

-
- Screenshots of receipts/invoices
- Photographs of receipts/invoices
- Price quotes

Unofficial estimates of prices and URLs are NOT a valid form of price verification.

There are also some item-specific forms of price-verification that must be included:

- For ground travel, organizations must include a Google maps screenshot of the trip route with the distance in miles shown, *in addition* to standard verification for the cost of train/bus tickets where applicable or gas/uber expenses that have already occurred. For gas/uber expenses that have yet to be made, the map screenshot is enough on its own.
- For honoraria to guest speakers, we do not require the traditional price verification outlined above. However, organizations must specify in exact terms who the speaker is, what they are coming to speak about, when they are coming to speak, and an email or other form of communication from the speaker (or someone who represents them, such as a secretary) that confirms the speaker will be coming to the event. Tentative plans do NOT constitute valid price verification.

CIOs must also report all non-SAF revenue streams and expenditures in order to receive SAF funds. See “**External Revenue and Profits**” for more info on non-SAF revenue and expense rules.

Renewable Alternatives:

Renewable, zero-waste, and other environmentally friendly alternatives to expenses will be looked upon favorably and are an exception to the rules listed under “**Cheapest Alternatives.**”

In a similar vein, single-use plastics will not be funded. Please note that the UVA Recycling Office can provide CIOs with compostable plates, cups, and utensils for events with up to 150 attendees, in addition to compost and recycling bins.

Requests Across Multiple Rounds:

Funding for the same expense may not be requested in multiple rounds, unless that expense is repeated (out of necessity) or divided.

For example, suppose every trip a CIO takes costs \$100 for gas. This means:

- The CIO can request \$100 for gas in two separate rounds for two different trips
- The CIO can request \$50 for gas for an individual trip in each of two separate rounds (or some other combination that adds up to \$100, such as \$60 in round 1 and \$40 in round 2)
- The CIO cannot request more than \$100 for gas for an individual trip across multiple rounds (so requesting the trip’s full gas expenses twice is not allowed)

However, CIOs may request funding equal to the difference between the funds approved for them and the funds allocated to them in a previous funding round that occurred within the same school year as the current round. In such a case, CIOs should include the price verification of every expense the funding will be used to cover, and all of these expenses must have been approved in the previous round in question.

Timing of Expenses:

During school-year funding rounds, CIOs may only request SAF funding for activities and events that occur during the school year.

During summer funding rounds, CIOs may only request funding for future activities and events to be held no sooner than one week before classes start and no later than September of the current year, and for any activities and events that occurred during a previous school year.

Restrictions on Funds - Expenditure-Specific

BOV-Mandated Restrictions:

CIOs may not receive SAF funding for the following:

- Honoraria or similar fees for events that are not open to the University community
- Religious activities
- Social entertainment or related expenses
- Direct philanthropic contributions and activities
- Political activities
- Activities which would jeopardize the University's tax exempt status

Food:

All CIOs may be approved for up to \$50/semester in food and food-related expenses for events that pertain to the mission of the organization (such as but not limited to general body meetings, practices, networking events). This does **NOT** include social events.

Food and food-related expenditures will only be funded without restriction when they are a part of one of the following types of events:

- Multicultural events
- Activities *directly* related to the organization's main purpose (e.g. cooking supplies for a cooking club would not be restricted)

In any case, alcohol will not be funded.

Guest Speakers:

Guest speaker amenities will be funded at the following rates:

- \$0.20 per mile travel by car or bus
- \$100 per night lodging (per room)
- \$20 per day for food
- Air and train travel funding rates follow the rates listed under "**Travel**"

CIOs may also request up to \$500 per speaker event for honoraria, with a maximum of \$1,000 per funding round. Honoraria for a guest speaker event will only be funded when the event meets all requirements:

- It is central to the mission of the organization
- It is open to the University community and no admission fees are charged
- Speakers receiving honoraria do not financially support the organization giving it
- The organization provides ample information regarding the speaker's specific purpose and what they will be doing for the organization

Office Supplies:

Office supplies will be funded at the following rates:

