

STUDENT ACTIVITY FEE ACCOUNTS OFFICE MANUAL

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NSU
Florida

NOVA SOUTHEASTERN
UNIVERSITY

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Disclaimer: The Student Activity Fee Manual outlines policies regarding financial accounts for all student organizations at NSU. Student board members and advising faculty/staff of each student organization are assumed with the responsibility to read and understand the contents of the Manual and are bound by the policies outlined in the Manual. Failure to read the Manual does not excuse student board members and faculty/staff from failure to comply with the policies. Any violation of these policies may result in the freezing of student organization accounts and/or student conduct code violations or employee sanctions.

The NSU Student Affairs Department reserves the right to change the terms, structure, guidelines, and policies at any point in time during the life of this publication. However, adequate notice of anticipated changes will be given to students and faculty/staff.

1.1 TREASURER EXPECTATIONS

1. All registered Treasurers and Presidents must be trained annually by the Student Activity Fee Accounts Office. It is the responsibility of your organization to submit executive board changes to the Student Activity Fee Accounts Office and request treasurer training, when needed. NOTE: The Student Activity Fee Accounts Office will **NOT** process any transactions/request for funds until the Treasurer of the student organization has been trained.
 2. Treasurers are expected to maintain a record of all transactions in a ledger for their organization and maintain documentation for their organization's historical records.
 3. Treasurers will reconcile their organization records every thirty (30) days with the account statements available from the Student Activity Fee Accounts Office. Account statements shall be provided to all Student Government Treasurers by the fifteenth (15th) of every month.
 4. Treasurers will ensure that a "Request for Funds" form is processed for all transactions that require funds to be taken from their organization account. All transactions that require a Request for Funds form are outlined below. Without a completed Request For Funds form, any and all of the transactions below will NOT be processed:
 - Reimbursements
 - Travel Expense (i.e. conference, seminars, mileage require an Expense Travel Form)
 - Vendor Payments (i.e. businesses)
 - Independent Contractor payments (i.e. payments to individuals or sole proprietors)
 - Donation(s)
 5. Treasurer will be responsible for making sure that requests are processed according to the following timeline:

10 Business days	Check Requests for reimbursements, travel, vendor payments
10 Business days	All disbursements that are funded by a SGA
30 Business days	Hotel Prepayment
30 Business days	Independent Contractor Agreement Payments
30 Business days	Reconciliation of account, organization records, and notifying the Student Activity Fee Accounts Office of any discrepancies.
45 Business days	Contracts (with or without a deposit required)
- NOTE: All post-event Requests for Funds should be processed within ten (10) days of the event. I.R.S. Accounting Plan states requests should be processed no later than 60 days after the event.
6. Treasurer will process all business transactions according to the fiscal year calendar. Fiscal year for the University is July 1st through June 30th. All transactions for the fiscal year must be submitted no later than **June 15th** of that fiscal year to the Student Activity Fee Accounts Office.
 7. Treasurers will deposit all fundraising proceeds, monies raised, and receipts to the Student Activity Fee Accounts Office daily between the hours of 9:00 a.m. and 5:00 p.m. **within 24-48 hours of receipt of the monies.**

1.1 TREASURER EXPECTATIONS, cont'd

8. Treasurers will advise members of their organization on all financial requirements regarding reimbursements, payments, expenses, etc.
9. Treasurers will process "Request for Funds" for direct payments to vendors/business and independent contractors. *Basic principle: "If a product or service is provided by a business or person, the University check must be payable to that business or person."* All Independent Contract payments require an Independent Contract Form, W-9, and invoice for payment.
10. Gift card purchases are **NOT** reimbursable.
11. Treasurers will consult with the Student Activity Fee Accounts Office regarding organization accounts, policies and procedures. Additional training and assistance are available to all organizations upon request.
12. Treasurers will audit student organization account at the end of each term with the organization advisor and incoming treasurer.
13. Student Organization members are not permitted to maintain cash boxes, petty cash, or hold organization funds at home, in a personal bank account, or on their person.

As a Treasurer, your organization relies on you to manage and process transactions that are essential to the programming of your organization. The Treasurer position requires that all financial transactions by your student organization not only follow the laws of the Internal Revenue Service but also adhere to University accounting policy and University auditing standards.

The Student Activity Fee Accounts Office recognizes your academic obligations. To ensure effective and efficient processing, the Student Activity Fee Accounts Office will provide training to all treasurers. Additional training and assistance are available upon request.

