



Introduction and Welcome

Feb 2012

Dear Treasurer or President,

Welcome to a new semester and a new Primary Funding Process. As your Vice President and Assistant Vice President of Financial Affairs for the Student Government Association, it is out job to guide you though the funding process. Each semester the Vice President of Finance oversees the allocation of your student activities fee.

This manual includes important resources and information that will assist you in the creation of your budget application as well as spending throughout the year. **Please read through this manual** and use it as a reference guide. I encourage you to attend the meetings and contact the resources we mention inside.

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. Also, we welcome any recommendations you may have to enhance this process.

In the spirit openness and transparency, the committee will make public any new information presented to it. This includes all hearings, appeals, and changes in the printed guidelines. Thank you for taking the time to read this and for all the contributions you are making to this campus. We look forward to working with each of you over the course of this year.

If you have any concerns or questions, please contact us—that is what we are here for.

Sincerely,
David and Gursean

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On-Campus Funding Opportunities

SGA Primary Funding: Annual process occurring in the spring for operation and programming budgets for the following year. Money comes from Student Activities Fees and is distributed by the SGA.

- Deadline is February 27nd, 2012
- Done through the STARS system
- Application process outlined in SGA Finance Manual

SEE Review Board: Co-sponsorship with SEE Review Board, intended to sponsor a diverse selection of programs open to the campus community.

- Application due 45 days prior to event
- Contact SEE Co-sponsorship director (seecosponsorship@umd.edu x48505)
- Applications are available in the SEE office or online at www.see.umd.edu

PEPSI Funds: Pepsi Co-sponsorship designed to advance programs that deal with the academic community pursuits and that enhance Pepsi's image and mission.

- Applications due in late October for Spring Programs; early April for Fall Programs. All presidents will be sent a letter to their email address in STARS
- Contact Donna Lim, Interim Director of Campus Programs (dylim@umd.edu, x48505)
- Application available in the Campus Programs Office or online at www.union.umd.edu

Hoff Funding: A grant provided by the Hoff Theatre if an event takes place in the Hoff..

- Same details apply as Pepsi funds.

Fundraising Opportunities: Opportunities include funds for weekend programs and for volunteering at career fairs or the Union's "First Fridays" series. The best way to secure additional fundraising opportunities is by discussing with other groups, campus advisers, and online research.

- Concessions are a great way to earn additional funds and you should apply as soon as possible
- Office of campus programs will have applications for Weekends at Maryland

SGA Legislature: The Legislature has limited reserves intended for legislative initiatives; in some emergency cases this can be used for student group programs.

- Contact an SGA legislator at least four weeks prior to the event
- The speaker of the Legislature is Carson McDonald (carson.mcdonald.engineering@gmail.com)

SGA Group Help: Funding of up to \$1000 per semester for one specific program. Available to any SGA recognized group. Group Help can only be used for the program in which it is applied for.

- Applications are due as soon as possible but no later than two weeks in advance
- Contact David Berlin at (umdvpfinance@gmail.com)

SGA Co-Sponsorship Grant: This grant is given to student groups who apply as a cosponsor for an event. Each group can apply for up to \$500 per semester for a co-sponsored event and split the financial obligations of the event equally.

- Applications are due as soon as possible but no later than two weeks in advance
- Contact David Berlin at (umdvpfinance@gmail.com)



Introduction to Funding Bodies

SGA Finance Committee (contact: David Berlin, umdvpfinance@gmail.com, x48329)

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. Drop by the SGA office during David's office hours (available on the SGA website) or contact David (umdvpfinance@gmail.com) to set up a time to meet with him or a member of the committee. Committee information is available throughout the semester at www.sga.umd.edu.

SGA Audit Chair (contact: Camilla Yanushevsky cyanushue@gmail.com, x48329)

The SGA Audit Chair's job is to make sure that groups spend wisely and properly, according to the allocated program and line.

SGA Accounts Office (0209S Stamp Student Union, x47158)

The SGA Accounts office is a great resource for all student groups. It is open Monday to 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.



Policy on Disbursement of Student Activities Fees

University Finance Committee: This body can be considered for illustrative purposes the constitution for the SGA Finance Committee. Our interpretation of the University Finance Committee's Policy on the Disbursement of Student Activities Fees turns into the guidelines you see and adhere to.

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.
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 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.



Policy on Disbursement of Student Activities Fees (Cont.)