- Envelopes (box of 100): \$3.00 per box
- Glue (7 5/8 oz bottle): \$3.00 per bottle
- 1-Hole Punch: \$2.00 per puncher
- Paper Clips (box of 200): \$1.50 per box
- Pencils (box of 20): \$2.00 per box
- Pens (pack of 10): \$2.00 per pack
- PostIt Notes (pack of 6): \$6.00 per pack
- Rubber bands (1/4 lb bag): \$1.50 per bag
- Scissors 8": \$3.00 per pair
- Expo Markers (pack of 4): \$5.00 per pack
- Stapler: \$8.00 per stapler
- Staples (pack of 5000): \$2.00 per pack
- Scotch Tape: \$1.25 per roll/dispenser
- TrifoldBoard: \$8.00 per board
- Whiteout: \$1.50 per bottle
- Masking Tape \$3.00 per roll

Publicity and Advertising:

CIOs are encouraged to utilize the SAF-funded printing and copying services in the Student Activities Center, but for other forms of advertising, CIOs may request:

- Up to \$50 per funding round for event-specific advertising expenses
- Up to \$25 per funding round for general organization advertising expenses

Services:

CIOs will not receive SAF funding for paid wages or salaries;

HOWEVER,

Fees for services that are an essential component of an approved activity may be considered for SAF funding, such as payments to:

- Umpires and referees
- Judges
- Performance-related technicians

Instructors and coaches are not deemed essential to this end.

Any payments towards individuals that financially support the organization making the payments will not be funded.

Any payments towards individuals currently enrolled as students at the university will not be funded due to potential conflicts with financial aid. This does not include reimbursements to students as a part of the process to access already-allocated SAF funds--it only pertains to line-item requests in the initial funding request form.

Subscriptions:

CIOs may receive funding for subscriptions to media-related resources such as but not limited to:

- Digital editing software
- Newspapers and magazines

when the resources are essential to fulfilling the CIO's stated mission and are not personalized. To this extent, CIOs will only be funded one subscription per resource and will be expected to share it amongst their members unless the CIO can justify why multiple subscriptions are needed for members to utilize the resource effectively.

Travel:

CIOs whose main function does not require travel are limited to one major travel request per semester (any request in travel over \$500). Expenses included for travel requests are lodging, gas, airfare, and all expenses related to the event.

Travel expenses for activities beyond reasonable distances or for more members than necessary will not be funded. Travel expenses for non-members will also not be funded unless Student Council deems the non-member travel to be an essential part of an SAF-funded event.

For competitions that require attendees to qualify, funding should be requested once the organization has qualified as it will not be approved beforehand.

Lodging Rates:

- \$100 per night lodging (per room of four)

Ground Travel Funding Rates:

- \$0.20 per mile of travel by car per four persons
 - This applies to gas expenses, Uber expenses, etc.
- \$75 per day per rental car (midsize sedan) or \$100 per day per rental car (passenger van) when approved at the discretion of Student Council
- \$0.20 per mile of travel by bus per person
- \$0.60 per mile of travel by train per person
- Parking-related expenses will not be funded
- See the “**Price Verification**” section for ground travel-specific instructions on submitting price verification - citing the rates outlined above does **NOT** constitute sufficient price verification.

Air Travel Funding Rates:

All airfare requests must be supported by actual quotes from the airline or travel agency. Funding for airfare is subject to the following standards.

Airfare to destinations under 300 miles from the University will not be funded.

Region of Destination and Maximum SAF Contribution (round trip):

- Southeast (\$200)
- Northeast (\$200)
- Midwest (\$275)
- Southwest (\$275)
- West (\$350)
- U.S. Territories and International (\$425)



Miscellaneous Rules:

CIOs may not receive SAF funding for the following:

- Arbitrary allowances for inflation
- Bank charges
- Insurance and security fees, barring those required by University's Event Planning Services
 - a. Proof of this requirement must be presented on the funding request form
- Student Council's Activities Fair table registration fees
 - a. CIOs that cannot afford it should request to have the fee waived during registration
- Supplies to paint the Beta Bridge
- Technological devices and software unnecessary to the mission of their organization.

Applying for Funding

Appropriations Schedule (School Year)

The traditional Appropriations process is structured to provide support to CIOs throughout the academic year. Each semester, there will be three Rolling Rounds with roughly one every month. Each round has the same benefits and stipulations, and CIOs may apply to as many Rolling Rounds as desired.

Rolling Rounds

There are three Rolling Rounds held at intervals throughout the semester. A CIO may participate in as many or as few Rolling Rounds as they would like.

