UNIVERSITY OF MARYLAND
STUDENT GOVERNMENT ASSOCIATION

FINANCE MANUAL

Secondary Funding, Fall 2009

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www.stars.umd.edu/sga

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Dear Treasurer or President,

Welcome to a new semester, a new secondary funding process and the wonderful world of Finance! The processes of applying for funding and for spending money throughout the year are not difficult, but they are not all too straightforward either—for someone completely new to the process, it can be daunting. As your Vice President of Financial Affairs for the Student Government Association, it is my job to make the procedures as easy to understand as possible. Each semester I oversee the fair and equitable allocation of the Student Activities Fee to student group programming and I work with you to find the resources necessary for your group to create successful programs.

This manual includes important resources that you will find practical and functional not only during the budget application process, but also throughout the year. I have divided this funding manual into three sections. The first section covers the Secondary's process, the second discusses various on-campus resources, and the third provides an overview of the important financial forms. A glossary and a quick-reference page have also been included at the end for your convenience. Please let me know if there is any additional information you would like to see included in the future; this manual is written solely to serve your needs.

The Student Government Association has found in the past that the better informed you are, the more informed the Finance Committee will be, resulting in a smooth, efficient finance process. Please read through this manual and refer back to it. I encourage you to attend the meetings and contact the resources we mention inside. The Committee members and I are always ready and eager to assist you—just let us know how we can help.

Our goal this year continues to be learning more about your programs and your group's interests so we can tailor this process to your needs. As you go through this application process, please do not hesitate to let us know of any areas of confusion or changes we can make so that we can enhance this process.

Thank you for taking the time to read this and for all the contributions you are making to this campus. Please remember that if you have any questions, help is just a phone call or e-mail away. I look forward to working with each of you over the course of this year.

Happy applying,

Andrew L. Steinberg

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Important Changes for Fall 2009

Finance Committee Liaisons:

In the past, finance committee members have had little to no interaction with student groups. In order to enhance the communication, transparency and outreach of the finance committee, every student group will be assigned a "finance committee liaison". The finance committee liaison will be the first point of contact to answer any questions a student organization may have.

This year the traditional budget help workshops are being replaced with one-on-one meetings between student organizations and their finance committee liaison. Student groups should contact their liaison (information will be published and available on the SGA website once finalized). In addition, liaisons will be required to attend student group events so that they will better understand that student organization's needs.

"Green" Improvements:

In the interests of sustainability and to offset our waste, many green improvements will be implemented this funding cycle.

•The Finance Treasurer's manual will no longer be printed and distributed in hard copy to student organizations. Rather, it will be available for download online. Not only will this reduce the amount of wasted paper and toner, but it allows the SGA to spend money elsewhere.

•The STARS system has been upgraded to allow budgets to be submitted and returned electronically. This means that groups will no longer have to drop 2 hard copies of their entire budgets off at the SGA office nor will they have to come to the SGA office to pick up their budgets. Furthermore, transferring to an almost electronic system allows the finance committee to view the budgets online, streamlining the process and improving our efficiency.

Note: **Not all documentation can be provided through this online submission process. The Finance Committee is still requiring 2 hard copies of all documentation to be submitted to the SGA office before the budget deadline, Friday October 2nd at 5pm.**

•In addition to budgets being submitted and returned electronically, applications for appeals will be handled through the STARS system. Please note that oral arguments will still be heard by the finance committee.

Enhanced Transparency and Communication:

In the spirit of openness and transparency, the Student Government Association will be creating a finance portion of the SGA website as a resource to student groups. Currently, information on Student Group Finances is split between many different places; this "mini-site" will consolidate the vast universe of finance knowledge and provide it in a format that is easy for all to understand. In addition, to contact information and an FAQ the website will feature video tutorials which will cover various topics such as submitting line item transfers, updating your group's information in STARS and completing purchase orders. This website will be available shortly and is in the process of being designed; more information to come as we get closer to a launch date.

 Additionally, in order to show that student fees are being spent in an appropriate manner, the Student Government Association's ledger will made available and updated on the SGA website (www.sga.umd.edu) on a bi-weekly basis. For any questions regarding expenditures, please contact Andrew Steinberg, the Vice President of Financial Affairs at umdvpfinance@gmail.com or 301-314-5801.

On-Campus Funding Opportunities

	What	When to Apply	Who to Contact	Application Process
SGA Primary Funding	Annual process occurring in the Spring for operating and programming budget for the following year. Money comes from Student Activities Fees and is distributed for the SGA Finance Committee	Apply for funds in March 2010. More information will be available starting in the Spring Semester	Treasurers and Presidents registered in the STARS system will be contact in the beginning of the Spring. For questions, contact Andrew Steinberg, x45801 or umdvpfinance@gmail.com	President/ Treasurer's meetings, budget help workshops (optional), budget hearing with finance committee (optional), Committee Deliberations, Appeals to the Committee, Recommendations to the Legislature, Appeals to the Legislature
SGA Secondary Funding	Annual process occurring in the Fall as a supplement to Primary funding and also to fund newly recognized organizations	Budgets and documentation are to be submitted no later than Friday October 2nd at 5pm.	Treasureres and Presidents registered in the STARS system will be contact in the beginning of the Spring. For questions, contact Andrew Steinberg, x45801 or umdvpfinance@gmail.com	President/ Treasurer's meetings, budget help workshops (optional), budget hearing with finance committee (optional), Committee Deliberations, Appeals to the Committee, Recommendations to the Legislature, Appeals to the Legislature
SEE Review Board	Co-sponsorship with the SEE Review Board, intended to sponsor a diverse variety of programs open to campus community	Applications due 45 days prior to event	Shawn Ratwani, SEE Co-Sponsorship Director at seecosponsorship@umd.edu,	Pick up application at SEE's office or at www.see.umd.edu/srb.html Hearings and deliberations held with SEE Review Board
PEPSI Funds	Pepsi co-sponsorship designed to advance programs that deal with academic and community pursuits that enhance Pepsi's image and mission	Applications due in early November for Spring programs; early April for Fall programs. All Presidents will be sent a letter to their address listed in STARS	Dr. Marsha Guenzler-Stevens, Director of Campus Programs (mguenzle@union.umd.edu, x45805)	Pick up cover letter from Dr. Guenzler-Stevens in OCP's Stamp office or at www.union.umd.edu. Submit proposal (no specified format) for a program. Review Committee deliberations in conjunction with Pepsi Staff
SGA Legislature	The Legislature has limited legislative reserves intended to fund legislative initiatives. In some emergency cases, this can be used for student group programs the SGA legislature deems worthy of funding	Legislation must be submitted 3 weeks prior to event.	Kelley Chubb, Speaker of the SGA Legislature. (kelley.chubb@gmail.com, x48329	Get a legislator to write a bill to spend from Legislative reserves, get recommendation from the Finance committee, and persuade the Legislature to pass it when it is on the third reading calendar
Cross-Cultural Programming Series	Intended for cross-cultural programming that fosters communication across lines of difference. Sponsored by the University's Office of the VP for Student Affairs	Apply throughout the semester	Chandra Bisnath (cbisnath@umd.edu, x4-8431	Contact Chandra Bisnath for more details
SGA Group Help	Funding of up to $500 per year for specific programs. Available to any SGA recognized group	Before an event	Andrew Steinberg, VP Finance (X45801, umdvpfinance@gmail.com)	Application are available on the STARS and SGA website (www.stars.umd.edu and www.sga.umd.edu)

University Finance Committee: The University Finance Committee oversees all expenditure of UMCP monies. They have generated the *Policy on the Disbursement of Student Activities Fees* to provide general ideology for the allocation of funds. The policy states in part:

"The purpose of the Student Activity Fees is to fund activities which contribute to the general enrichment of the undergraduate student's university experience by:
- •serving the interests of the diverse student population which pays the fee
- •personalizing the campus experience through the support of programs for various sub populations
- •creating opportunities for student participation in a wide range of activities
- •providing opportunities for student development of leadership and civic skills
- •creating supportive social environments on campus
- •fostering the development of satisfying leisure-time interests
- •contributing to a sense of community for the entire student population
- •supporting student-run learning experiences outside the formal classroom
- •serving the interests of as many students as possible"

A full version of the policy is available at the end of this document on pages 38-40.

SGA Finance Committee (contact: Andrew Steinberg, umdvpfinance@gmail.com, x45801)
The SGA Finance Committee, consisting of 8-14 student group members and SGA legislators, is the body charged with the fair and equitable distribution of the Student Activity Fees. The committee members draw on their diverse interests and experiences as we work together to interpret the University's *Policy* and determine our funding priorities. Our goal has always been to fund a diverse range of programming that directly benefits the undergraduate student body. While the Finance Committee is eager to assist groups through funding, the SGA is not in the business of underwriting programs. Each group is expected and encouraged to generate a sizeable portion of funds needed to implement their programs through other means (see On Campus Funding Opportunities).

Standards found in this manual were prepared to provide you with the necessary information to shape your budget request. Because the Finance Committee recognizes that every program is unique and thus has its own peculiar needs, we are prepared to be flexible in the administration of these standards. The Committee will consider applications based on the strength and quality of the program's planning as evident from budget applications. Facets of a strong program include its ability to impact the campus community. Seeing as many programs are inextricably linked to a group's purpose, the Committee will also be sensitive to the mission of each group. In determining a group's ability to execute funded programs, the Finance Committee may consider a group's uniqueness, stability, ability to generate revenue, and previous year's use of SGA funding, among other factors. Committee members and the VP of Finance are available to answer questions regarding budgets. Please contact your group's finance committee liaison(available on the SGA website) to arrange a time to meet. Committee information is available throughout the semester at www.sga.umd.edu.