Because of the importance of the Treasurer position, if there are continual problems with the financial transactions of your student organization, it is in your organization's best interest to consider requesting additional training, appointing a new Treasurer, or appointing a Co-Treasurer to assist with the duties.

1.2 ADVISOR EXPECTATIONS

Each student-run club/organization must have a full-time NSU Faculty or Staff member listed as their Advisor. The specific roles and responsibilities of an advisor vary depending on the organization and the advisor, but most student organization advisors have the following responsibilities:

1. Advisors are recommended to attend Treasurer Training. Advisors have the option of attending any of the scheduled Treasurer Training sessions offered by the Student Activity Fee Accounts Office. Training session dates and times are listed on the Student Activity Fee Accounts Office website at <http://www.nova.edu/studentfeeacct/training.html>.
2. Advisors are responsible for reviewing all Requests for Funds and supporting documentation submitted by members of the organizations they advise. If the request is approved, advisors must approve the request, which will notify the Student Activity Fee Accounts Office
3. Work with the organization treasurer to assure accurate record keeping and budgeting.
4. Through personal interaction and program development, advisors play a significant role in developing members' leadership skills and personal growth and in identifying new leaders for the organization.
5. Advisors should meet regularly with officers and chairpersons to keep current on the projects and events they're planning, serving as a resource by pointing out new perspectives and guidance.
6. Enhance continuity of the organizations by orienting new officers and members to the history and purpose of the group and encourage creative brainstorming to help the organization generate new ideas.
7. Help students maintain a balance between academic and co-curricular aspects of student life and direct students to resources on campus.
8. Serve as a liaison between the organization and University, helping students connect with University and community resources. Advisors have a responsibility to both the University and the organization to keep the best interests of both in mind.
9. Attend organization meetings whenever possible.

1.3 CONTRACTS

All contracts for services, products, or venues submitted to NSU student governments, clubs or organizations require ADVANCE approval and signature from the Legal Department in NSU. **When presented with a contract, please submit the contract to the Student Activity Fee Accounts Office via interoffice mail, facsimile, or email for review, approval, and signature. Please note that contracts should only be submitted to our office if it is the final product/version.**

Contracts for services on campus	Ten (10) days in advance
Contracts requiring a deposit	Forty five (45) days in advance
All other contracts	Forty five (45) days in advance

University policy dictates that an **authorized representative of NSU must sign the contract on behalf of NSU. Students/Advisors are NOT authorized to sign contracts on behalf of NSU.** Therefore, in order to receive payment for the contracted services from the Student Activity Fee Account, the contracts must contain an authorized and approved signature from NSU Legal, obtained by working with the Student Activity Fee Accounts Office only.

All contracts for Undergraduate student organizations must be sent to the Office of Campus Life and Student Engagement for review and approval before submitting anything to the Student Activity Fee Accounts Office. For more information, please visit:

<https://www.nova.edu/campuslife/policies/contract.html>

All contract payments must be made directly to the contracted venue; students/advisors are not authorized to pay for contracts out-of-pocket and submit for reimbursement. The University will not provide payment under any circumstances for any contract bearing an unauthorized signature. Please contact the Student Activity Fee Accounts Office with any and all questions regarding contracts.

A Memo will be required by the student submitting the contract (see example).

Example for Events

MEMORANDUM

To:
CC:
From:

Date: 4/1/19
Re: Nursing Social at

Project Name: Nursing Social End of the Year
Requested by: Nursing Fort Lauderdale
Description: Social Class Celebration for the Nursing in Fort Lauderdale
Notes: Food and DJ for 5 hours, 100 guest including student, faculty and advisor
Cost/Budget Issues/Funding:

1.4 CONTRACT EVENT POLICY

The Policy outlined below is required for contracted events with per person charges. Events may be excluded from the policy at the discretion of the Vice President of Student Affairs and the Student Activity Fee Accounts Office. This policy is in addition to the Student Activity Fee Accounts Office Manual, which can be found on our website (www.nova.edu/studentfeeacct/forms/manual.pdf).

All required contracted events with per person charges must administer ticket sales based on the minimum amounts below:

- **NSU Student: \$5.00 minimum**
- **Guest of NSU Student: \$10.00 minimum**

These are the minimum prices for ticket sales. Tickets may be sold at a higher price at the discretion of the student organization. If you would like to give away complimentary tickets, a list of student names, N numbers, and guest names must be maintained and returned to the Student Activity Fee Accounts Office for auditing and tracking purposes before ticket sales begin. For faculty and staff tickets, the price can be set at the discretion of the student organization.