- Rolling Rounds are designed to allow CIOs to request funding for activities and events that are planned during the course of the semester.
- CIOs only have to apply for the rounds in which they need funding.
- Groups will typically have 3 weeks after being informed of their allocation to request payment reimbursement. If a Rolling Round's reimbursement deadline is different from 3 weeks after the date of allocations being posted, the payment/reimbursement requests must be submitted by the established deadline for that particular Rolling Round.

Appropriations Schedule (Summer)

This summer, Student Council is introducing an opportunity for CIOs to get SAF funding in advance of early fall-semester events. Summer funding will occur through one extended rolling round, stretching across July and August.

Summer Funding Round

There is one funding round in the summer, and CIOs may participate at their discretion. Aside from the timeline being longer, the process is otherwise similar to funding rounds during the school year.

- The summer funding round is designed for CIOs to receive preliminary funding for their early fall events proactively, instead of having to wait until the first fall rolling round.
- To that end, CIOs may only request funding for events that will take place in the early fall semester/items that will be used in the early fall semester.
- Groups will typically have 3-4 weeks after being informed of their allocation to request payment reimbursement. If the round's reimbursement deadline is different from 3-4 weeks after the date of allocations being posted, the payment/reimbursement requests must be submitted by the established deadline for that particular round.

Steps of the Appropriations Process

There are several steps to requesting funding. Dates and deadlines for the Appropriations process can be found on the Student Council website.

Submitting a Funding Request

All requests for SAF funding must be submitted using the SAF request form at <https://www.atuva.student.virginia.edu>. Organizations must use the most up-to-date SAF request form that can be found on the Student Council website. Student Council will not consider requests in other formats. Requests are due several days before hearings to allow the Appropriations Committee to complete preliminary reviews of the requests. CIO officers submitting a funding request must pledge on their Honor as to the accuracy of the information presented in the request. All information presented is subject to verification by Student Council. To submit a funding request:

1. Go to your organization's atUVA page.
2. Click "Manage Organization" in the upper right.
3. Click on the three parallel lines to pull out the sidebar menu.
4. Scroll down to the "Finance" section.
5. Click "Create Funding Request."
6. Be sure to select your organization's SAF account and correct funding round.
7. Attach the completed funding request.

Hearings

Once a funding request has been submitted, the Appropriations Committee will contact the requesting CIOs about attending a hearing. Hearings are approximately five to fifteen minutes in length, and will be administered by a panel of Appropriations Committee members.

During the hearing, the Appropriations Committee will gather further information to determine that requested expenses are eligible for funding and to confirm that the information presented in the request is accurate and reflects the needs of the organization. The group's officers will have an opportunity to explain anything that may be unclear in the budget and to stress expenditures that are especially important to the group. At the Committee's discretion, an organization may be called for additional hearings. While a CIO may not be required to attend a hearing for its funding request, the CIO may request a hearing if it chooses.

Deliberations

Once all the hearings are completed, the VPO and the Appropriations Committee leadership deliberate to determine the approved expenses and an allocation for each group. The VPO and Appropriations Committee leadership have discretion in postponing deliberation of any budget without notice to the group.

Allocations

Each group will be contacted with its final allocation by the established date for the funding round. CIOs should note that the amount of allocated funding they receive is most often less than the total of its approved expenses due to limited SAF funding. It is important that CIOs understand exactly how much money it has to spend and on what expenses:

- **Requested amounts:** Organizations request Student Activities Fee funding through Student Council through line-item expenditures. These requests should accurately reflect the needs of the organizations as well the actual costs of the requested expenditures, supported by price verification. The Appropriations committee will review requested funding.
- **Approved amounts:** SAF funding is distributed on a line-item basis. The Committee will evaluate every itemized expenditure by the SAF Guidelines and apply standardized cuts as appropriate. Approved amounts take into consideration past SAF purchases by the organization, less expensive alternative prices for similar expenses, the total amount requested, standard committee rates, and other factors. The committee designates the approved amount of each line-item on the returned budget sheet. This amount signifies how much SAF money Student Council thinks it is appropriate for the organization to utilize for that expense; it does not indicate how much money the organization will receive to spend. The approved amounts on the budget are not finalized until the funding request is officially approved by the Appropriations Committee and the CIO is notified. An organization will not be reimbursed beyond the approved amount for an expenditure. It may request a reallocation of approved funds.
- **Allocated funding:** The actual amount of funding that an organization is given to spend appears on the atUVA platform and is sent as an email to the CIO upon official approval of the request. This amount is calculated by summing the approved amounts from the returned budget and applying across-the-board cuts to achieve the amount of funding available to give out during that round of funding. The allocated amount is almost always lower than the total approved amount on the budget sheet. Total spending by the CIO may not exceed this amount.