SGA Assistant Vice President of Financial Affairs (contact: Daniel Borochoff, d.borochoff@gmail.com, x45801)
The SGA Assistant Vice President of Financials Affairs oversees the audit procedures and controls to make sure that groups spend wisely and properly, according to the allocated program and line. In addition to conducting an audit of student group finances, the Asst. VP of Financial Affairs reviews weekly submitted line-item transfer requests.

SGA Accounts/SORC Office (0209S Stamp Student Union, x47158)
The SGA Accounts/SORC office is a great resource for all student groups. It is open Monday through Friday 8:30am – 4:30pm. Come here to fill out and process all financial forms, check up on your account, make payments, get updates and new information about Finance processes, and find out your STARS password.

Secondary Funding Schedule

President/Treasurer's Meeting (Attend One)
Mon. Sep 14th at 6:00pm-Grand Ballroom Lounge
Tues. Sep 15th at 6:00pm-Atrium
Weds. Sep 16th at 6:00pm-Prince Georges Room

Budget Help Workshops
Contact your Finance Committee Liaison to arrange a meeting (Information available at www.sga.umd.edu)

Hearing
(Optional)
Oct 1st 5pm-9pm
(Terrapin Room)

No Hearing

Finance Committee Deliberations
(Oct 5th-Nov 1st)

Recommendations Presented to Groups
Nov 2nd

Appeals, Submitted on STARS no later than Nov 6 at 5:00pm

Happy spending!

Appeals Hearings
Nov 9 and 10
5:00pm-9:00pm
Crossland Room

Finance Committee Appeal Decisions Nov 11

Appeals to SGA Legislature
Dec 2
Benjamin Banneker Room
6:00pm

Happy Spending!

Finance Feedback Forum

Explanations and Expectations

Primary Funding is the annual process occurring in the spring semester for operating and programming budgets for the following fiscal year (July 1-June 30). It is intended as an opportunity for groups to plan activities for the following year and apply for funding to meet their needs.

Secondary Funding occurs during the fall semester to allocate the money student groups returned unspent from their budgets for the previous fiscal year. This process is intended to supplement primary funding and to fund newly recognized groups.

President/Treasurer's Meeting
This is the mandatory meeting for the club Treasurer or President. A group may not apply for funding if neither attends this meeting as you will receive important information about the budget application process. A group need only attend one of the three meetings offered. Please contact Andrew Steinberg in rare circumstances to consider an exception to this standard no later than September 9th, 2009

Budget Help Workshops
These workshops are mandatory for groups not funded the previous two semesters and for groups interested in a hearing. Otherwise workshops are optional. Please bring a draft copy of your budget. If you would like to see a copy of your club's past budget application for reference, you may do so at a budget help session. This is the ideal opportunity for groups to address questions or concerns about the processing.

Hearings
You must attend a budget help workshop to be granted a hearing. Request a hearing if you have unique circumstances which you cannot explain in your budget application. Andrew will contact you to arrange a specific time slot.

Budget Applications Due
Timing is critical in this process. Late budgets will not be accepted. You should submit the budget online (www.stars.umd.edu/sga) and bring documentation to the SGA Office by Friday October 2nd at 5:00pm. Make sure you receive a receipt.

Appeals
Groups have two opportunities to appeal after budgets are returned (first to the Finance Committee, then to the SGA Legislature). Appeals are intended for correcting misinterpretations of the guidelines, and in rare circumstances for considering exceptional circumstances that merit an exception to standard. Please note that you cannot appeal before the Legislature without first appealing before the Finance Committee.

Common Standards for the Funding Process

PLEASE NOTE: STANDARDS ARE SUBJECT TO CHANGE DURING DELIBERATIONS (but not without publication)

Please refer to the University Finance Committee's Policy on the Disbursement of Student Activities Fees for a discussion of the ideology behind these guidelines and any additional guidelines that may be generated during the finance process.

1. Recognition: All groups must apply for SGA recognition through the SGA Student Groups Department by September 18th (two weeks before budgets are due) and must be recognized by the SGA Legislature by September 23rd in order to be considered for funding.

2. Attendance: A treasurer or president must attend one of the three President/Treasurer's Meetings unless granted a waiver at the discretion of the Vice President of Finance in order to be funded. Groups that have not received funding in the previous two semesters (Fall '08 and Spring '09) are required to attend a Budget Help Workshops where they are instructed on how to construct budgets. Groups should come to the workshops prepared with questions or a list of their fall and spring programming ideas to facilitate the process.

3. Hearings: Groups interested in a hearing with the Finance Committee are required to attend a Budget Help Workshop with their Finance Committee Liaison (For complete list and contact information visit SGA website) . Hearings are optional and can be used when the group has unique circumstances that must be explained to the committee in person.

4. Deadlines: The budget request, consisting of an online form and two printed copies of attached documentation, must be submitted by the established deadline (Friday, October 2nd at 5PM) in order to be considered.

5. Documentation and Itemized Breakdown: *All costs in the budget request must show supporting documentation quotes.* Acceptable forms of documentation include vendor quotes, receipts or invoices, printed catalogues, direct telephone numbers. E-mails and e-mail addresses are not acceptable forms of documentation. Please see the documentation guide for additional clarification and examples of acceptable documentation for specific lines. All requests must also include an itemized breakdown (a detailed list of each item and cost).

6. No Exclusionary Programs: Exclusionary programs are not funded. Programs are considered exclusionary if the general campus undergraduate population does not have reasonable opportunity to avail themselves of the program.

7. Group Caps: New groups (groups which have not received SGA funding within the past 4 fiscal years) will be capped at $2,000. These groups may apply for more than $2000 but will only receive up to that amount. Groups which have received funding in the past four years are not currently subject to a capping system but are urged to keep their requests realistic as it will help the committee make fairer and more equitable decisions. Please refer to your past allocations for reference and explain any large increases in your budget request.

8. General Funding Request Guidelines: The programs and line-items must be ranked based on the group's priorities (items ranked 1 being of the highest priority) and no two programs and no two line-items within the programs may have the same rank. Standards pertaining to certain requests are outlined below. Items that are not listed here are still subject to the usual guidelines on documentation and itemized breakdown.

(Continued on next page)

- **Advertising-**program specific, no ads in off-campus publications
- **Audio Visual-**based on quotes from campus AV
- **Bus rental-**based on quotes from MotorPool or Shuttle UM or Enterprise; include destination, mileage, number of days of trip, number of people traveling and cost calculations
- **Conferences-**registration fee only (lodging and food will not be funded)
- **Dues and fees-**no individual membership or tickets
- **Equipment purchase**-indicate a secure on campus storage location (no dorms); also please provide inventory of current equipment possessed by group
- **Food-**low priority, only funded when essential to program and in keeping with mission of group
- **Postage**- indicate why e-mail or other forms of communication are insufficient
- **Wearing apparel-**low priority, only funded when essential to program and in keeping with mission of group; items must have secure storage, be reusable and kept by group

9. **Appeals:** Groups have two opportunities to appeal (first to the Finance Committee, then to the Legislature). You cannot appeal before the legislature without first appealing before the Finance Committee. Additional information and documentation will not be accepted during appeals. The appeals form will be available for submission at www.stars.umd.edu/sga.

10. **Co-Sponsorship:** Groups are highly recommended to co-sponsor programs with other groups, the SGA, University departments or off-campus entities. If a program is being co-sponsored with other parties, this must be highlighted on the budget submission. If two groups are co-sponsoring a program they may agree to split costs for various line items but may not request funding for identical line items.

11. **Constructive Commitment:** Groups should highlight the following, when and if applicable, in budget submissions that may be beneficial when the Finance Committee makes funding decisions:
    1. Co-sponsorship
    2. Fundraising efforts, donations, or other sources of funding for the program
    3. Successful past performance of the group and execution of the event
    4. Positive exemplification of the University of Maryland to the outside community
    5. Community outreach and / or service
    6. Importance of the event to the group, University, and / or wider community

12. **Additional Materials:** Any additional materials that a group believes will be useful for the Finance Committee when making funding decisions that relate to any of these guidelines or other circumstances that must be considered, can be included with the submitted documentation.

Documentation Guide

Acceptable Documentation	Unacceptable Documentation
Misc. Supplies / Equipment / Wearing Apparel	
• Invoice with phone number from company • Detailed breakdown with catalog/item numbers from company website or catalog • Inventory of current equipment/apparel	• Price list without catalog/item numbers • Store without phone number • Phone number provided is a 1 - 800 number for a national chain
Audio Visual Equipment	
• Breakdown of costs per specific need (ex. 1 mic, 1 projector + screen) not AV needs • Off campus rental – invoice with phone number and reason why on campus equipment is insufficient	• No breakdown of specific needs (ex. Sound package with some arbitrary price) • Off campus doc. with out phone number • Off campus doc. with out reason of need
Printing and Copying	
• Printout of special job costs • Statement of costs and phone number of design services • Invoice from company with phone number • Discussion of purpose of copies • Specific description of material being printed (ex. poster, 11 by 27 inches, glossy, full color, etc.) • Info. on whether item can be reused	• No location of where printing is to be done is given (ex. 1000 Fliers at $.10 each = $100) • Bad breakdown of needs (ex. Fliers, posters, handbills -- $250)
Speaker / Artist	
• A contact phone number and price quote • Past Ledger/receipt as example of future people you might bring in (if using this documentation, increase in costs will require additional documentation)	• General booking website with prices (if used show actual contact has been made with the person) • Assumptions of cost based on past cost with out doc or ledger proof
Telephone	
• Past costs (ledger) • Clear reason for increase if request is higher then previous usage	• Expected costs without proof
Non – performer Contractual Services (police, facilities management, etc.)	
• Invoice with phone number & exact breakdown • Past costs (receipt/ledger)	• General cost estimates