To facilitate the collection of monies, student organizations (including SGA Committees) must:

1. Set-up an NSU Marketplace for electronic ticket sales. NSU Marketplace creates an online store for your event with a website that can be emailed to your student population. Students can access the website and complete the purchase with a credit card from any device connected to internet. Refer to the [Marketplace Event Submission Form](#) to request an NSU Marketplace. **Before any deposits are made to the venue, the NSU Marketplace must be set up;** or
2. Reserve the Student Activity Fee Accounts Office Credit Card Terminals for additional credit card ticket sales (*please refer to the Accounts Office Manual for process and procedure of these machines*). A list of student names, N numbers, and guest names must be maintained for each ticket sold, and returned to the Student Activity Fee Accounts Office for auditing and tracking purposes when the machine is returned to the office; or
3. All cash sales must be accompanied by a cash receipt. The Student Activity Fee Accounts Office will provide complimentary receipt booklets for your event. The student organization must provide receipts to all cash purchasers. A list of student names, N numbers, and guest names must be maintained for each ticket sold, and returned to the Student Activity Fee Accounts Office, along with cash receipts, for auditing and tracking purposes.

Per NSU Policy, these are the only authorized methods of payment that NSU student organizations are permitted to use. Students are NOT allowed to use any other electronic systems, including but not limited to Venmo, Square, Samsung Pay, Apple Pay, PayPal, GoFundMe, Eventbrite, and/or similar applications.

NOTE: Within twenty-four to forty-eight (24 to 48) hours of receipt, all monies must be deposited with the Student Activity Fee Accounts Office.

Disclaimer: This policy is comprised of information pertaining to student organizations at NSU. Students and/or advising faculty/staff are bound by the policy in the most recently published version. Failure to read this policy does not excuse students from the rules, guidelines, and procedures contained in it. Any violation of this policy may result in the student organization account being frozen.

1.5 INDEPENDENT CONTRACTOR

An Independent Contractor is a person or company that provides and charges for a service or merchandise. Below is a table listing the typical Independent Contractors used for student organization events on campus.

The Independent Contractor Agreement Form is a legal contract, which means University policy dictates that an **authorized representative of NSU must sign the contract on behalf of NSU. Students/Advisors are NOT authorized to sign contracts on behalf of NSU.** Therefore, in order to receive payment for the contracted services from the Student Activity Fee Account, the contracts must contain an authorized and approved signature from NSU Legal, obtained by working with the Student Activity Fee Accounts Office only.

TYPES OF INDEPENDENT CONTRACTORS	TYPE OF SERVICE PROVIDED
Caterers, Restaurants	Food
Dancers	Cultural Entertainment, Dance Lessons
Singers	Entertainment
DJ's	Music for Dances or events
Bands	Music for Dances or events
Speakers	Informational
Limousine Services	Service

In order to process a payment for an Independent Contractor, the treasurer must **submit the contract to the Student Activity Fee Accounts Office via interoffice mail, facsimile, or email for review, approval, and signature** along with these three items submitted through the online Request for Funds Form:

1. Invoice
2. Completed Independent Contractor Agreement Form
3. Completed IRS W-9 from the contractor

IRS requires that income be reported to the appropriate taxpayer. Therefore, **members of student organizations are NOT allowed to pay out of pocket and be reimbursed expenses associated with services or products provided by an independent contractor.** A check for independent contractor services can only be made out to the person providing the product or service, not the student or advisor.

REMEMBER THE BASIC PRINCIPAL: **"If a product or service is provided by a business or person, the University check must be payable to that business or person that provided the product or service."**

1.6 ALCOHOL POLICY GUIDELINES

The guidelines for the use of alcohol at University student events has been adapted from the Nova Southeastern University Student Handbook and will serve in addition to the policies outlined there (https://www.nova.edu/studentaffairs/forms/studenthbk_2019-2020.pdf).

Under **NO circumstances shall Student Activity Fee monies be used to pay for alcohol.** If alcohol will be served at **any event, ON or OFF campus, it must be a cash bar ONLY.**

No organization or individual may purchase beer or wine for an event. No other alcohol is permitted. **Student events, ON or OFF campus, may offer ONLY beer and wine through a cash bar** maintained by the licensed dealer. **On campus, NSU Catering will be the ONLY licensed dealer to serve alcohol.**

Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine. One-quarter hour before the approved ending time of the event, ticket sales will stop.

Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event.

A full-time university employee will be present during an event at which beer and wine are served. If the faculty advisor of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.