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.
- 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, tobacco, 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 and at the discretion of the finance committee.

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 from 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.



10 Steps to a Successful SGA Budget Application

First, attend (required):

- **President's / Treasurer's Meeting – PG Room**

February 13th (Monday) @ 6pm

February 14th (Tuesday) @ 6pm

February 15th (Wednesday) @ 7pm

Second, attend (required)

- **Budget Help Workshop –**

February 20th (Monday) at 6pm-ARM 0131

February 21th (Tuesday) at 6pm-ARM 0131

February 22nd (Wednesday) at 7pm- Terp Room B&C

Third, Complete Budget (required)

- **Budgets DUE February 27nd (Monday) @ 5pm!! – SGA Office**

---Finance Committee will then review Budgets---

Fourth, attend (only if you requested one)

- **Budget Hearing – Public – Calvert Room**

February 28nd (Tuesday) 5-9 pm; Calvert Room

and February 29rd (Wednesday) 5-9 pm Calvert Room

---Finance Committee performs allocations---

Fifth, attend (optional)

- **Hearing on Supplemental Guidelines – Public -**

Sixth, Pick up (optional but highly suggested)

- **Budgets are returned (SGA Office; TBA) -**

Seventh, Appeal (optional) Calvert Room

- **Appeal of Budget Recommendations to Finance Committee -**

TBA

---Finance Committee conducts deliberations on appeals---

Eighth, 2nd Appeal (optional)

- **Appeal to the full Legislature – Benjamin Banneker Room, SSU**

TBA

Tenth, Spend (required)

Ninth, attend (optional)

- **Feedback Forum - TBA**

- **Spend your funds!!!! -**



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.

Treasurer/ President Meeting: This is the mandatory meeting for the club Treasurer or President. A group may not apply for funding if neither attends this meeting; if there are irreconcilable conflicts, contact David Berlin to set up an alternate time. You will receive important information about the budget application process. A group need only attend one of the three meetings offered.

Budget Help Workshops: These workshops are mandatory to all groups seeking funding. A group may not apply for funding if neither attends this meeting; if there are irreconcilable conflicts, contact David Berlin to set up an alternate time. You will receive important information about the budget application process. A group need only attend one of the three meetings offered.

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) and also bring two copies with attached documentation to the SGA office by Monday February 27nd, 2012 at 5 PM. Make sure you receive a receipt.

Hearings: You must attend a workshop to be granted a hearing. Request a hearing if you have unique circumstances which you cannot explain in your budget application. Hearings are public.

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



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 Committee by February 1st (three weeks before budgets are due) and must be recognized by the SGA Legislature by February 16th in order to be considered for funding.
- 2. Attendance:** A treasurer or president must attend one of the three Treasurer/President Meetings and Budget Workshops or meet separately with the VP of Finance in order to be funded. Outside meetings will be held at the discretion of the VP of Finance. 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. 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 with attached documentation, must be submitted by the established deadline (Tuesday, February 28nd, 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). Two copies of documentation are required along with your budget submission.
- 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 \$1,000. These groups may apply for more than \$1,000 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)



Common Standards for the Funding Process (Cont.)

- **Advertising**-program specific, no ads in off-campus publications, general advertising not funded
- **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, low priority
- **Conferences**-registration fee only (lodging and food will not be funded), low priority
- **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. Inventory must be provided
- **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 (uniforms).

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 is available for downloading at www.umdsfinance.weebly.com.

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:

Co-sponsorship

Fundraising efforts, donations, or other sources of funding for the program

Successful past performance of the group and execution of the event

Positive exemplification of the University of Maryland to the outside community

Community outreach and / or service

Importance of the event to the group, University, and / or wider community

Why the money is necessary to make the event possible

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 budget submissions.

Groups requesting a 25% increase in funding than the previous year will either need to provide documentation proving why the growth or increase or will be audited.



Documentation Guide

Acceptable Documentation	Unacceptable Documentation
Misc. Supplies / Equipment / Wearing Apparel	
<ul style="list-style-type: none"> • Invoice with phone number from company • Detailed breakdown with catalog/item numbers from company website or catalog • Inventory of current equipment/apparel 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • No breakdown of specific needs (ex. Sound package with some arbitrary price) • Off campus doc. without phone number • Off campus doc. without reason of need
Printing and Copying	
<ul style="list-style-type: none"> • Printout of special job costs • Statement of costs and phone number of design services • Invoice from company with phone number and reason why on campus printing is insufficient • 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 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Past costs (ledger) • Clear reason for increase if request is higher then previous usage 	<ul style="list-style-type: none"> • Expected costs without proof
Non – performer Contractual Services (police, facilities management, etc.)	
<ul style="list-style-type: none"> • Invoice with phone number & exact breakdown • Past costs (receipt/ledger) 	<ul style="list-style-type: none"> • General cost estimates



Documentation Guide (Cont.)