Acceptable Documentation	Unacceptable Documentation
Space Rental	
• On campus costs provided in manual don't need additional documentation unless you expect special costs (late night hours, etc.) or you are using an unlisted space • Off campus prices with invoice and phone number and reason why on campus is insufficient	• Off campus request with phone number • Off campus request with reason on campus is insufficient we will adjust to campus rate • Can't show why space requested meets needs (i.e. size of room vs. attendance)
Dues and Fees / Conferences	
• If new costs aren't given by conference or group yet, show us old costs through ledger/receipt • New costs that are different from old ones and require additional documentation • Number of people going • Show that money requested does not go towards food/lodging • Show money for registration is not a fundraiser for parent organization or contribution to political group	• Lodging/food is part of fee • Money supports political party/campaign
Bus Rental	
• Breakdown of the number of people, estimated mileage, destinations, and number of days calculated using motor pool or enterprise rates • If you can show flying is cheaper than motor pool airfare will be considered	• No destination given • No number of people given
Advertising	
• Size and purpose of newspaper ad • Invoice with phone number and specific breakdown	• No general advertising • Off campus advertising is not funded • Insufficient breakdown of costs (ex.200 fliers + 3 posters -- $100 at design services even if it has a phone number is insufficient)
Anything done before that you want to do again but don't have specifics	
• Provide old costs/ledger as example of costs • Anything additional to what you spent in the past will require additional documentation as described above	•Lack of acceptable documentation

Line-Item Information and Summary of Standards

Think of line items as funding categories. There are over 5,000 of these issued by the State of Maryland (full list available in McKeldin Library), but student groups only need those on this page. Whether you are filling out a budget application or making a line item change all costs are specified under line items and MUST be justified with proper documentation. For on-campus costs, use quotes from appropriate departments (Reservations, AV Equipment, etc.; see "Campus Resources"). For off-campus costs, documentation varies. Below are descriptions of what kinds of documentation are needed, as well as some Finance standards for each line. This page is merely a resource; refer to "Common Standards for the Funding Process" for complete standards.

Line Item	Description	Information Needed for Line Item changes & Budgets	Finance Standards
3311/3321	3311 instate / 3321 outofstate conference	Location and name of conference, cost per person, number of members attending, contact info. for the conference (phone number, printout).	Lodging and food are not funded. A breakdown of the conference fee should be provided.
3724	Advertising	Includes newspaper & radio ads, flyers, etc. Need size of advertisement and name of publication. Advertising off campus is against University policy and not funded.	Ads must be program specific.
3950	AV Equipment (Audio-Visual)	Name of equipment needed and cost per item. If not through campus AV, please offer reason for selected vendor.	Committee uses cost quotes from Union AV Dept., please provide as specific a breakdown as possible (items rented, number of hours, cost of setup, etc.)
3620	Bus Rental	Size of bus/van, number of buses/vans, number of miles of trip., number of people riding per bus/van, number of days of bus/van rental.	Will consider requests based on quotes from MotorPool, Shuttle UM or Enterprise.
3752	Contractual Services	Includes speakers, DJ's, police services, and physical plant services. Name and cost of service, cost quote information (phone, printout).	Please provide as specific an itemized breakdown as possible.
4930	Dues & Fees	Name of vendor being paid, cost quote information (phone, printout).	Will consider requests for group but not individual memberships or tickets.
3717	Equipment Rental	Piece of equipment being rented, name of rental business, contact information.	Additional standards may be arrived at during deliberations.
3716	Equipment Repair	Name of repair business, piece of equipment being repaired, and why it needs to be fixed, contact information (phone).	Additional standards may be arrived at during deliberations.
3746	Food	Why food is absolutely essential, number of people attending the event, can an entrance fee pay for food? Breakdown and cost of food.	Food is rarely funded. Requests will be considered only when food is essential to the nature of the program and in keeping with mission of the group.

Line Item	Description	Information Needed for Line Item changes & Budgets	Finance Standards
3952	Misc. Supplies	Includes sports equipment and event decorations. Itemized list of all supplies to be purchased and cost for each, contact information (phone, printout).	Please provide as specific an itemized breakdown as possible.
3916	Office Supplies	Equipment being purchased and cost quote information (phone, printout).	Groups must provide specific costs for these supplies to be considered. Please use OfficeMax for 25% discount.
3210	Postage	Cost of stamps. Explain why email is insufficient. Include size of mailing list.	Need is evaluated on a case-by-case basis.
3718	Printing and Copying	Number of copies being made, cost per copy, special requests (laminations, color, etc.), indicate purpose of the copies (advertising, internal documents, etc.)	Printing and copying of advertising material will be treated as advertisement and those guidelines will apply. Please use on-campus rates or explain why the on-campus service is insufficient.
4970	Space Rental	Room being rented. If off-campus provide cost quote information (phone, printout).	Use Campus Reservations Office in SSU for on-campus price quotes.
3220	Telephone	Provide records of previous phone bills, and/or description of needs for a phone.	Only for groups with campus office space and a need for office phones.
3952	Wearing Apparel	Cost of apparel, cost quote information (phone, printout).	Low priority, reusable clothing must remain within group.
3953	Office Equipment	Equipment being purchased and cost quote information (phone, printout).	Groups must provide specific costs for these supplies to be considered, also indicate location of on-campus office.

Fill out the application at
www.stars.umd.edu/sga
Checklist for before turning in your budget:

1. Pay attention to deadlines and opportunities like Budget Help Workshops
2. Put together a list of your general programming plans for next fall and spring.
3. Look at previous budgets. If you do not have copies, you can review them during a Budget Help Workshop.
4. Refer to this Finance Manual for specific standards and suggestions.
5. Use proper documentation
6. Proofread, correct typos and confirm all information is accurate.
7. Prioritize your budget by program and by line item!!
8. Provide exact cost breakdown and documentation for all amounts.
9. Staple 2 copies of your documentation to turn into the SGA Office.
10. Double check cost quote information.
11. Again, be sure that ALL of your programs and all line items within each program are ranked!

Login Page

Select your student group from a drop-down list, and type in your student group password. This is the same password used to update your STARS information from year to year. If you do not know it, the SGA Accounts/SORC office can tell you what it is.

• SGA Accounts/SORC Office: (301)314-7158. They are located in the Student Involvement Suite.
• Note: ONLY the President or Treasurer may request their student group password!

On the next page, read the introduction letter and click Continue. You will be able to return to this page later. It contains important information from the Finance Manual as well as useful contact information and links to this tutorial as well as to this Finance Manual.

Guide to Filling out your Budget Application Online (Cont.)

Officer Information Page

On this page, you will be prompted for contact information for your President and Treasurer. Use current emails and phone numbers that you use regularly, as these will be our primary means of communication with you.

You will also be asked if you want a hearing with the Finance Committee. Hearings are optional and should be no longer than 5 minutes. The Finance Committee will ask specific questions and give groups the opportunity to discuss any unique circumstances that might affect funding. If there is something in your budget you feel was not explained properly in writing, this would be the time to make it clear.

Main Page

• The next page prompts you to begin entering specific programs for your budget. A program can be an event sponsored by a student group, or a list of the student group's operational fiscal needs.

• The yellow navigation bar at the top will be present on every page after this to allow quick, easy access to all of the functions and resources available in this online system.

(Later on, you will return to this page to view a list of all your programs and the total amounts requested for each, as you see above. When you are finished entering in all your programs and the line items for them all, click the "Review and Submit" option on the yellow navigation panel.)

Guide to Filling out your Budget Application Online (Cont.)

Program Input Page

Program Name: You can type in anything, as long as it reflects what it is you need money for. General Operations is the typical name given for programs that involve office supplies, membership dues, etc., that are not associated with a particular event. Otherwise, your program name can be as unique as "Bringing back the 1960's," if that description properly describes your event or need.

Program Rank: If you have multiple programs in your budget, the SGA Finance Committee needs to know what your priorities are, so that in the case where we may need to adjust funding levels, we will know where your needs will be least impacted.

Primary Program TYPE: This list consists of types of programming that broadly describe the physical elements of the program. This helps the Finance Committee to better understand your program.

Primary Program PURPOSE: This list consists of categories that describe the intended purpose of a program. This helps the Finance Committee to better understand your program.

Anticipated Attendance: How many UMD students are you expecting at this event? (if your program is not an event, leave this blank.)

Previous Year's Attendance: If this event has been done in previous years, how many UMD students came out to it then? If this number is significantly different from your anticipated attendance, we will want to know why there is a discrepancy; communicate this in the "description of program" field later on this page.

Admission Charge: How much does it cost for a student to participate in this program?

Admission Amount: Only if there is an admission charge!

Additional Sources of Funds for This Event: Groups are expected and encouraged to generate a sizeable portion of the funds needed to implement their programs. They are also encouraged to co-sponsor events with other student organizations as this subsidizes costs. The Finance Committee tends to look favorably on groups that fund-raise for their programs as this demonstrates initiative and commitment.

Description of Program In Relation to Group's Mission: Summarize the program in no more than 150 words, please. Write this section in such a manner that even someone unfamiliar with the program will have a clear understanding of why your group needs the funding.

Rank: Just as for programs, the Finance Committee needs to know what your priorities are, so that in the case where we may need to adjust funding levels, we will know where your needs will be least impacted.

Line Item: Select the appropriate line item that describes what you need money for. For an in-depth description of every line item, please refer to Line-Item information and Summary of Standards. Click here for examples of general types of information that is needed for each line item.

Expected Total Cost: This is how much money you will need for this particular line item.

Amount Requested from SGA: In most cases for most groups, this tends to be the same as the total expected cost, but in case you have other funding sources, fundraise, or charge admission for an event, this cost may be lower.