The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.

Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.

Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.

Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

1.7 NSU CATERING, DELIVERY, & TAKE-OUT POLICY

Due to the contractual relationship between Nova Southeastern University and NSU Catering, Inc. (i.e. University Dining Services), when student organizations are hosting an event on campus for which they are providing food, the student organization must afford NSU Catering the first right of refusal for any catering agreement that exceeds \$1,000.00. In other words, the student organization must receive a quote from NSU Catering for comparable food services (both quantity and quality) for any food services that exceeds \$1,000.00.

The student organization is not required to use NSU Catering services if and only if the quote provided by NSU Catering for comparable food is significantly higher than the catering quote obtained by an outside food vendor. Proof of the NSU Catering quote or a statement that NSU Catering is unable to provide the student organization with the food service must be submitted to the Student Activity Fee Accounts Office prior to the event hosted by the student organization. Any student organization that violates this policy will NOT receive funding for the food services provided by an outside vendor.

Furthermore, an organization ordering food from an outside vendor under \$1,000.00 as catered; delivery or take-out will NOT tip more than 10% of the total cost of the bill. If there is a service fee incorporated into the bill that amounts to 10% of the total cost of the bill, then no tip is permitted. In other words, the service fee plus the tip shall not exceed 10% of the total cost of the bill.

GIFT CARDS

Students can request ONLY Barnes and Noble and Starbucks Gift Cards through the Student Activity Fee Accounts Office. A list of the recipient names, N numbers, and W-9 may be required.

In order to request a gift card(s), please follow the steps below:

1. Email studente@nova.edu, cc your advisor, request the card type, amount, quantity, and valid **justification** for the gift cards.
2. Have your advisor reply with their approval.
3. We will contact you via email/phone when the gift card(s) are ready to be picked up.

Student organizations (or their members therein) will NOT be reimbursed for the purchase of gift certificates or gift cards.

If gift certificates or gift cards are to be used for any authorized purpose, a University check must be made payable to the business that will be providing the gift card or gift certificate to your organization. Furthermore, the intent of the gift certificate or gift card must be reviewed and approved in advance by the Student Activity Fee Accounts Office to ensure compliance with University standards and policies.

1.8 TRAVEL

Student travel refers to all student travel, including but not limited to, conferences, trainings, leadership development, etc. All student travel through student organizations and Student Activity Fees are governed by these procedures.

All student organizations who are sponsored for student travel must request or register any and all student travel with the Student Activity Fee Accounts Office through:

<https://www.nova.edu/webforms/studentfeeacct/travel-request/>.

All students who are traveling outside of the United States, must also register the trip with the Office of International Affairs <http://www.nova.edu/internationalaffairs/travelreg/>.

All PanSGA and SGA funded conference related travel MUST go through the PanSGA Professional Development Grant. Student Government Associations (SGA's) are NOT allowed to allocate funding to students and/or student organizations for members to attend conferences. Organizations must fundraise to use organizational funds to attend conferences outside of the PanSGA professional development grant.

If students are interested in applying for the PanSGA Professional Development Grant, information can be found at: [NSU SharkHub PanSGA](#). For more information, please contact your SGA President.

AIRFARE:

If a student organization has allocated and approved funds for any student airfare, the student has TWO options:

1. Students can make air transportation arrangements on their own and submit for reimbursement after the trip occurs:
 - a. Submit the Travel Request/Registration form, students must indicate if they are making the travel arrangements and paying for expenses out of pocket. Upon return from the business trip, students must submit for reimbursement through the Student Activity Fee Accounts Office within 60 days of completion of the trip.
 - b. For International Travel, Student must register the trip with the Office of International Affairs and get the proper approval for the visiting country; student will be responsible for the cost of any visa, vaccination, or any other requirements.
 - c. Students will only be reimbursed for Economy (coach) airline cabin class.
 - d. Proof of the flight (boarding pass) and proof of payment (paid receipt) must be submitted in order to receive reimbursement. We do NOT reimburse for re-booking or cancellation fees, any upgrades, oversize luggage fees, use of personal miles, or any personal deviations.
 - e. Students will not be reimbursed for premium economy, business, first class and/or other classes. Tickets purchased with frequent traveler program points are not reimbursable. All travel must be by the most direct or economical route.
 - f. Airfare and hotel bundle deals must show detailed and itemized breakdowns for the airfare and hotel costs.