Organizations will have to make decisions about how they will spend their allocated funding. For example, if a CIO is allocated \$500 to spend but is approved \$350 for Expenditure A and approved \$425 for Expenditure B, it might choose to:

- Spend \$350 on Expenditure A and \$150 on Expenditure B; or
- Spend \$425 on Expenditure B and \$75 on Expenditure A; or
- Divide the SAF funding any way between Expenditures A and B without exceeding \$500 or the approved amount of either one.

Reallocations

If an emergency or unpredictable expense arises that is not originally budgeted for, groups can complete a reallocation request. Reallocation allows a CIO to reallocate any unused funds for originally budgeted items toward emergency expense.

Groups should send the Appropriations committee a copy of their approved funding request with a column added to represent the amounts they would like to reallocate from and toward the appropriate expenses. The total in Reallocation may not exceed the original approved amount, and CIOs may not spend more than their actual funding allocation. All Reallocation requests must be approved by Student Council. All reallocations are subject to the VPO's discretion. No SAF-ineligible expenditures will be funded. Funds cannot be reallocated from one round to another.

Appeals

If a group is not satisfied with its allocation, it may first appeal to Student Council. The group must submit an appeal to the VPO and the Appropriations Committee leadership within two weeks of the funding request approval. The appeal should be in the form of a typed rationale detailing the specific line-items

being appealed, explaining why the CIO feels the Appropriations Committee's decision was incorrect, and indicating what they feel the correct approved amount should be. The VPO and the Appropriations Committee leadership will deliberate on the appeal and request further information, including further hearings, as necessary. After deliberations have completed, and the party is still unhappy with the verdict, the party may petition the Student Council Representative Body for further consideration of the appeal.

Discussion before the Student Council Representative Body must be limited to the specific line items only. No corrections, non-line items, or new information may be presented at this time. This is not an opportunity to rectify any mistakes or oversight made with original budget. Depending on the number of groups appealing, deliberations and hearings may be held on separate nights.

The procedure for appeals before the Representative Body shall be as follows: The group will have five minutes to explain its rationale, following which a member of the Appropriations Committee will have five minutes to explain the Committee's decision. There will be fifteen minutes to make any concluding statements, followed by a two-minute summation from the Appropriations Committee. The Representative Body will reach a decision on the items in question by a majority vote after unlimited discussion.

If a group is still not satisfied that it received a fair hearing, it may appeal to the Student Activities Committee, subject to deadlines set down by that body. Normally, the SAC will not accept an appeal based on the amount of the allocation. The SAC is the final avenue of appeal.

The Board of Audit and Management

General Policies

Purpose: The Board of Audit and Management shall be responsible for conducting audits of the budget and assets of any organization receiving Student Activity Fee funds, including the Council.

Independent Status: The Board shall remain free of outside control and influence.

Requirement for Impartiality: No member of the Board may serve as an officer of an organization receiving Student Activity Fee funds, nor shall any Board member participate in the audit of a Contracted Independent Organization in which they are involved.

Chair: The Chair shall be jointly appointed by the Vice President for Organizations and the Vice President for Administration and shall serve as the Board's official liaison to the Officers and Representative Body.

Confidentiality: The results of all audits shall be kept confidential, and may only be viewed by the Board of Audit and Management, the executive Officers, and members of the Representative Body.

Appointment of Commissioners

The Board's Commissioners shall be appointed as follows:

Officers Responsible for Appointment: The Vice Presidents for Organizations shall be responsible for appointing the Commissioners who shall be selected with the advice of the Chair of the Board.

Number of Appointees: There shall be at least five Commissioners appointed to the Board, and all appointees must be approved by the Representative Body.

Powers of the Board

The Board shall have the following powers:

Auditing: The Board shall have the power to audit the finances of Student Council, or any Contracted Independent Organization receiving Council funds.

Obtaining Records: The Board shall have the power to obtain financial and any other relevant records from the organization being audited.

Summoning Witnesses: The Board may require the officers of an organization, or any relevant witnesses, to appear before the Board.