Itemized Cost Breakdown: *What is it exactly you hope to buy?* We understand that it may be difficult to be very specific a whole semester ahead of time, but please be as detailed as possible. Give as many factual details as you can to support the requested funds for each line item. Refer to the Guide to filling out your budget application online in the Finance Manual for specific line items.

Documentation and Cost Quote: *How do you know what this stuff costs?* Where do you plan on buying the products/services for which you are asking here? In order to insure that we allocate money in places where it will be used for the good of the student body, the Finance Committee needs to know that you know where you'll purchase stuff.

Note: You can edit line items and add new ones later to any program, as long as you have not yet finally submitted your budget.
Click Submit after completing each Line Item. You will be brought back to the Program Input Page where you can enter new line items, and edit or delete line items you have already input. You may also return to the Main Page to enter new programs. You can click "Save and Log Out" to return to the application form at another time. When you are ready to "Review and Submit" your final budget application, please carefully review the form before hitting the submit button at the bottom of the screen. If you must make a change to your budget application after you've submitted the form, please contact Andrew before the deadline at umdvpfinance@gmail.com. **Budgets will not be adjusted after the application deadline.**

Campus Resources

Student Government Association
If a student group needs assistance for anything, the SGA office is staffed by Legislators 9AM-5PM M-F. This is also a wonderful resource for individual students who want to know where/how to go to get involved on campus or who have any general concerns. Check for meeting time and location, issues of interest and other updates at www.sga.umd.edu.
Office: 0209J Stamp Student Union (inside the Student Involvement Suite)
Phone: x48329 (Legislators); x45801 (VP Finance); x48335 (President)

SGA also supports the following services for students:
Undergraduate Legal Aid
For questions about tenant issues, speeding tickets, or whatever else we college students get ourselves into, we have a salaried lawyer paid with student activity fees who offers free legal advice and student defenders who can defend students in on-campus hearings.
Office: 1235 Stamp Student Union Phone: (301)314-7756

Accounts/SORC Office
This office is open 8:30AM-4:30PM M-F and the staff are able to answer a variety of questions pertaining to your student group. Come here to fill out the financial forms, receive fundraising advice and lookup your STARS password.
Office: 0209S Stamp Student Union (inside the Student Involvement Suite) Phone: (301)314-7158

Student Activities Reporting System (STARS)
The STARS website provides a series of services for student groups:
-www.stars.umd.edu: provides a listing of all student groups on campus and their contact information; this is where you go to update your registration (should be done at least once each year) officer/advisor information and membership
-www.stars.umd.edu/accounts: maintains your student group ledger and provides a summary of the status of your student group account; you can also fill out internal service requests and line-item transfer requests here
-www.stars.umd.edu/sga: website for applying for SGA funding; link for pdf version of the Finance Manual and a tutorial for filling out your budget; you can also access past budgets once you log in with your group password.

Adele H. Stamp Student Union
Stamp Student Union provides a number of resources for student groups. For a full listing of their offices and departments, shops and services, entertainment offerings, visit the website at www.union.umd.edu. The building is open 7AM-12AM M-Th, 7AM-1:30AM F, 8AM-1:30AM Sa, and 11AM-12AM Su.
Phone: (301)314-DESK (x43375) for the information desk

Campus Programs
The OCP oversees student involvement on campus. The staff connects students with various organizations on campus, provides suggestions to improve your current organization and runs leadership training programs. The office is staffed 8:30AM-5PM M-F. Phone: (301)314-7174

Campus Reservations Office
Appointed organization representatives can reserve rooms (including the Terrapin Rooms) and spaces on campus by completing a Campus Reservation Form and scheduling an appointment with a staff member. Many campus facilities require a rental fee, security, and/or cleaning services, which must be paid for prior to the event. Classrooms are available to reserve for free, but food is not permitted. See manual for a list of some available spaces, and check their website for updates (www.union.umd.edu/reservations). Note: Student groups may reserve up to 2 free rooms in the Student Union per week for meetings. Staff are also able to provide marketing advice and resources. The office is staffed 8:30AM-5PM M-Th and 8:30AM-4:30PM F. Office: 1133 Stamp Student Union; Phone: (301)314-8488

Campus Resources (Cont.)

Audio Visual Services
The Union can provide A/V services for events within the Union.
Phone: (301)405-0588

Facilities Management
Facilities Management can provide equipment rental for events outside of the Union. The equipment includes tables, chairs, cables and limited A/V equipment. Please note that you must still reserve the space through Campus Reservations before you can hold the event.
Phone: (301)405-2222
Website for work orders: http://www.facilities.umd.edu/RFMS/campus.cfm

Dining Services
Food for events within the Union must be catered by Good Tydings, the campus catering service, unless a waiver is obtained. Dining services also provides a special delivery menu which is often useful for providing refreshments at your events. To hold an on-campus event involving food, you will need to obtain a food permit through the PG County Health Department and Dining Services can guide you through the process. A health permit generally takes over two weeks to process. Once you have the permit, you must present it to Campus Reservations so they can clear you to have an event on campus.
Good Tydings: (301)314-1100, www.dining.umd.edu/catering/information/
Goodies-to-Go: (301)314-8031, www.dining.umd.edu/catering/to_go/
PG County Health Permit: (301)883-7690,
http://www.princegeorgescountymd.gov/Government/AgencyIndex/Health/pdf/EHFP003a.pdf

Copying Services

Copy Centers
For your general copying needs. These copy centers are very busy and can require a three-day turn-around for your projects, especially if you need items bound.
-Union Copy Center: 0232 Stamp Student Union, (301)405-4463
-Engineering Copy Center: 1123 Glenn L. Martin Hall, (301)405-3875
-Physics Copy Center: 301-405-5990
-Computer and Space Sciences Copy Center: 3302 CSS Building, (301)405-2966
-Tydings Copy Center: 1105 Tydings Hall
-Van Munching Copy Center: 1406 Van Munching Hall, (301)405-2400

Design Services
In addition to copy center type services, also provides desktop publishing and graphic design, business cards, resume packages, buttons, logos, brochures, flyers, posters, newsletters, forms, booklets, ads, various other promotional materials. 0118 Patuxent Building, (301)405-9200, www.dbs.umd.edu/print/services.php

Sign Shop
The sign shop can cater to all your stake sign and banner needs. Turn-around time is usually around a week. Please remember that all signs and banner must be reusable from year-to-year (i.e. no identifying dates, etc.) 1220 Service Building, (301)405-7257

Security
Police officers or aides may be required at your events, depending on the size and timing of your program. Campus Reservations will let you know if you may need the service; you must contact Campus Security at least 3 weeks prior to your event. Phone: (301)314-8585

Transportation Services

Motor Pool is the department for renting University vans and transportation. Come to the SGA Accounts/SORC office to fill out a Motor Pool request form, and get more information about it there. You must use money from a "3611 Bus Rental" line item. Rentals available for trips within a 300-mile radius; no travel allowed between 12AM and 6AM. The Motor Pool is open 6:30 AM to 5:00 PM on all University Business Days. 1/2 Day rates apply only if back within 4 hours they are open, or out after 4:00 PM and back by 9:00 AM. All above rates include: Gas, State Insurance Coverage, and Collision Damage Waiver. No extra charge for additional drivers or for drivers under 25. Drivers under 18 OK.

Compact Cars	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$30	80	$0.20
½ Day Rental (up to 4 hrs or overnight)	$24	40	$0.20
Weekly Rental (7 days)	$180	600	$0.20
Monthly Rental (30 days)	$480	1800	$0.20
Effective July 1, 2008, Motor Transportation Services is implementing a 5% fuel surcharge due to increasing fuel costs			

Sedans and 5-Passenger Vans	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$36	80	$0.20
½ Day Rental (up to 4 hrs or overnight)	$30	40	$0.20
Weekly Rental (7 days)	$215	600	$0.20
Monthly Rental (30 days)	$625	1800	$0.20
Effective July 1, 2008, Motor Transportation Services is implementing a 5% fuel surcharge due to increasing fuel costs			

7-Passenger Vans	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$56	80	$0.30
½ Day Rental (up to 4 hrs or overnight)	$34	40	$0.30
Weekly Rental (7 days)	$281	600	$0.30
Monthly Rental (30 days)	$1,217	1800	$0.30
Effective July 1, 2008, Motor Transportation Services is implementing a 5% fuel surcharge due to increasing fuel costs			

12-Passenger Vans	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$83	80	$0.42
½ Day Rental (up to 4 hrs or overnight)	$41.50	40	$0.42
Weekly Rental (7 days)	$415	600	$0.42
Monthly Rental (30 days)	$1,798	1800	$0.42
Effective July 1, 2008, Motor Transportation Services is implementing a 5% fuel surcharge due to increasing fuel costs			

Transportation Services (Cont.)

Mini-Cargo Vans	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$74	80	$0.20
½ Day Rental (up to 4 hrs or overnight)	$37	40	$0.20
Weekly Rental (7 days)	$369	600	$0.20
Monthly Rental (30 days)	$1,599	1800	$0.20

Effective July 1, 2008, Motor Transportation Services is implementing a 5% fuel surcharge due to increasing fuel costs

Full-Size Cargo Vans	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$62	80	$0.42
½ Day Rental (up to 4 hrs or overnight)	$38	40	$0.42
Weekly Rental (7 days)	$340	600	$0.42
Monthly Rental (30 days)	$1,343	1800	$0.42

Effective July 1, 2008, Motor Transportation Services is implementing a 5% fuel surcharge due to increasing fuel costs

Compact Pickup Trucks	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$24	80	$0.20
½ Day Rental (up to 4 hrs or overnight)	$34	40	$0.20
Weekly Rental (7 days)	$180	600	$0.20
Monthly Rental (30 days)	$590	1800	$0.20

High-Cube (1 Ton) Van	Base Rate	Included Miles	Cost Per Extra Mile
Daily Rental	$107	80	$0.45
½ Day Rental (up to 4 hrs or overnight)	$53	40	$0.45
Weekly Rental (7 days)	$536	600	$0.45
Monthly Rental (30 days)	$2,321	1800	$0.45

1/2 Day rate applies only if out and back within 4 hours that Motor Transportation Services is open, OR out after 4 p.m. and back by 9 a.m.