1.8 TRAVEL, cont'd

2. Students can request air transportation arrangements to be made through the University's Travel Office:
 - a. Submit the Travel Request/Registration form, students must indicate if they would like NSU's Universal Travel Office to make the airfare arrangements and **contact the Student Activity Fee Accounts Office to assist with the airfare arrangements (i.e. flight booking) IN ADVANCE OF THE FLIGHT (minimum of five (5) days)**. The Student Activity Fee Accounts Office will coordinate the travel arrangements with the NSU Universal Travel Office.
 - b. Please note that a booking fee between \$28.00-32.00 may be charged for NSU's Universal Travel Office fee to cover the student insurance.

CAR RENTAL:

If a student organization has allocated and approved funds for any student ground transportation, **the student must contact the Student Activity Fee Accounts Office to make the travel arrangements (i.e. car rental) IN ADVANCE OF THE travel (minimum of seven (7) days in advance)**.

The University shall reimburse students for use of private vehicles to travel between campus and destination. A Request for Funds form needs to be submitted in order to get reimbursed. Reimbursement is calculated per mile based on the most current reimbursement rate established by the Internal Revenue Service. This mileage rate covers normal "wear and tear" of the vehicle and gasoline. NSU will reimburse up to 300 miles driven one way or 600 miles round trip. Students are required to attach a copy of Google Maps showing the distance from Point A to Point B etc. in order to show total mileage driven. Students will NOT be reimbursed for gas if a personal vehicle is used.

- The car rental driver must be 21 or older in order to request a rental car.
- Renting a vehicle can be less expensive than using the student's private vehicle, therefore it is recommended that the traveler should rent a vehicle through the University's Travel Office.
- If a student is involved in an accident using his/her own vehicle on authorized University business, the student's insurance is primary. NSU's insurance will respond for liability only when the student's primary coverage is exhausted. The University is not responsible for comprehensive or collision damage.

HOTEL:

If a student organization has allocated and approved funds for any hotel stays for a student or group of students, the student (or group of) should make the reservations at the hotel in advance of their stay. Once they receive their confirmation/reservation number, they should request a printed form indicating the cost of their stay based upon their reservation. The student organization can submit a request for funds (indicate "hold check" in the description) **seeking a check in advance of their stay by submitting the request a minimum of thirty (30) days in advance**. Once the check is received by the Student Activity Fee Accounts Office, the student (or group of) can pick up their check prior to their hotel stay so they do not have to pay out of pocket.

Student travelers may also pay for the hotel stay out of pocket and submit for reimbursement using the itemized hotel folio, (it must adhere to the policies set forth in the Original detailed receipts section) through the Request for Funds form.

1.8 TRAVEL, cont'd

NOTE: If a group of students are attending a conference and hotel stay is required or requested, there must be enough rooms to accommodate both males and females (females and males cannot share rooms). Hotel stays must NOT exceed the approved nightly rate of \$275.00.

MEALS:

Students may receive reimbursement for food purchases while traveling, but are subject to the following conditions:

- **Students must provide detailed receipts for every meal.**
 - Receipts must adhere to the policies set forth in the Original detailed receipts section.
- **Students will not be reimbursed more than \$50 per day, and more specifically, they will be reimbursed up to \$10 for breakfast, up to \$15 for lunch, and up to \$25 for dinner.**
- If you are paying for multiple students' meals, a list of student names, N numbers, and NSU email addresses may be required.
- Gratuity/Tips must not exceed 20% of the total bill. If an individual tip exceeds 20%, the student will only be reimbursed for the gratuity/tip up to 20%.
- On the date of travel and the date of return, the reimbursement of meals is limited to the time traveling.

NOTE: ALL travel reimbursements MUST be submitted within 60 days of returning from the trip, any reimbursement requests submitted after may result in nonpayment from the Student Activity Fee Accounts Office.

All student organizations are subject to the Policies listed in this manual as well as the University's guidelines and policies for travel. **NOTE: there are cost saving advantages for student organizations to book their travel arrangements more than thirty (30) days in advance.**

NOTE: If the student traveler has travel arrangements with NSU's Universal Travel Office and needs to cancel their trip, make any changes to the airfare, or the rental car, they MUST contact the NSU travel office at 954-262-8888 immediately. Student may be responsible for any re-booking fees unless it is approved by the Student Activity Fee Accounts Office.

1.9 OFF-CAMPUS ACCOUNTS

When a student club and/or organization (undergraduate and/or graduate) is chartered and formally recognized by Nova Southeastern University, it becomes an entity of the University.