Responsibilities of the Board

The Board shall have the following responsibilities:

Auditing the Student Activity Fee Account: The Board shall conduct a monthly audit of the Student Activity Fee Account, and report the results to the Vice President of Organizations and the Vice President for Administration.

Auditing Contracted Independent Organizations: Upon random selection, the Board shall conduct an audit of a Contracted Independent Organization.

Auditing the Council: Upon the request of the President, Vice President for Administration, or Vice President for Organizations, or by a majority vote of the Representative Body, the Board shall conduct an audit of the Council, or of any part of Council.

Reporting of Results: The Board shall report the results of all audits of Contracted Independent Organizations to the Vice President for Organizations and the results of all audits of the Council to the Officer(s) requesting the audit, or to the Representative Body when appropriate.

Limitations on Board's Authority: The Board of Audit and Management shall have no punitive powers; its authority shall be limited to notifying members of Student Council of financial irregularities or unauthorized uses of Council funds.

Accessing Allocated Funding

The vast majority of SAF funding is reimbursement-based. The VPSAO-Finance Office, *not Student Council*, processes all reimbursements. Organizations can reach them at:

Email: nec-saf@virginia.edu

Phone: 434-924-8977

Address: 1 Poe Alley, Charlottesville, VA 22904

Purchase Request Form

The Purchase Request is the means by which CIO gets access to their SAF Allocations. This is different from the Funding Request, and requires specific documentation than not required on the funding request. It is recommended that only the organization's treasurer, financial officer, or an individual designated by the organization, should submit the purchase requests. If you are that person but find that you need to ask another member of your CIO to help with these requests, please make sure they have the proper computer access in @UVA, and also make sure they are familiar with all of the following policies and procedures.

The Purchase Request form is on @UVA under the organization's page. You choose "manage organization", then select the Finance Section. When filling out the purchase request you will be asked to add a brief description of what expenditures for which you are seeking reimbursement. You will also be asked to list a payee.

Payees and Payment Options

The payee can be a person, or an entity. If you wish to have the money paid directly to the club, you can simply type the name of your CIO. You normally do not need to add any other information than the name or your organization, however If your organization uses an alumni hall account, please note that in your description.

If the request is for a CIO reimbursement, a direct payment of the reimbursable amount is made payable to the organization only if the CIO is a registered vendor. Please check with the Finance Office to make sure your CIO is registered to receive direct payments. If the organization is not a registered vendor, the treasurer or president of the organization will need to choose an individual member to be the payee.

Payments to UVA students will be asked to include their 9-digit Student ID number. Most students have two delivery address listed for payment options: A Permanent and Local Site. Permanent Sites are linked to the same bank account that pays for your tuition, and has the mailing address of your none UVA address. The local site will usually have either a bank account, and the address will be your address during the academic year. To avoid confusion, make sure your SIS information is up to date, and that you know what bank accounts are linked to what addresses. If you are not sure where your payment will be delivered, you may request a "Hold For Pickup" which will result in a physical check that will be sent to the Finance Office. Once the check arrives in the office, the team will email the payee or financial officer. Organizations based in and around North Grounds may request additional delivery options by request. All physical checks will expire after 6 months.

All SAF-funded groups are eligible for a business checking account through Bank of America, Wells Fargo, UVA Credit Union or Alumni Hall. Contact VPSAO-Finance for additional information at vpsafinance@virginia.edu.

Purchase Orders: A Direct Payment to a Vendor

Although SAF allocations are mostly in the form of reimbursements, direct payment from UVA to a vendor on behalf of your organization is an option especially used for large dollar purchases of which the organization would not have the funds to purchase upfront. When choosing this option, please contact the finance office to make sure the company is a registered vendor to before agreeing to a purchase. With enough planning, even if they are not currently a vendor, the finance team may be able to work with the company to help them apply to become a registered vendor in enough time to still make a purchase using SAF. Once the company becomes a registered vendor, the Company's Name would go in the "payee" field. A quote from the vendor would be uploaded as documentation. The payment amount will only be issued up to the SAF allocation for that specific item or cost. Any remaining balance will be the responsibility of the organization.

Students and UVA employees are already considered "registered vendors". However, individuals not already affiliated with UVA will also need to register as a vendor. This process will take 3 – 5 business days. To avoid undue delay of payment to vendors, please have them register as a vendor before any extensive plans or agreements are made.