Acceptable Documentation	Unacceptable Documentation
Space Rental	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Lodging/food is part of fee • Money supports political party/campaign
Bus Rental	
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • No destination given • No number of people given
Advertising	
<ul style="list-style-type: none"> • Size and purpose of newspaper ad • Invoice with phone number and specific breakdown 	<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Provide old costs/ledger as example of costs • Anything additional to what you spent in the past will require additional documentation as described above 	<ul style="list-style-type: none"> •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. General Advertising not funded
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 Information and Summary of Standards (Cont.)

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. Provide inventory if applicable.
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. If using a different source must state why OfficeMax is insufficient
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. If not using SSU rooms must specify why SSU is insufficient.
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. Reason for needing telephone must be explained.
3925	Wearing Apparel	Cost of apparel, cost quote information (phone, printout), and inventory.	Low priority, reusable clothing must remain within group (uniforms).
3953	Office Equipment	Equipment being purchased, inventory, and cost quote information (phone, printout).	Groups must provide specific costs for these supplies to be considered, also indicate location of on-campus office.



Guide to Filling out your Budget Application Online

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 budget requests 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!
12. MAKE SURE YOU PRESS SUBMIT (should get an email receipt directly after).

Login Page



[View Organizations](#) | [Organization Registration](#) | [Organization Budget Management](#) | [SGA Budget Application](#)

If you do not know your password, please visit the SGA Accounts Office in the Stamp Student Union or call 314-7158.

Student Group Login	
Group Name	Select One <input type="button" value="v"/>
Password	<input type="password"/>
<input type="button" value="Enter"/>	

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 office can tell you what it is.

- SGA Accounts 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

Rank	Action	Program Name	Amount Requested
1	Update Delete	General Operations	\$32,465.00
1	Update Delete	The Voice Newspaper	\$898.00
Total Requested			\$33,363.00

•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.

Click Submit when you are finished. You may return and change this information anytime later in the application.



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

*Rank	*Line Item # and Name	*Expected Total Cost	*Amount Requested From SGA
1	3950 AV Equipment	\$	\$

*Indicates Required Fields

*Itemized Cost Breakdown:

*Documentation and Cost Quote:

Submit

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, fundraiser, 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 Jason before the deadline at umdvpfinance@gmail.com



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 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, reserve the Terrapin meeting rooms, 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

Office of 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 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 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. 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	Cost Per Mile
Daily Rental	\$16	\$0.40
Weekly Rental (7 days)	\$112	\$0.40
Monthly Rental (30 days)	\$345	\$0.28
Sedans	Base Rate	Cost Per Mile
Daily Rental	\$20	\$0.45
Weekly Rental (7 days)	\$140	\$0.45
Monthly Rental (30 days)	\$445	\$0.28
5-Passenger and 7-Passenger Vans	Base Rate	Cost Per Mile
Daily Rental	\$23	\$0.49
Weekly Rental (7 days)	\$161	\$0.49
Monthly Rental (30 days)	\$525	\$0.27
12-Passenger Vans	Base Rate	Cost Per Mile
Daily Rental	\$83	\$0.42
Weekly Rental (7 days)	\$415	\$0.42



Transportation Services (Cont.)

Cargo Vans	Base Rate	Cost Per Extra Mile
Daily Rental	\$60	\$0.54
Weekly Rental (7 days)	\$420	\$0.54
<p>A minimum rental fee of \$25 will be charged for vehicle rental. Vehicle reservations must be cancelled at least 24 hours before the pickup time; otherwise, a one-day rental charge (minimum \$25) will apply</p>		
<p>The State of Maryland is self-insured and requires a \$1,000 deductible per . If a vehicle is damaged, the deductible will be charged to the renting department. If the cost of the repair is less than \$1,000, the actual cost of the repair will be charged to the renting department instead. No extra charge for additional drivers or drivers under 25.</p>		
<p>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 4:00 p.m. and 5:00 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.</p>		
<p>Long term Rentals require the driver or department to report the vehicle's odometer reading to MTS via email (mts@mercury.umd.edu) by the 15th of each month. Failure to do so may result in an additional fee of \$50 per month.</p>		
<p>For more information on Motor Pool and an up to date list of rental rates, please visit http://www.dbs.umd.edu/motor/services/rentalrates.php#cargo</p>		
<p>All rates include fuel.</p>		