Funds used by a student club and/or organization are funds of the University, and must be used by students for student events. As a result, all monies raised or expended by the student organization shall be managed through the Student Activity Fee Accounts Office in accordance with the financial operations and guidelines of the University.

Therefore, student organizations shall not open off-campus accounts, including but not limited to bank accounts, credit accounts or corporate accounts (i.e. Costco, Publix, etc.). All student club and organization advisors, faculty, staff or administrative personnel are subject to this regulation. Any violation of this regulation may result in student conduct code violation or employee sanctions.

With an approved charter or constitution, student organizations are allowed to fundraise, solicit donations and collect dues. All funds raised will be deposited into the organization's account managed by the Student Activity Fee Accounts Office. Similarly, the Student Activity Fee Accounts Office will assist all student organizations with the expeditious process of check requests, Travel Authorizations and/or reimbursements, and more.

In addition, it is against University policy to support organizations that choose to incorporate. Consequently, once incorporated, the organization shall not have access to: (1) the use of University facilities, (2) funds from student service fees, as a student organization, and (3) the use of the University's tax exempt status.

Exception: Undergraduate Greek Life organizations who are part of Fraternity and Sorority Life and managed by the [Office of Campus Life and Student Engagement](#) are considered private affiliations through their national chapters. Therefore, Greek Life organizations and other similarly structured organizations may maintain an off-campus account in regulation with their national organizations. To setup and maintain the requirements of the local chapter's off-campus accounts and the filing of taxes, please refer to the national organizations Office, chapter specific policies, and ensure that the national organizations are utilizing their respective tax ID's.

1.10 ARTWORK/LOGO and DESIGN APPROVAL

If your organization is to order any **marketing/print materials*** (e.g. flyers, posters, banner, postcard, etc.) or **promotional and or recognition items**** (e.g., shirts, mugs, pens, backpack, award, trophy, etc.) **and the funding** for the order of these items **is ultimately be paid from** your student activity accounts budget (a.k.a. student organization budget), all artwork and design, **regardless if NSU logo is used or not, MUST BE REVIEWED and APPROVED** by the Student Affairs' Office of Student Affairs Marketing.

How to send your artwork/design for review and approval:

1. Submit a Request for Funds and select "Yes" for marketing/print materials, promotional, and/or recognition items and Student Affairs Marketing will review and reply with their approval. Additionally, you may email studentmkt@nova.edu for review and approval. We **strongly suggest** that you do not commit to any design or final production with your vendor until you receive approval from Student Affairs Marketing.
2. If your design is **approved**, you will receive an email approval in writing via email within 24–48 business hours.
3. If your design is **not** approved, an instruction will be given on how to make correction.
4. After correction is made, please ask your vendor or designer to provide you with new proof and resubmit the new proof to studentmkt@nova.edu
5. Any modification to the artwork or design after the approval was given, needs to be sent back to studentmkt@nova.edu for new approval again.
6. It is **IMPORTANT** to note that each approval is only applied to the proof for which it was sent. Even though the same design/artwork is to be used again on different item(s), different order, or on any future order, **a new approval needs to be given every time.** This is to ensure the correct usage (i.e. placement) of the art, especially that of the logo.

* Marketing materials are things that are informative in nature such as posters, flyers, brochures, postcards, business cards, etc.

** Promotional items are things that remind customer of your products and services. They help stimulate demand for the products/services (i.e., pens, mugs, t-shirt, loyalty cards, trophy, awards, medal, etc.)

Please refer to logo usage guidelines for additional and related information.

http://www.nova.edu/asm/forms/logo_approval_guideline.pdf

Section 1.11 Student Government Association Award Payments

The Policy below outlines the available options for Student Government Associations (SGA's) to provide their officers with forms of payment for participation in their respective associations. Per PanSGA, each of the SGA's can decide if they will award payments to their members for their volunteered service. The Chief Student Affairs Officer (VP of Student Affairs), the SGA advisor, and majority of the voting members of each College's SGA must grant approval of any SGA awarded payments.