Here are links to:

Register as a vendor: <https://www.procurement.virginia.edu/pagevendorregistrationformlanding>

Set-up Direct deposit: www.bankofamerica.com/paymode/universityofvirginia (*Students and Employees do not need to register or add direct deposit*)

Prepayments or Deposits

When requesting payment to a guest speaker, artist, or entertainer, please make it clear that UVA will not pay an individual before services are rendered. If there is a need to prepay a vendor for goods and/or services, the organization's treasurer must contact VPSAO-Finance at least 30 days in advance to make the necessary accommodations. Any prepayment request with less than 30 days' notice cannot be guaranteed.

If you feel that your group is in a situation that could be considered an exception to any of these policies, please reach to the Finance Office to setup an appointment to discuss your situation.

"In Review" Stage and Documentation Requirements

The final step before submitting a purchase request is to upload all relevant documentation. Each expenditure must be supported by definitive, verifiable documentation. Purchase requests that need additional documentation will be marked as being in the "In Review" stage, and an email will be sent to the financial officer to explain what else is needed. Purchase Requests still marked as "In Review" by the submission deadline without an extension will be canceled.

Before finally submitting a purchase request, be sure to look over your documentation, and check to see if it answers these few questions:

How much does the service / goods cost?

This can be shown by attaching a quote from a vendor, confirmation emails or communication, or invoices / bills. Anything stating the goods or services, along with a price is acceptable. If the price is not in USD, please also include proof of the exchange rate.

Did you attend the event? Were the goods delivered? Were the services provided?

This would include proof that the exchange of goods or services was completed. This would not require a price, but would include specific documentation like package slips, boarding passes, event programs, placement in a competition, or receipts that give reference to a specific location.

Can you prove that you no longer have the funds for which you are seeking reimbursement?

This is what is often referred to as “Proof of payment”. This would include bank statements showing the amount debited from a bank account. This may include a written statement signed by a vendor accepting your cash payment. If you include an invoice, it must Show either a Zero Balance or at least reflect the payment that you have made which is also what you are requesting reimbursement.

Additional Documentation

If there is not enough room for all of your documentation, please email the remaining documentation to the nec-saf@virginia.edu. Please be sure to leave the name of your Organization along with the Purchase Request Number in the Subject Line. You may also deliver the documentation in person to the Finance Cottage at 1 Poe Alley Charlottesville, VA 22904. You can also mail documentation through the UVA Massager Mail system to VPSAO Finance PO BOX 400335. Please note that the supporting documentation will not be returned to the CIO, so please make sure to make any needed copies before you submit.

Glossary

APPEAL – A request made for Student Council to reconsider the approval of certain expenditures.

ALLOCATED FUNDING AMOUNT: The amount of funding available for an organization to spend.

APPROVED FUNDING AMOUNT: The amount of funding approved for a given line-item expenditure, representing the maximum amount of allocated funding that may be theoretically spent on that item. It does not represent how much funding is actually available to spend.

AWARDS – Any items that are given to individuals.

BANK CHARGES – Monthly bank service charges. All CIOs are eligible to receive a free checking accounts by receiving a Bank Fee Waiver form from VPSAO-Finance.

CIO CENSUS – An annual questionnaire to that all CIOs must complete to provide information about their membership, activities, and financial need.

CO-CURRICULAR ORGANIZATION – A CIO that provides opportunities outside the classroom setting for student to apply classroom theory and/or to acquire knowledge, experience and/or skills.

COMPETITIVE ORGANIZATION – An organization for whom participating in competitions is an essential part of its stated mission.

CULTURAL ACTIVITY An activity which promotes understanding, identify and/or the celebration of the heritage of a specific racial, ethnic, or affinity group. Although the heritage of a racial, ethnic or affinity group may be closely intertwined with the group's religious tradition, this definition is not intended to make eligible for funding religious activities which primarily promote or manifest a particular belief or beliefs in or about a deity or an ultimate reality.

CULTURAL ORGANIZATION – A CIO that is primarily concerned with studying, promoting, and/or expressing racial, ethnic, or affinity group traditions, social forms, art, and/or tastes.

EQUIPMENT – Equipment purchases involving SAF are intended for the long-term benefit of the organization. The SAF is not for the personal benefit of the organization's officers or for the other improper uses.

