

What you need to know about your Student Organizations Operation Fund (SOOF) Allocation

1. Each Student Groups must submit a signatory letter with sample signatures before you can access your account.
2. Your SOOF Allocation is part of student registration fees paid to UCLA each quarter. These funds may **NOT** be used to purchase the following:
 - a. Food
 - b. T-Shirts
 - c. CDs or DVDs
 - d. Cameras
 - e. Flowers and plants
 - f. Candles
 - g. IM Sports fees
 - h. Decorations
 - i. Picture Frames
 - j. Plaques and engraving
 - k. Trophies and charms
 - l. Parking or Traffic Citations
 - m. Personal reimbursement of an Honorarium payment

Consult with the Finance Committee Chairperson **AND** the SGA Manager before purchasing any of the above items.

3. Your SOOF Funds are only for the operation of the Organization; for instance:
 - a. Assistance
 - b. Retreats/Conferences
 - c. Advertising
 - d. Graphics
 - e. General Office Supplies
4. A completed requisition (REQ) is needed to access your account for all expenses. (i.e., Daily Bruin Ads, payments to a vendor for supplies, van rentals with fleet services, etc... See <http://students.asucla.ucla.edu/>, click on SGA, then "How to Fill Out a Req")
 - a. Deadlines for REQs:
 - i. For Fall Quarter: **December 18, 2009**
 - ii. For Winter Quarter: **March 19, 2010**
 - iii. For Spring Quarter: **May 28, 2010**
5. Stipend Stipulations:
 - a. Only up to 60% of your total allocation may be used for stipends.
 - b. A maximum of 10 Individuals may receive a stipend.
 - c. Individuals must be continuously enrolled at UCLA for at least 4 units each quarter.
 - d. Individuals must maintain a 2.0 GPA.
6. Stipend Set-Up Procedure:
 - a. A complete list of the names of the individuals who receiving stipends with their job titles, stipend amount, and "**Quarterly**" or "**BiMonthly**" must be submitted to **Irma Tirado** via email (itirado@asucla.ucla.edu) or hardcopy (332 Kerckhoff Hall).
 - b. Funds must be transferred from the Fall Operational Account (6001) into the Assistance Account (5001) by submitting a Budget Transfer Form to SGA.
 - c. Pick up the **New Hire Packets** from SGA to give to each individual.

- d. Each packet must be completely filled out and each individual must bring their packet with either their Passport **or** their State issued ID along with their Social Security Card to SGA.
- e. ALL PACKETS MUST BE SUBMITTED BY:
 - i. For Fall Quarter: **October 30, 2009**
 - ii. For Winter Quarter: **February 5, 2010**
 - iii. For Spring Quarter: **April 30, 2010**
- f. Quarterly Checks will be available:
 - i. For Fall Quarter: **December 7, 2009**
 - ii. For Winter Quarter: **March 22, 2010**
 - iii. For Spring Quarter: **June 7, 2010**
- g. Bi-Monthly Checks will be available:
 - i. The 7th and 22nd* of each month. **(December 22, 2009 campus CLOSED)*

7. General Requisition for retreats must have attached:

- a. An agenda
- b. List of Attendees
- c. A statement of purpose explaining why the retreat is important for your student group.
 - i. All retreats must be held within a 250 mile radius of UCLA.

8. Placing an ad in the Daily Bruin

- a. The rates for placing an ad in the Daily Bruin are lower if you place the ad through SGA. In order to receive the lower rates, you must:
 - i. A completed REQ with a copy of the ad attached must be submitted to SGA for processing at least 2 weeks prior to the date that the ad is to run.
 - ii. After the REQ is processed, you must then take the processed REQ to the Daily Bruin to place your order. The Daily Bruin will accept the **processed** REQ as your form of payment.



- b. If you do not plan ahead and place the ad, paying for it yourself, expecting a reimbursement, you will not receive the lower rates.

9. Negotiating with Vendors (Purchase Orders)

- a. No student group may conduct business in any manner that would cause the Undergraduate Student Association to be in debt. All expenditures must be approved by the Finance Committee Chair.
- b. Procedure:
 - i. When negotiating with vendors, obtain written estimates or quotes.
 - ii. Completely fill out a req and attach the estimates or quotes.
 - iii. When the REQ is processed, a Purchase Order will be available for you to take to the vendor as your form of payment.
 - iv. Instruct the vendors to make sure that the invoice is addressed and mailed to SGA in the following manner:

Your Student Group's Name
 C/O Student Government Accounting
 308 Westwood Plaza
 332 Kerckhoff Hall
 Los Angeles, CA 90024