Payment Methods that will be allowed to be disbursed include:

1. NSU SharkCard Declining Balance (*This can be used at any Shark Dining Location at NSU. All purchases made using declining balance are tax exempt.*)
2. Gift Cards:
 - a. American Express Gift Cards (*An activation fee per gift card requested will be charged to the SGA in addition to the value of the gift card.*)
 - b. Starbucks Gift Cards (*Gift Cards can be used at any Starbucks location.*)
 - c. Barnes and Noble Gift Cards (*Gift Cards can be used at any Barnes and Noble location, including the NSU Bookstore.*)

To request Student Government Association Award Payments, please follow the procedure below:

1. President/Treasurer collect student information in excel
 - a. Full Name, NSU ID#, email, and phone number
 - b. SGA Position/Title and Payment Amount
2. Email Studente@nova.edu an excel file with the student information, cc your SGA advisor, and request the specific Payment Method.
3. Have your advisor reply with their approval.
4. The Student Activity Fee Accounts Office will acquire the Chief Student Affairs Officer (VP of Student Affairs) approval.
5. NSU SharkCard Declining Balance requests will be added to the individual accounts within 5 business days.
6. Gift Card requests will be available within 10 business days. We will contact you via email/phone when the gift card(s) are ready to be picked up by each individual.

2.1 DEPOSITS

Per the NSU Treasury department, money is not to be stored in any student home, room, vehicle, and advisor or faculty offices. Maintaining petty cash is **NOT** permitted by any organization. **Within twenty-four to forty-eight (24-48) hours of collection, all monies and/or forms must be deposited to the Student Activity Fee Accounts Office.**

All cash, check, and donation deposits must be accompanied by a deposit slip. Deposit slips can be found on our website or are pre-printed in the office. You will need to complete a separate deposit slip for each activity or event.

- Cash – This line is provided to list the paper currency that is being deposited.
- Coin – This line is provided to list the coin amount that is being deposited.
 - We do NOT accept more than \$2.00 in loose change.
- Checks – list each check to be deposited.
 - **Make checks payable to:** Nova Southeastern University or NSU (Do NOT write the name of your student organization or a member's name).
- Credit Card – Please use the online portal
 - <https://www.nova.edu/webforms/studentaffairs/membership-dues/index.html>
 - Effective 7/1/2020, we will no longer accept credit card authorization forms. All credit card deposits must be completed through the online portal.
 - We accept Visa, MasterCard (MC), and American Express (AMEX)
 - WE DO NOT ACCEPT DISCOVER
 - To use the terminals, please submit a [Credit Card Terminal Request](#).

Donation Deposits: Please be sure to obtain the **Name, title, address, phone number for each donor, and the purpose for the donation.** You will need to complete a separate deposit slip for each donation given to your organization.

Example Deposit slips are below:

NOVA SOUTHEASTERN UNIVERSITY STUDENT ACTIVITY FEE ACCOUNTS OFFICE			
Cash Deposit Slip			
Date:	<input type="text"/>		Dollars
College:	<input type="text"/>	Cash	\$ <input type="text"/>
Name of Club/Org.:	<input type="text"/>	Coin	\$ <input type="text"/>
Preparer:	<input type="text"/>	TOTAL DEPOSIT	\$ <input type="text"/>
Daytime Phone:	<input type="text"/>	*We only accept \$2 in loose coins	
Deposit Description:	<input type="text"/>		
Preparer Signature:	<input type="text"/>		
Circle one:	Dues	Fundraiser	
Office Use Only			

2.1 DEPOSITS, cont'd

NOVA SOUTHEASTERN UNIVERSITY STUDENT ACTIVITY FEE ACCOUNTS OFFICE			
Check Deposit Slip			
Date:	_____	List Each Separately	Dollars Cents
College:	_____	Check #	\$
Name of Club/Org.:	_____	Check #	\$
Preparer:	_____	Check #	\$
Daytime Phone:	_____	Check #	\$
Deposit Description:	_____	Check #	\$
		Check #	\$
Preparer Signature:	_____	Check #	\$
		Check #	\$
Circle one: Dues Fundraiser		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		Check #	\$
		TOTAL DEPOSIT	\$
Office Use Only			

NOVA SOUTHEASTERN UNIVERSITY STUDENT ACTIVITY FEE ACCOUNTS OFFICE			
Donation Deposit Slip			
Date:	_____	Check # / Cash / Credit #	Dollars Cents
College:	_____		\$
Name of Club/Org.:	_____	TOTAL DEPOSIT	\$
Preparer:	_____		
Daytime Phone:	_____		
Donor Name:	_____	*Each donation should have its own donation slip	
Company Contact:	_____	*We only accept \$2 in loose coins	
Address:	_____		
Phone:	_____		
Acknowledgement Instructions			
Name/Title of Donor:	_____		
Address:	_____		
Purpose of Gift/Details for personalizing letter:	_____		
Office Use Only			

2.2 FUNDRAISING

When any student club and/or organization is planning to raise any funds for their organization through the collection of “dues” (i.e. bake sales, book sales, membership dues to include a t-shirt, etc.), **the organization MUST register the fundraiser with the Student Activity Fee Accounts Office five (5) days PRIOR TO the commencement of the Fundraiser.** Per NSU Business Services, student organizations are not allowed to create merchandise stores to sell items as the NSU Bookstore is the authorized merchandise retailer.