All above rates include State Insurance Coverage and Collision Damage Waiver. No Extra Charge for Additional Drivers or Drivers Under 25.

Motor Transportation Services is open Monday through Friday from 7:00 a.m. to 5:00 p.m. For driving trips commencing before 7:00 a.m., vehicles may be picked up between 3:00 p.m. and 4:00 p.m. one business day prior to the scheduled trip. There is no additional charge for this service. Vehicles may be returned after hours by parking the vehicle in a designated space adjacent to the MTS facility entrance and placing the keys, credit cards, E-ZPass, etc. in the red MTS drop box located approximately four parking spaces in from the MTS main gate.

Campus Space Reservations

Union Room	Full Day Price (8hr)	Partial Day Price (4 hr)	Capacity (Auditorium style)
Grand Ballroom	$625	$375	900
Colony Ballroom	$375	$225	600
Hoff Theater	$300	$180	550
PG Room	$125	$75	126
Atrium	$150	$90	180
Grand Ballroom Lounge	$125	$75	150
Charles Carroll	$125	$75	172
Juan Ramon Jimenez*	$90	$55	93
Benjamin Banneker (full)*	$100	$60	130
Benjamin Banneker (A or B)	$55	$35	60
Margaret Brent (full)*	$90	$55	84
Margaret Brent (A or B)	$50	$30	40
Nanticoke*	$50	$30	42
Pyon Su*	$50	$30	40
Thurgood Marshall	$45	$25	40
Piscataway	$40	$25	28
Edgar Allen Poe*	$30	$20	16
Harriet Tubman	$25	$15	8 (round table only)
Information Booth	$25	N/A	N/A

*This room is free for general meetings

Campus Sites	Where to Reserve	Contact	Price
McKeldin Mall	Campus Reservations	x48488	Varies; need special permission
Hornbake Plaza	Campus Reservations	x48488	No Cost
Nyumburu Cultural Center	Nyumburu Director	x47758	$50/hr after 5pm
Nyumburu Amphitheater	Campus Reservations	x48488	No Cost

Campus Space Reservations (Cont.)

Campus Sites	Where to Reserve	Contact	Price
McKeldin Mall	Campus Reservations	x48488	Varies; need special permission
Hornbake Plaza	Campus Reservations	x48488	No Cost
Nyumburu Cultural Center	Nyumburu Director	x47758	$50/hr after 5pm
Nyumburu Amphitheater	Campus Reservations	x48488	No Cost

Clarice Smith Performing Arts Center	Location	Avg. Daily Price	Capacity
Contact: (x55977)	Dekelbaum Concert Hall	$1530	1113
	Gildenhorn Recital Hall	$860	305
	Ulrich Recital Hall	$875	180
	Kogod Theater*	$540	190
	Ina & Jack Kay Theater*	$1075	631
	Laboratory Theater*	$300	100
	Dance Theater*	$540	210

*For theater rooms, sound packages are not included here. Please refer to their website for a breakdown of costs.

Memorial Chapel	Location	Price	Capacity
Contact: chapel@mail.umd.edu x49866 www.chapel.umd.edu	Main Chapel	$30	1000
	West Chapel	$25	100
	Chapel Lounge	$10	30
	Conference Room	$15	14

Campus Recreation Services	Location	Full day Price	Hourly (up to 4 hrs)
Contact: Alex Teh 301-226-4404 ateh@umd.edu	ERC – Aerobics Room	$180	$35
	ERC – Multipurpose Room	$210	$40
	ERC – Student Board Room	$45	$10

Campus Space Reservations (Cont.)

Campus Recreation Services	Location	Full day Price	Hourly (up to 4 hrs)
Contact: Alex Teh 301-226-4404 ateh@umd.edu	ERC – Outdoor Pool	$525	$100
	ERC – Outdoor Picnic Area (add on to outdoor pool rental)	$150	$30
	ERC – Wet/Dry Classroom	$50	$10
	Ritchie – Arena Floor	$525	$92
	Ritchie – Martial Arts Room	$150	$30
	Armory – Gymnasium	$300	$55
	LaPlata Beach – Turf Area	$180	$35
	LaPlata Beach – VB/BB Courts	$180	$35
	SPH – Gymnasium (Rm 2240)	$180	$35
	SPH – Mar. Arts (Rm 0107)	$120	$25
	SPH – Multipurpose (0128)	$150	$30
	SPH – Racq. Courts (12)	$420; $30/ct	$80; $5/ct
	Artificial Turf Field	$180	$35
	Engineering Field	$200; $150/Rugby; $100/SB	$50; $40/Rugby; $25SB
	Fraternity Row	No cost	No cost
	Chapel Field	No cost	No cost
	Cole – Arena	$1500	$300
	Cole – Tennis Courts (14)	$420; $30/ct	$80; $5/ct

Campus Space Reservations (Cont.)

Terpzone	Venue	Cost (4 hrs)
301-314-BOWL	Bowling and Billiards (Arcade/TV Lounge not included)	$750
	Bowling (shoes included)	
	-- Full House (8 lanes)	$600
	-- Half House (4 lanes)	$300
	-- Single Lane (2 hrs only)	$50
	Billiards (Air Hockey/Foosball not incl.)	
	-- Full Hall (10 tables)	$200
	-- Half Hall (5 tables)	$100

Campus Recreation Services Notes:

Hourly vs. Daily Rates-

Hourly rate applies for 1 to 4 hours of facility rental time. Any event scheduled to last more than 4 hours (including setup and clean-up time) will be charged the day rate.

Staffing

Some events may require student staff to open the facility, serve as first responder, assist with equipment, and perform other duties as assigned. Regular staffing charges are $12 per hour per staff member. Interim staffing charges are $13.50 per staff-hour. Pool reservations will require lifeguards and pool operators – groups planning pool events should budget an additional $70 to $100 per hour for aquatics staff, depending on event size.

Equipment

Depending on the type of equipment needed, rentals may be done though CRS or through Facilities Management. Rental groups arrange and pay for all FM orders directly with FM. Generally, sporting equipment is free of charge though CRS (charges will apply if equipment is lost or damage).

Rental Procedure

To request a facility rental from CRS, fully complete the form at http://www.crs.umd.edu/facreq.htm. At least a three-week advance is preferred, especially for large events; a two-week advance is required for all events. Facility requests may be denied if we believe a successful event is not feasible within the available time frame.

Other expenses

There are a number of other expenses groups may incur through their event that are not covered here, which may include (but are not limited to): police or security services, housekeeping, special facility arrangements, insurance, furniture, audio-visual equipment, food permits, etc. These arrangements and related expenses are the full responsibility of the rental group.

General Notes:

Groups can reserve an unlimited number of classrooms per week though the campus reservations office.

Union AV Equipment

Meeting Rooms:

Wired Microphone	$15.00
Additional Wired Microphone	$5.00
CD/Tape Player	$15.00
Projector Only	$30.00
Projector and Laptop	$50.00
Projector and DVD Player	$50.00
Projector and VHS VCR	$50.00
Projector and Media Cart	$75.00

Grand Ballroom:

Wired Microphone	$15.00
Additional Wired Microphone	$5.00
CD/Tape Player	$15.00
User Provided Audio Source Connection	$10.00
Projector with Single Screen	$150.00
Projector and DVD/VHS Player	$175.00
2 Projectors with Screens	$300.00
Media Cart	$50.00

Colony Ballroom:

Wired Microphone	$15.00
Additional Wired Microphone	$5.00
Wireless Microphone	$20.00
CD/Tape Player	$15.00
User Provided Audio Source Connection	$10.00
Projector Only	$50.00
Projector and Laptop	$75.00
Projector and DVD Player	$75.00
Projector and VHS VCR	$75.00
Projector and Media Cart	$100.00

Union AV Equipment (Cont.)

Prince Georges Room and Atrium:

Wired Microphone	$15.00
Additional Wired Microphone	$5.00
Wireless Microphone	$20.00
CD/Tape Player	$15.00
User Provided Audio Source Connection	$10.00
Projector Only	$30.00
Projector and Laptop	$50.00
Projector and DVD Player	$50.00
Projector and VHS VCR	$50.00
Projector and Media Cart	$75.00

Hoff Theater:

Wired Microphone	$15.00
Additional Wired Microphone	$5.00
Wireless Microphone	$20.00
CD/Tape Player	$15.00
User Provided Audio Source Connection	$10.00
Projector Only	$50.00
Projector and Laptop	$75.00
Projector and DVD Player	$75.00
Projector and VHS VCR	$75.00
Projector and Media Cart	$100.00

*Reservations should be made two weeks in advance of the program. Contact the AV Dept. for quotes on special packages.

Financial Forms

Every expenditure from Student Activities Fees must be supported by standard financial documentation that the goods and/or services were delivered to the organization by a vendor. **This is accomplished by different forms available in the SGA Accounts/SORC Office/ Student Organization Resource Center located at 0209S (Student Involvement Suite) Stamp Student Union.** Following is a guide for every common form a student group Treasurer will encounter. There are circumstances that call for financial procedures not outlined below. When in doubt, contact the SGA Accounts/SORC Office for advice. They are available Monday through Friday 8:30AM to 4:30PM.

