



STUDENT GOVERNMENT ASSOCIATION
The UNIVERSITY of OKLAHOMA HEALTH SCIENCES

2023-2024 Spending Guidelines

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ACCEPTABLE USES OF FUNDS

Some acceptable uses of Student Government Association Funds are:

- **Advertising.** The ad must pertain directly to your organization and must include the three statements listed on page 5 of this booklet.
- **Banners** promoting a university event or your organization.
- **Decorations** such as streamers & balloons.
- **Food** for meetings, dinners or events within the allowed policy limits listed on page 5 of this booklet.
- **Office supplies.** Staples and Amazon are the university approved suppliers. HSC Student Affairs can order for you.
- **Postage** must be metered by OUHSC. HSC Student Affairs can help.
- **Printing** provided by University Printing Services. If you use an outside vendor, prior approval from HSC Student Affairs is required.
- **Refreshments** at student events within the allowed policy limits listed on page 5 of this booklet.
- **Rental of facilities and equipment** for student events. All rentals and contracts MUST go through our Purchasing Department. Please contact the Senior Accountant for HSC Student Affairs prior to making reservations. Please allow a minimum of two weeks for purchase orders.
- **Rental of traditional international costumes** for cultural events. Rentals are considered a service so a PO is required. Contact the Senior Accountant for assistance.
- **Security** for events can be provided by Campus Police. If security is provided by an individual, then an approved Independent Contractor Form and a purchase order is required. Please contact the Senior Accountant for HSC Student Affairs for assistance.
- **Services** provided by DJs or performers require an approved Independent Contractor Form prior to the event if provided by an individual. All services require a Purchase Order prior to an event. Please contact the Senior Accountant for HSC Student Affairs for assistance.
- **Transportation** for educational trips pertaining to your organization.

NON-ACCEPTABLE USES OF FUNDS

The following list includes some of the ways Student Association Funds cannot be used:

- **Appliances**
- **Clothing**
- **Donations**
- **Endorsements**
- **Fundraising**
- **Gifts, cards, gift cards, prizes, door prizes, or personal items.** This includes t-shirts, awards or any kind of give-away.
- **Holiday decorations**
- **Medications**
- **Memberships**
- **Monetary awards**
- **Postage purchased at the Post Office.**
- **Religious services**
- **Scholarships**

WAYS TO ACCESS FUNDS

Four methods of spending your organization's budget allocation are:

Direct payment – If a company is in the OUHSC supplier/vendor system, they will invoice the university. After the goods or services are received or rendered, the vendor can be paid by OUHSC. The invoice should be mailed, faxed, emailed or delivered to the HSC Senior Accountant. (Address information is on page 7.) Direct billed invoices should not include sales tax.

Transfer of funds can be beneficial when you are paying another campus department or splitting an invoice. HSC Student Affairs can help with the process.

Catering requests can be submitted to HSC Student Affairs via a Qualtrics form. The catering request form can be accessed through the Expenditure Authorization form or at students.ouhsc.edu/catering. The catering request form can only be accessed by organizations who have been awarded SGA funds. For 2023-2024, this will go live for organizations on October 1, 2023.

Reimbursement is the most common method of accessing funds. You or your organization can be reimbursed when personal funds or funds from the organization's bank account have been spent for acceptable purchases.

In order to be reimbursed for expenditures, you must:

1. Obtain an itemized receipt that shows the name and address of the vendor, the date of purchase, items purchased, and proof of payment (a zero balance, credit card receipt, etc.).
2. Complete an Expenditure Authorization form which includes the purpose and date of the event, the amount of the expenditure, and if you purchased food, the number of people participating in the event. The names of attendees must be listed if there were ten or less. The organization's adviser must sign the Expenditure Authorization.
3. Submit the receipt and other required information to the HSC Student Affairs Senior Accountant or the HSC Student Affairs Office Manager who will assist you in completing a Form 3 and notarize your signature. Form 3 is provided on page 6 of this booklet for your information and is available on the OUHSC website. The link is <https://financialservices.ouhsc.edu/Forms/form-3>

NOTE 1: If you have not previously received a check from OUHSC or are not set up as a supplier, you must be added to the Supplier system. You can request to be added by emailing or calling the Senior Accountant. You will receive an electronic request for information necessary to become a supplier so that you can be reimbursed. A paper form is also available for students to be added as a supplier.

NOTE 2: Reimbursements must be made within 120 days; otherwise, they can become taxable income to the payee.

NOTE 3: Out-of-state travel requires preauthorization. Please ask for help **before** you make reservations or travel.

TIPS FOR SUCCESS

Registered Student Organizations are not entities of the University, and their activities are not sponsored or endorsed by OUHSC. Therefore, **RSO's are not Tax Exempt** or eligible to use the University's tax ID number.

T-Shirts can be allowable purchases if the shirt identifies the organization or event and will be used as a uniform.

Trophies and awards can be presented in honor and acknowledgment of academic or other achievements. The awards must be reasonable and customary and not exceed \$100 per honoree.