Campus Space Reservations

Union Room	Full Day Price (8hr)	Partial Day Price (4hr)	Capacity (Auditorium style)
Grand Ballroom	\$625	\$375 or \$86 an hour	1002
Colony Ballroom	\$375	\$225 or \$52 an hour	703
Hoff Theater	\$300	\$180 or \$41 an hour	550
PG Room	\$125	\$75 or \$17 an hour	222
Atrium	\$150	\$90 or \$21 an hour	362
Grand Ballroom Lounge	\$125	\$75 or \$17 an hour	294
Charles Carroll	\$125	\$75 or \$17 an hour	212
Juan Ramon Jimenez*	\$90	\$55 or \$13 an hour	93
Benjamin Banneker (full)*	\$100	\$60 or \$14 an hour	162
Benjamin Banneker (A or B)	\$55	\$35 or \$8 an hour	81
Margaret Brent (full)*	\$90	\$55 or \$13 an hour	139
Margaret Brent (A or B)	\$50	\$30 or \$7 an hour	65
Nanticoke*	\$50	\$30 or \$7 an hour	49
Pyon Su*	\$50	\$30 or \$7 an hour	64
Thurgood Marshall	\$50	\$30 or \$7 an hour	49
Piscataway	\$40	\$25 or \$6 an hour	28
Edgar Allen Poe*	\$30	\$20 or \$4 an hour	16
Harriet Tubman	\$25	\$15 or \$3 an hour	8 (round table only)

*This room is free for general meetings
Reservations must be made at least two weeks in advance to ensure availability

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	\$1680	1113
	Gildenhorn Recital Hall	\$945	305
	Ulrich Recital Hall	\$175/hour (4 hr. min)	172
	Kogod Theater*	\$605	190
	Ina & Jack Kay Theater*	\$1180	631
	Cafritz Foundation Theater*	\$340	100
	Dance Theater*	\$605	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)	\$300
	-- 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 through CRS or through Facilities Management. Rental groups arrange and pay for all FM orders directly with FM. Generally, sporting equipment is free of charge through CRS (charges will apply if equipment is lost or damaged).

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 through the campus reservations office.

Prices are estimates and are not final. Please check with the listed contact to confirm quote.



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 Office 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 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 Office before any transactions can be made. If the instructions on the following pages are not clear, please ask someone in the SGA Accounts office for assistance. Their number is x47158.

Important Note: The University is NOT responsible for payments if the stated procedures are not followed.

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 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 Office 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).



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 SGA Audit Committee meets weekly to review 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 SGA Audit Committee

Type 2 Line item changes: Involves moving money from one program to another within the same line; approved by SGA Audit Committee

Type 3 Line item changes: Involves moving money to different programs and different lines altogether; considered by AVP Finance



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)"

DEBT ACCOUNT #: It is your organization's FRS account number; this may be obtained in the SGA Accounts 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 Office, it can be taken by the organization's representative to the office or department providing the service or goods.

Making copies: Submit an ISR to whichever on-campus Copy Service Center of your choosing, pick up the ISR from the SGA Accounts office, and bring the ISR to Copy Services.



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 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 Transfer 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 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.
5. Once the vendor is in the system, return to the SGA Accounts 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 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 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 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



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

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 option)
- **"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 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 ask 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 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.



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 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 Office. Orders may be placed at the SGA Accounts 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 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 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 in the accounts 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 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 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.



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 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 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 Office. When the printing job is completed, it is the organization's responsibility to return the finished copy to the Accounts office.



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 Office.

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 Primary 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.

Primary 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 Office: See "Primary Funding Schedule"

SGA Audit Committee: See "Primary Funding Schedule"

SGA Finance Committee: See "Primary Funding Schedule"

SGA Student Groups Committee: 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 "Primary Funding Schedule."

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

Questions? Comments? Concerns? Suggestions? Compliments?
We are here for you—let us know what we can do to help!