It is essential that the proper procedures and forms outlined on the following pages are followed. Please remember that all requisitions must be filled out by an authorized representative of the organization, usually the President and Treasurer, and then approved at the SGA Accounts/SORC Office before any transactions can be made. If the instructions on the following pages are not clear, please ask someone in the SGA Accounts/SORC office for assistance. Their number is x47158.

Important Note: The University is NOT responsible for payments if the stated procedures are not followed. This means that you can be held liable for any charges incurred.

1. After getting a copy of your SGA budget, make sure you have the right amount of money in the correct line items and programs to make the purchase(s) you need to make. If the specific line item is not budgeted for, you will need to do a line item transfer. You may initiate one electronically by logging onto www.stars.umd.edu/accounts and filling out a line item change. This process can take up to 10 days for final approval, so apply early. In some emergency situations the line-item transfer can be rushed through by contacting the audit chair, but those are usually very rare exceptions.

2. Fill out the appropriate requisition form at the SGA Accounts/SORC Office. There are several forms to fill out, depending on the kind of transaction. Examples of all the common forms are included in this Manual. The SGA Accounts/SORC Office/SORC staff can help determine which form you must use, depending on your needs. Forms will only be given to one of the two persons authorized to conduct financial transactions for the organization (typically the Treasurer and President).

Important Note: A contract must be filled out at the Student Organization Resource Center before the event is held. If this is not done the Student Group will have to pay from other sources. A purchase order will not be accepted after the service has been done

Accounts payable will not accept a purchase order to pay vendors that should be using a contract. For example:
- •DJ's
- •Speakers
- •Performers

Line Item Transfer Request

USE: To move money from one line or program into another line or program within a group's budget.

PROCEDURE:

1. To fill out a line item change online, go to www.stars.umd.edu/accounts.

2. Log in with your SID and PIN. Only Treasurers or Presidents may access their group accounts.

3. Select your group from a drop-down list, and type in your STARS group password.

4. Click the link to do a line item change.

5. Filling out the form.
> **EMAIL:** Your email
> **PHONE:** Contact Phone
> **ORIGINATING PROGRAM NAME:** Program from which you are taking money out.
> **RECEIVING PROGRAM NAME:** Program into which you are putting money.
> **FROM LINE ITEM #:** Originating line item (ex. 3724)
> **TO LINE ITEM #:** Receiving line item (ex. 3750)
> **AMOUNT OF TRANSFER:** Amount you wish to move out of the line item in the originating program into the new or receiving program.

6. If you have more than one change to make, which is pretty common, click the proper box to continue entering line item changes.

PROCESSING THE FORM: The Assistant Vice President of Financial Affairs reviews line item changes and reports them to the SGA Legislature at weekly Wednesday meetings.

Type 1 Line item changes: Involves moving money from one line to another within a program; approved by the Assistant Vice President of Financial Affairs
Type 2 Line item changes: Involves moving money from one program to another within the same line; approved by Assistant Vice President of Financial Affairs
Type 3 Line item changes: Involves moving money to different programs and different lines altogether; considered by Assistant Vice President of Financial Affairs and approved by SGA Legislature (takes 1 week)

Internal Service Request (ISR)

USE: To obtain services or items from within the University.

SPECIAL NOTE: The Department or Organization desiring the service or item should initiate the requisition. This is why, if you are filling out the form to pay for something, you are the Requesting Department.

PROCEDURE:
1. To fill out an ISR online, go to www.stars.umd.edu/accounts.

2. Log in with your SID and PIN. Only Treasurers or Presidents may access their group accounts.

3. Select your group from a drop-down list, and type in your STARS group password.

4. Click the link to do an ISR.

5. Filling out the form.
> **TO:** Department providing goods/services.
> **FROM:** "SGA/(Name of your organization)"
> **DEBIT ACCOUNT #:** It is your organization's FRS account number; this may be obtained in the SGA Accounts/SORC Office.
> **DELIVERY ADDRESS:** "0110M Stamp Student Union" (for billing purposes)
> **PHONE:** Organization's contact phone number.
> **DESCRIPTION:** Description of what is being requested, what event or program it is being used for, the program's date, and the subcode (a 4-digit code signifying the line item for which the money is being used).
> **AMOUNT BILLED:** Actual dollar amount of the charge, or if the actual amount is not known, the estimated amount.

6. If you have more than one ISR to make or if your ISR is pulling money from more than one line, click to fill out another page online.

PROCESSING THE FORM: Once the form has been signed and processed in the SGA Accounts/SORC Office, it can be taken by the organization's representative to the office or department providing the service or goods.

Purchase Order

USE: Purchase orders are used for off-campus vendors, or to pay a person for a service he/she provided. Use these for expenditures that are $5,000 or less.

SPECIAL NOTE: Purchase orders take a while to fill out, so please arrive at the SGA Accounts/SORC Office before 4PM on the day you intend to fill out the form.

Before you begin to fill out a PO:
1. First, make sure you have the correct amount of money in the correct programs and line items in your budget. If you do not, complete a Line Item Change form ("Financial Forms"); this can take up to 10 days to be approved.

2. Be sure that the vendor you are paying accepts purchase orders.* If they do not know what a purchase order is, make it clear to them that it is like a "promise" that they will get a check from UMCP in approximately 30 days.

3. If the vendor accepts PO's, ask them for the following:
   a. FEI#: All company FEI#'s have 9 digits; if the vendor gives you a number that is not 9 digits, it is not the correct FEI#. For individuals, this will be their SS#.
   b. Official Invoice, business card, or a company letterhead that includes their FEI# on it (anything that is official information).

4. If the vendor is one that you have never used before, the vendor most likely will not be in the computer system, which means you will not be able to type up a PO yet. You must first provide the SGA Accounts/SORC Office with a business card, an official invoice, or a company letterhead (anything that is official information). Either of the 3 must include the company address, phone #, and FEI#. Submit the invoice and/or the company card/letterhead before 2:00 PM if you wish to fill out a PO the next day! Otherwise, you will have to wait 1-2 days.
**All vendors must submit a W9 form.

5. Once the vendor is in the system, return to the SGA Accounts/SORC office and fill out a purchase order using "Directions for Filling out a Purchase Order (PO)."

6. Send a copy of the purchase order to the vendor.

Note: If you do not provide an invoice when you fill out a purchase order, the PO will not be paid until an invoice is submitted. If the vendor does not accept purchase orders, try to find another vendor. If this is not acceptable, talk with the SGA Accounts/SORC office. Their directions will vary depending on what you try to do.

Directions for Filling out a Purchase Order (PO)

You must fill this out online at one of the computers provided in the SGA Accounts/SORC Office. If not already logged in to the PROWEB system, ask the Accounts office for assistance. Do NOT log in with your own directory ID and password.

Delivery Info.

1. Type in your vendor's FEI # (include a "B" in front and a "0" [zero] at the end of the FEI#). If you don't know the FEI# by memory or if you can't locate it, use the ProWeb link. To use ProWeb, follow the instructions below:

      a. In the top right hand corner of the page, click on the ProWeb link.

      b. Click on "Data Retrieval," then click Vendor Inquiry.

      c. Type in the vendor's name and click Run.

      d. If vendor has multiple mailing addresses, ask someone in the SGA Accounts/SORC Office

            for help

      e. Highlight, copy, and paste the appropriate FEI# from ProWeb page into the FEI number space on the Delivery Info. page. Remember to include a "B" in front and a "0" (zero) at the end of this number.

      f. Click "Get Vendor Info." All pertinent vendor info will appear automatically.

2. Ship To

      • Type nothing if picking up directly from vendor's place (for example, if buying something at Kmart, Giant, etc.)

      • If shipped to campus and you do not have a room/office for your organization, type:

            Central Receiving
            Bldg. 383, Phys. Distribution Cntr
            University of Maryland
            College Park, MD 20742

      • If shipped to campus and you do have a room/office, type in your organization's office address.

Note: You MAY NOT have something delivered to a dorm room or personal house address. There will be NO delivery if either of these are typed in.

3.   Using Dept

      Dept. Description: (Name of your student group)/SGA
      Phone: (include area code, NO DASHES)
      Contact: Your name (if you are either the President or the Treasurer)
      UMCP Dept Zip: 4611
      Bldg #: 999
      Room #: 9999

4. Order Info
   Order Date: Today's date
   FOB (Freight on Board):
   Choose 1 of the following:
   - "**Destination**" if you are going to the place yourself to make a purchase.
     (choose "destination" if nothing else applies—it is the most commonly used)
   - "**Shipping Point**" if you are going to pick up something that is being delivered to our organization.
   - "**Pick-up**" if you ordered something and are going to pick it up at the vendor's place.

   Ship Via
   Choose 1 of the following"
   - Usually "**Other**" - choose if you're going to the place yourself to make a purchase.
   - "**Vendor's truck**" if the vendor is delivering something directly to the place where the event is taking place and ordered materials come from their own truck (ex. Delivering balloons).
   - "**UPS**" and "**US Mail**" - self-explanatory.

   Deliver on/before: Today's date.

Goods Itemization

1. **Requisition #:** Type "0" (zero)
2. **FRS:** Type in your student organization's FRS #.
3. **Description space** (only accepts 40 characters per line): You have 2 options on how to type info.
   a. **Option 1:** You may list all items individually
      Qty: the quantity of goods.
      Unit of Qty: Select from pull-down menu; for questions, ask Accounts office/SORC personnel.
      Unit Price: Type cost for each item.
   b. **Option 2** (Recommended): List a few items on the top line and on the line below, specify what program from your budget the money is being taken from.
      Qty: type "1"
      Unit of Qty: choose "Lot"
      Unit Price: type in overall estimate
4. **Amount:** Click the dollar sign ($), and the Unit of Qty times Unit Price will automatically calculate.

Directions for Filling out a Purchase Order (PO) (Cont.)