EQUIPMENT MAINTENANCE AND REPAIR – The cost of maintaining and repairing any equipment.

EXTENUATING CIRCUMSTANCE – An unforeseen expense that is essential to the continued operation of a CIO, if approved by Student Council Appropriation Committee.

FUNDING REQUEST FORM – The informational document that organizations must complete in order to receive funding in a given round.

FUNDRAISING – The organized activity of raising funds. Fundraising expenses are expected to be paid from the proceeds of the particular event. These expenses include film rental, facility rental, advertising, printing and copying, and any other expenses related to fundraising.

FUNDABLE EXPENSES – These are any expenses that are eligible to be funded by SAF money. Almost all expenses are fundable. Some exceptions are any expenses related to political, religious, social, or fundraising activities.

GUEST SPEAKER – An individual who gives a lecture, presentation, or speech, on a particular subject matter to UVA staff, student, and community members. UVA faculty, UVA students, performers, dancers, musicians, artists, etc., are not considered as guest speakers.

FUNDABLE EXPENSES – Expenses that are eligible to be funded by SAF money.

HOBBY ORGANIZATION – A CIO that primarily pursues an activity for relaxation, recreation, or entertainment.

HONORARIUM – A payment for services on which custom or propriety forbids a price to be set. Examples include honoraria for speakers.

INELIGIBLE – Not qualified to receive SAF funds. The most common reasons for declaring a group ineligible for funding are the failure to qualify is one of the eleven categories of student groups determined to be eligible to receive SAF or if the group is judged to be fiscally irresponsible. In declaring a group ineligible, Student Council declares that the group does not meet the guidelines or standards, regardless of need. A group may also be considered temporarily ineligible for funding if it does not meet the necessary requirements and deadlines for requesting funding.

NON-FUNDABLE EXPENSES – Expenses that are not eligible to be covered by SAF funds.

PHILANTHROPIC – Dispensing or receiving aid from funds set aside for humanitarian purpose (e.g. a foundation). Philanthropic activities that have a mandatory fee that contributes to a donation are non-fundable. Events with an optional donation aspect that primarily seek to raise awareness may be eligible for funding.

POLITICAL ACTIVITY – An activity related to: (1) lobbying the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which encompasses participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engages in nonpartisan analysis, study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates.

POLITICAL ORGANIZATION – An organization primarily devoted to political discussion or debate and the organization of meetings to further such interests, and which in advancing such general social and educational interests through its membership does not uses SAF funding for political activity as defined herein.

RELIGIOUS ACTIVITY – The organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized denomination. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature. Resolved, the SAF funding guidelines be amended to include the following languages: Notwithstanding any other provision of these SAF funding guidelines, no student news, information, opinion, entertainment or academic communications media group shall be deemed ineligible for funding on the grounds that the ideas or viewpoints expressed or advocated by such group are religious in nature or because such group primarily promotes or manifests a particular belief(s) in or about a deity or an ultimate reality.

RELIGIOUS ORGANIZATION – An organization primarily devoted to religious discussion or debate and the organization of meetings to further such interests, and which in advancing such general social and educational interests in a secular context through its membership does not use SAF funding for religious activity as defined herein.

REQUESTED FUNDING AMOUNT: The amount of money included on the funding request form. This amount should reflect the need of the organization.

RESTRICTED FUNDS – SAF cannot be used to reimburse organizations for expenses made from other restricted funds. For example, if an organization receives a grant or contribution from non-SAF sources that have its use restricted to paying for printing a booklet or brochure, the organization should not request reimbursement from the Student Activities allocation for these expenses.

SAF – The Student Activities Fund. This is the pool from which student groups receive allocations. The SAF is drawn from the Student Activities Fee assessed to all full-time, fee-paying University students each semester. (It should be noted that SAF is also used to abbreviate Student Activities Fee. It is generally acceptable to use the terms interchangeably.)

SALARIES – Fixed compensation paid regularly for services.

SOCIAL ENTERTAINMENT OR RELATED EXPENSES – Activities that may be participated in by members of the organization that are not necessary to the stated mission of the organization, such as group bonding or social engagements.

TAX-EXEMPT – Exempted from a tax; bearing interest that is free from federal or state income tax.

WAGES – A payment, usually of money, for labor or services, according to a contract or an hourly, daily or piecework basis.