Food purchases must be reasonable and customary and including tips, tax and service charges may not exceed the following dollar amounts:

Light refreshments: \$25 average per person
Breakfast: \$25 per person
Lunch: \$40 per person
Evening meal: \$80 per person

If your organization has **self-generated funds** (such as from a fundraiser or membership dues) that have not been comingled with University funds, those monies may be used to make otherwise unallowable purchases. For example, if you wish to do a football ticket giveaway, or provide door prizes, or give an award for attendance, you could not do that with Student Association funds, but you could with truly self-generated funds that are not comingled with University funds.

All **printed materials** must include the following three statements:

1. Funding for this publication is provided by the OUHSC Student Government Association.
2. Accommodations on the basis of disability are available by contacting (phone number; name and address desirable) by (date, or as soon as possible).
3. The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the university operates or provides.

To file a grievance related to the non-discrimination policy, report sexual misconduct, and/or file a formal complaint of sexual misconduct, please utilize the reporting form at link.ou.edu/reportingform.

Inquiries regarding non-discrimination policies may be directed to the Office(s) of Institutional Equity as may be applicable – Norman campus: (405) 325-3546/3549, Health Sciences Center: (405) 271-2110, or OU-Tulsa Title IX Office: (918) 660-3107. Additionally, individuals may visit www.ou.edu/eoo.

EXPENDITURE AUTHORIZATION FORM

For 2023-2024, the expenditure authorization form is fully digital. Organizations with SGA funds can go to students.ouhsc.edu/expenditure-authorization or scan the following QR code.



How the authorization form works:

1. A student representative for the group fills out an authorization form.
 - An email is sent to the organization's advisor to approve/deny the request.
2. The advisor approves/denies the request.
 - If approved, the HSC Student Affairs office and the requestor are notified of the approved expenditure.
 - If denied, the requestor is notified of the denial (along with reasons for the denial)
3. HSC Student Affairs prepares the appropriate forms and contacts the requestor for any follow-up.

CONTACT INFORMATION

HSC Student Government Association

Joel Fowler, Treasurer (joel-fowler@ouhsc.edu)
Christina Bruxvoort, President (christina-bruxvoort@ouhsc.edu)

HSC Student Affairs

Katherine Larson, Senior Accountant (katherine-larson@ouhsc.edu)
HSC Student Union
1106 N. Stonewall Suite 300
Oklahoma City, OK 73117-1209
(405) 271-2416 (Ext 48805)
(405) 271-8817 (fax)

Linda Sitler, Office Manager (linda-sitler@ouhsc.edu)
HSC Student Union
1106 N. Stonewall Suite 300
Oklahoma City, OK 73117-1209
(405) 271-2416 (Ext 48801)

HSC Accounts Payable

Dianna Rustin, Accounts Payable Assistant Manager
(dianna-rustin@ouhsc.edu)
(405) 271-2410

HSC Student Government Association

1106 N Stonewall Suite 300
Oklahoma City, OK 73117

HELPFUL HINTS FOR HSC STUDENT ORGANIZATIONS

- **Purchase orders** are required for purchases that require a signed contract or agreement, are for a service, or are greater than \$5000. Contact the HSC Student Affairs Senior Accountant for more information.
- An organization's advisor/sponsor must approve every expenditure. The QR code for the digital form is provided in the 2023-2024 Spending Guidelines booklet and can be found at students.ouhsc.edu/expenditure-authorization. This form must be completed and approved for any use of SGA funds. Receipts and invoices can be uploaded as well.
- HSC Student Association monies cannot be used in any way for fundraising or giveaways.
- Receipts for reimbursement must be itemized with the name and address of the vendor, the date of purchase, items purchased, and show that they have been paid.
- The number of participants must be provided for food purchases, and if 10 or less, names must also be provided.
- Requests for reimbursement should be submitted to the HSC Student Affairs Senior Accountant timely. Reimbursements over 120 days may be designated as taxable income.
- If your expenditure doesn't clearly fit the Acceptable Uses of Funds criteria in the Spending Guidelines booklet, contact the Senior Accountant BEFORE you spend the money.
- All printed materials must contain these three statements:
 1. Funding for this publication is provided by the OUHSC Student Government Association.
 2. Accommodations on the basis of disability are available by contacting (phone number; name and address desirable) by (date, or as soon as possible).
 3. The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, housing, services in educational programs or activities, or health care services that the university operates or provides.

To file a grievance related to the non-discrimination policy, report sexual misconduct, and/or file a formal complaint of sexual misconduct, please utilize the reporting form at link.ou.edu/reportingform.

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Contact Information

Katherine Larson | Senior Accountant
OU Health Sciences Center | HSC Student Affairs
1106 N Stonewall, Suite 300 | Oklahoma City, Ok 73117
405-271-2416 x 48805 | 405-271-8817 (fax)
Katherine-Larson@ouhsc.edu