5. **Subcode:** The subcode is the same as a line item (a list of them is found in this Manual). If the money is coming out of SGR (self-generated revenue), do not type this as the subcode. Rather, type in the line item where the money would normally come out from. If coming out of SGR, you can type that in the second description space.

6. **Authorized Signature**: Type in either: "Regina Crawmer," or "Polly White"

Comments
You are not required to use this tab. If you do use it, specifically mention it to folks in the Accounts office, as this page is not normally printed. It can be used to:

> • List specific items with/without prices (this is recommended).
> • Explain why you need certain items.
> • Give a description of the services your vendor/person is providing.
> • Give a description of your event.

In some cases, we might as that you please add additional information using this tab; usually we ask that groups do this if we are unclear about anything related to the items you are purchasing.

Errors

> • To check for errors, click the "Check" button at the top of the form. If there are errors, a form will be created, labeled "Error Messages."
> • Click on this tab, view the error messages, and make the necessary corrections (you will see a red error symbol next to the areas that are incorrect on the previous pages).
> • After you have corrected the errors, click on the "Check" button again.
> • Once it says "No Errors Found", click on "Send" button at the top of the page.
> • Click "Yes".

FINALLY
After the form is sent, someone from the SGA Accounts/SORC Office will assist you further; he/she will look over the form to see that everything is correct, he/she will print out the form, you will sign, and then he/she will sign the form. You will be given a copy, which you will then give to the vendor.

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OfficeMax Purchase

USE: To buy office supplies at a discount rate from an on-campus warehouse through the use of a catalog in the SGA Accounts/SORC Office. This service is highly recommended because of the extensive discount offered to student groups.

SPECIAL NOTES: The catalog you use to order supplies is available in SGA Accounts/SORC Office. Orders may be placed at the SGA Accounts/SORC Office between 8:30-4:00pm. OfficeMax orders may be picked up the following day.

PROCEDURES:
1. **DEPARTMENT:** "SGA/(Name of your organization)"
2. **NAME:** Your name, if you are the President or Treasurer of your student group.
3. **SIGNATURE:** The Treasurer or President of your organization should sign his/her name here.
4. **PHONE NUMBER:** Your organization's phone number.
5. **FRS#:** Your organization's account number. Ask the SGA Accounts/SORC Office if you need to know your number.
6. **QUANTITY:** Amount of each type of supply being ordered.
7. **UNIT:** Usually "each" or "package", depending on what is being ordered. Ask Accounts staff for assistance.
8. **ITEM NUMBER:** Number of item found in OfficeMax Catalog.
9. **DESCRIPTION:** Name of the item ordered, including color, size, etc.

PROCESSING THE FORM: The order can be faxed to General Stores between 8:30-4:00pm. When the order is received by General Stores, they'll send an invoice to the SGA Accounts/SORC office, a copy of which will be made for the student group representative to take to the General Stores Warehouse when the order is picked up.

Miscellaneous Payment Request

USE: When contracting bands, DJ's, VJ's, or any other persons providing a service. These are also used to pay for subscriptions, and membership dues and fees.

SPECIAL NOTE: These are rarely used; seek confirmation from Reg Crawmer or Polly White in the Accounts/SORC office before filling this out. The time between processing the request for payment and the receipt of the check is usually 30 working days. The form will not be processed without back-up documentation (contract, invoice, etc).

PROCESSING:

1. **DATE:** Today's date.
2. **SSN#/FEI#:** The social security number or FEI number for person being paid.
3. **PAY TO:** Name of the person being paid.
4. **ADDRESS:** Complete mailing address of the person being paid. This must be an off-campus address.
5. **DEPT.REQ. #:** Leave blank. This number is assigned by the SGA Accounts/SORC Office.
6. **ORIGINATING DEPT:** "SGA/(Name of your organization)"
7. **BUSINESS CONTACT:** Your name, if you are the President or Treasurer of the student group.
8. **PHONE:** Phone number of the individual who prepared the request.
9. **QUANTITY:** Leave blank. Accounts office staff will fill this in.
10. **DESCRIPTION:** Reason for payment, name of event, date of event, and place of event.
11. **AMOUNT:** Exact amount to be paid.
12. **WHEN CHECK IS READY:** Place an X in the "Mail to address shown" box.
13. **DEBIT ACCOUNT #:** Your organization's FRS account number, which can be supplied by the SGA Accounts/SORC Office.
14. **SUBCODE:** The 4-digit code identifying which line item the payment will come from.
15. **AMOUNT:** Exact amount that should appear on the check.
16. **INVOICE DATE:** Today's date, if an invoice is available.
17. **VENDOR INVOICE #:** number of the invoice, if an invoice is available.
18. **REQUESTED BY**: Name of individual who prepared the document, and the date.

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Design Services Request

USE: To use Reprographic Services for printing.

SPECIAL NOTES: Only one of the two authorized financial representatives (either the President or Treasurer) may request this form or service. A copy of what is being printed should be brought to the SGA Accounts/SORC Office when request is made.

PROCEDURES:
1. **NAME:** Your name, if you are the Treasurer or President of the student group.
2. **PHONE:** Your phone number.
3. **DATE RECEIVED:** Today's date.
4. **DEPARTMENT:** "SGA/name of organization"
5. **FRS #:** Account number on file at the SGA Accounts/SORC Office.
6. **ADDRESS:** If the organization has an office, the office address may be placed here. If not, leave blank.
7. **# of ORIGINALS**: Number of originals.
8. **COPIES PER ORIGINALS:** Number of copies desired.
9. **SPECIAL INSTRUCTIONS:** An estimated "not to exceed" amount must be stated and must be in compliance with the organization's SGA budget. Your signature should be placed next to the estimate.

PROCESSING THE FORM: After the form has been completed, a copy will be kept in the SGA Accounts/SORC Office. When the printing job is completed, it is the organization's responsibility to return the finished copy to the Accounts office.

Audit Process

Student groups receiving funds from the SGA agree to SGA's spending practices and are therefore subject to an audit by the finance committee.

What to expect:
A member of the finance committee may attend a student group event unannounced. This member will identify him/herself as a member of the finance committee and provide proof of authority. The auditor shall be allowed to participate in group events free of charge as long as he does not deplete any of the student groups' resources (i.e., food). Following the event, the auditor will contact the student group to request paperwork of involved transactions. *It is highly recommended that you save ALL paperwork for the fiscal year.*

After the event:
The auditor will look over all the information collected and contact the student group if more documentation is needed. If an group passes the audit, the student group's president or treasurer will be informed.

If student group does NOT pass audit:
If the student group does not pass the audit, findings will be presented to the finance committee to be looked into further. Severity will be determined by a majority vote of the finance committee. Depending on the severity and reoccurrence of a misuse of funds, the following recommendations will be made by the Assistant Vice President of Finance to be voted on by the Legislature.

Non-severe spending practice violation
First offence: A written warning to the group signed by the auditor and involved members of the finance committee.
Second offence: Restriction of line-item transfer requests.
Third offence: Loss of all non-contracted SGA funding for remainder of school year.

Severe spending practice violation
First offence: Loss of all non-contracted SGA funding for remainder of school year. Possible legal recourse.
Second offence: Written letter by all members of finance committee requesting that the student group does not receive funding in the next fiscal year. Possible legal recourse.
Appeals:
Circumstances in which a recommendation for discipline made to the legislature is deemed necessary, the student group will have the opportunity to appeal. The finance committee will notify the student group of such intentions and invite leadership of the group to discuss the findings of the audit. The student group will be notified of the finance committee's appeal decision within two days after an appeal is made.

While the audit process is intense and can result in dire consequences, the purpose of it is ensure fair spending practices of all student groups. Fair spending allows for fair SGA funding- the goal of the finance committee.

Policy on the Disbursement of Student Activities Fees
Approval by University Finance Committee May 7, 1998

The purpose of the Student Activity Fees is to fund activities which contribute to the general enrichment of the undergraduate student's university experience by:

• serving the interests of the diverse student population which pays the fee
• personalizing the campus experience through the support of programs for various sub populations
• creating opportunities for student participation in a wide range of activities
• providing opportunities for student development of leadership and civic skills
• creating supportive social environments on campus
• fostering the development of satisfying leisure-time interests
• contributing to a sense of community for the entire student population
• supporting student-run learning experiences outside the formal classroom
• serving the interests of as many students as possible

The authority to review requests by student organizations and to make recommendations for allocations to those groups from the Student Activity Fee is delegated by the University Finance Committee to the Student Government Association with the following stipulations:

1. The allocation process must be conducted with the review and advice of the Vice President for Student Affairs (or his/her designee).

2. The process of allocating and administering the Student Activities Fee should be consistent with the fee's purposes and be fair and equitable.

3. All eligible student groups shall be given the opportunity to present their budget requests both in writing and in formal presentation to the SGA Finance Committee in accordance with published processes made available in advance to all eligible groups.

4. The allocation process will include a procedure whereby groups will receive an explanation in writing for the funding decisions and a procedure whereby groups may appeal those decisions at each level of the review process.

Policy on the Disbursement of Student Activities Fees

5. Written records will be kept of decisions made by the SGA Finance Committee and the SGA Legislature or other levels in the process which might be established and a copy of these will be maintained on file with the SGA Accounts/SORC Office in a timely fashion.

6. Appropriate checks and balances will be adopted to insure that the funds are expended according to that stated purposes of the approved allocations and that there is a compliance with any restrictions on allocated funds.

7. The process should be flexible enough to meet the changing needs of the student body while providing for appropriate continuity of services and programs.

8. The Student Activities Fee shall not be allocated or disbursed in a manner which discriminates on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental handicap in accordance with the University of Maryland Human Relations Code.

Funding from the Student Activities Fee shall not be allocated to groups which meet the following criteria:

• Groups which are not currently registered with the Office of Campus Programs in accordance with the *Student Organization Registration Guidelines.*

• Groups which deny membership or the privileges of membership to any currently enrolled student. Membership must be open to all students.

• Groups which do not have undergraduate students responsible for the final decisions as to the group's purpose, organizational structure, budget, or choice of activities.

• Church affiliated groups which are organized and coordinated under the direct control of a denomination, sect, or order such that funding would constitute a violation of the First Amendment of the United States Constitution and/or the Constitution or statutes of the State of Maryland.

• Political Groups whose primary function involves supporting the campaign of a candidate for an off campus public office or specific federal, state or local legislative action.
(continued)

- Groups which are engaged in activities that result in personal financial gain for individual members. The exclusion does not preclude the payment of wages or honoraria pursuant to a supervised contract for services.

Student Activities Fee funds may not be used for the purchase of alcoholic beverages, drugs or other illegal substances, nor for making direct payments to philanthropic organizations or charities. Payments for food, lodging, travel, wearing apparel, trophies and plaques, or scholarships must be made only in the context of a program with broad reaching impact and not have as its primary purpose the financial or other material advantage of individual persons.

Student Activities Fee allocations should be made upon published criteria related to the ability of the student organization's ability to make full and appropriate use of the funds. These criteria may include factors such as strong leadership, solid programming experience, group size and stability, and previous year's expenditures. To ensure a desired level of continuity and stability among the student organizations on campus and to support a thoughtful review in a broad perspective on behalf of the campus student body, reasonable care must be taken to prevent drastic cuts or inexplicably large increases in an individual organization's amount fro year to year.

The amount of Student Activities Fee funds available for disbursement to student organizations is determined by the calculation of the anticipated fee revenue for an upcoming fiscal year. This amount is adjusted to cover the costs associated with accounting for the expenditures of the funds, the costs associated with on-going staff commitments funded by the fee, and a contingency amount to cover fluctuations in actual enrollment.

Issues related to the management of the Student Activities Fee allocation process and the expenditures from those allocations are under the purview of the University Finance Committee. On behalf of the University Finance Committee, the Vice President for Student Affairs or his/her designee is responsible for the accounting of the expenditures of Student Activities Fee funds and other matters related to the management of the Student Activities Fee allocation process.

Written copies of this policy are available upon request in the SGA Office.

Frequently Asked Questions (FAQ)

What organizations are available to apply for funding through the Student Government Association?

All SGA recognized student organizations! To find out if you are SGA recognized (if you are not sure), please contact Kaiyi Xie, the Director of Student Groups at sgastudentgroups@umd.edu

What if my organization is not SGA Recognized?

Contact Kaiyi Xie, the Director of Student Groups at sgastudentgroups@umd.edu. The last day to apply for recognition to be eligble for funding is September 18th (two weeks before budgets are due). Your application to be recognized must be approved by the SGA Legislature by September 23rd in order to be considered for funding.

What happens if I submitted my budget, but I forgot to add something to the application?

Contact Andrew Steinberg (umdvpfinance@gmail.com or at x4-5801) before Friday October 2nd at 5pm and he can have your submission reset.

I have hard copies of invoices, website printouts, and other materials that cannot be typed into a text box. How do I get them to you?

Include them in 2 copies of your documentation packet that you must turn into the SGA office before the budget deadline. Be sure to get a receipt for your documentation.

I do not know my student group password for STARS. How do I reset it?

Contact the SGA Accounts/SORC office (x41758), located in the Student Involvement Suite to reset your password or find out what it is. Note: Only group Presidents and Treasurer's listed in the STARS system will be given the password.

I am having technical difficulties with the website. What should I do?

Contact Andrew Steinberg as soon as possible and we will troubleshoot the problem. Call early on a weekday (before 4:00pm) so that we may get in touch with IT before they leave for the day.

Where can I read about the Finance Committee guidelines?

Please refer to the SGA Treasurer's Manual

I am hopeless. I need help with everything! How will I know what to do?

Arrange a budget help working session with your finance committee liaison. Their information is available on the SGA website.

More Questions and Answers will be updated as it is deemed necessary

Glossary

Budget: An operating plan or blueprint that is a formal request for money and includes cost estimates for various programs; it is useful to include next year's officers in planning the budget.

Campus Reservations: Office to go to when renting rooms or space on campus.

Documentation: Quotes or references, including receipts, printed catalog pages, published ads, etc. See "Documentation Guide."

FEI#: A company's 9-digit federal tax ID number. Needed for all transactions with a company or vendor. If vendor is an individual, this number is their SS#.

FRS#: Your student group's FRS# is the 6-digit number on the tab of your spending records folder in the SGA Accounts/SORC Office. Think of this as your bank account number with the university.

Fiscal year: Runs from July 1st to June 30th of the following year. This is the period during which you have access to primary funds allocated the previous April and to secondary funds allocated that November. Money unspent at the end of the fiscal year is returned to an unallocated student activities fee fund to be allocated in secondaries the following October.

General Operations: Type of program that groups may apply for that asks for funding needed for the maintenance of the organization, such as office supplies, membership dues, general copying, etc.

Line Item: A 4-digit number, such as 3752 or 3311, that represents a funding category to which money is allocated in a budget. There is a description associated with each number; see "Guide to Filling out your Budget Application Online."

OCP: Office of Campus Programming, which oversees all campus programs, including Weekends at Maryland and the SGA.

Primary Funding: The funding process occurring in the Spring during which groups submit budgets for all of the next academic year's proposed activities.

Program: An event sponsored by a student group.

Purchase Order (PO): Online form used for off-campus vendors, or to pay a person for a service he/she provided.

Requisition: A formal written request for something needed.

Secondary Funding: Annual process that takes place in the Fall as a supplement to last year's primary funding and also for newly SGA-recognized organizations. New groups, as well as groups that require supplemental funding, submit budgets for their proposed programs in the Fall semester. These funds come from all the unused student group funds from the previous year's Primary allocations.

SEE Review Board: A division of Student Entertainment Events (SEE, an arm of the SGA) that distributes funds for cultural/entertainment programming to OCP-recognized student groups.

SGA Accounts/SORC Office: See Page 5

SGA Assistant Vice President of Financial Affairs: See Page 5

SGA Finance Committee: See Page 5

SGA Department of Student Groups: Headed by Kaiyi Xie, the Director of Student Groups (x48329, sgastudentgroups@umd.edu), the committee determines SGA recognition and serves as a resource for groups.

STARS: Also known as Student Activity Reporting System; website that tracks student organizations and contains the funding applications and account information for SGA recognized student groups.

Student Activities Fees: Fees that are part of every undergraduate's tuition. The SGA Finance Committee distributes it in fair, equitable ways. State/national guidelines, university finance policies, and the SGA Finance Committee determine what "fair, equitable ways" are and how to arrive at them.

Student Group: Aka organization, club. In the context of this manual, this is a group that is SGA-recognized and therefore eligible for SGA Funding.

University Finance Committee: Committee that oversees all expenditures and uses of UMCP money. For University Policy, see pages 38-40

Vendor: Someone who exchanges goods or services for money. This can be an individual or a company.

Secondary Funding Schedule

President/Treasurer's Meeting (Attend One)
Mon. Sep 14th at 6:00pm-Grand Ballroom Lounge
Tues. Sep 15th at 6:00pm-Atrium
Weds. Sep 16th at 6:00pm-Prince Georges Room

Budget Help Workshops
Contact your Finance Committee Liaison to arrange a meeting (Information available at www.sga.umd.edu)

Hearing
(Optional)
Oct 1st 5pm-9pm
(Terrapin Room)

No Hearing

Finance Committee Deliberations
(Oct 5th-Nov 1st)

Recommendations Presented to Groups
Nov 2nd

Appeals, Submitted on Stars no later than Nov 6 at 5:00pm

Happy spending!

Appeals Hearings
Nov 9 and 10
5:00pm-9:00pm
Crossland Room

Finance Committee Appeal Decisions Nov 11

Appeals to SGA Legislature
Dec 2
Benjamin Banneker Room
6:00pm

Happy Spending!

Finance Feedback Forum

Useful Websites

-www.stars.umd.edu/sga: Apply for funding here and access a copy of the Finance Manual available for download

-www.stars.umd.edu/accounts: Check on the current status of your account and fil out ISRs and Line Item Transfers

-www.sga.umd.edu: Check for information and updates on the finance committee and the funding process. Look for the new finance committee "mini-site" this semester!

-www.union.umd.edu/reservations: Download the Event Management Handbook here

-www.union.umd.edu: General Union information

Line Items

3210- Postage
3220- Telephone
3311(instate)/ 3321(out of state)- Conferences
3620- Bus Rental
3716- Equipment Repair
3717- Equipment Rental
3718- Printing and Copying
3724- Advertising
3746- Food
3752- Contractual Services
3916- Office Supplies
3952- Miscellaneous Supplies
3952- Wearing Apparel
3950- AV Equipment
4930- Dues and Fees
4970- Space Rental
3953- Office Equipment

Before Turning in your Budget:
1. Prioritize your budget by program and line item.
2. Double check cost quote information.
3. Turn in two hard copies of documentation to the SGA office

SUBMIT THE BUDGET ONLINE AND DROP OFF ATTACHED DOCUMENTATION TO THE SGA OFFICE BEFORE THE DEADLINE (10/2/09 AT 5:00PM)

Useful References

Andrew Steinberg	0209J Stamp	301-31(48105)
Design Services	Stamp	301-40(54463)
Union AV	2220 Stamp	301-40(50588)
Motor Pool Rentals		301-49(55482)
Nyumburu Cultural Center		301-31(47758)
Security		301-31(48585)
SEE	Stamp	301-31(48498)
SGA Accounts/SORC	0209S Stamp	301-31(47158)