NOTE: Organizations are NOT allowed to hold raffles as they are gambling in the State of Florida.

Deposits received from fundraising activities must be clearly identified as fundraising and must be submitted to the Student Activity Fee Accounts Office **within 24-48 hours of the event.**

Organizations raising funds reflect upon the name and reputation of Nova Southeastern University. Resultantly, the University requires that student organizations register all fundraising projects with the Student Activity Fee Accounts Office.

Graduate Organizations can register their fundraiser by completing the fundraiser form and submitting it to the Student Activity Fee Accounts Office. Below is the link to the fundraiser form for student clubs/organizations: <http://www.nova.edu/studentfeeacct/forms/index.html>.

Undergraduate Organizations can register their fundraiser through [NSU SharkHub](#) when submitting the event request through their student organizations [NSU SharkHub](#) account.

The Student Activity Fee Accounts Office offers students the option of building a customized fundraising campaign or store through IgniteCX that can be shared through Google+, Facebook, Twitter, and LinkedIn using: <https://sharkstore.ignitecx.com/> Here organizations can build their own webpage in one of three ways: sell products, accept donations, and both sell products AND accept donations.

NOTE: Per NSU Policy, these are the only authorized methods of payment that student organizations are permitted to use. Students are NOT allowed to use any other electronic systems, including but not limited to Venmo, Square, PayPal, GoFundMe, Eventbrite, and/or similar applications.

DONATIONS

Funds raised may ONLY be donated to an authorized Non-Profit/Charity and Student Organizations are NOT allowed to donate ANY SGA or PanSGA funds.

If your organization would like to donate funds raised to a charity/non-profit, please follow these steps:

1. Complete a fundraiser and deposit all monies raised to the Student Activity Fee Accounts Office **within 24-48 hours of the event.** Organizations may **NOT** donate any SGA or PanSGA funds.
2. Complete a letter of intent, it must include the following:
 - a. Company name, address, phone, and contact name.
 - b. Addressed to “To Whom It May Concern.”
 - c. State how much is being donated and how the funds were raised.
 - d. State that “Nova Southeastern University’s {{College Affiliation}} and {{Organization Name}}” are donating these funds on behalf of NSU.
3. Obtain a W-9 from the Charity/Non-Profit.
4. Submit a Request for Funds to pay the Charity/Non-Profit with attached letter and W-9.
5. Your Advisor must review and approve for us to process.

2.3 RESERVING THE CREDIT CARD TERMINALS

To reduce the amount of cash, credit card information being transcribed, and ease the collection of monies that student organizations receive during fundraising events, student organizations can request to use a credit card terminal to receive payments from Visa, MasterCard, and AMEX from the Student Activity Fee Accounts Office. The student must submit the [Credit Card Terminal Request](#) to use a credit card terminal (minimum of five (5) days in advance of the fundraising event).

NOTE: If the credit card terminal is damaged, the student organization will be responsible to cover the replacement fees. Please ensure the terminal is operational before checking it out in the Office.

In order to request the machine you **MUST** follow these steps:

1. Submit the [Credit Card Terminal Request Form](#).
2. If you do NOT have a 4-digit PIN, a PCI Compliance course will be added to your Canvas account.
3. Complete the course and return the PCI certificate of completion to studente@nova.edu
4. The Student Activity Fee Accounts Office will confirm the reservation request if a terminal is available on a first come, first served basis.

Picking up and utilizing the machine:

1. The student will come to the Student Activity Fee Accounts Office located in the Student Affairs Building room 107 and sign out the machine.
2. At the event, **ONLY the PCI Trained students** will be able to receive payments using the terminal.
3. When the event is completed, the student will return the machine to the Student Activity Fee Accounts Office and check it back in.
4. The Student Activity Fee Accounts Office Staff will print the total deposit amount for the organizations records.
5. Due to a limited number of terminals, the Student Activity Fee Accounts Office mandates that you MUST return the terminal the day of the approved, Credit Card Terminal Request or you forfeit the right to use the terminal at future events.

Per NSU Policy, these are the only authorized methods of payment that student organizations are permitted to use. Students are NOT allowed to use any other electronic systems, including but not limited to Venmo, Square, Samsung Pay, Apple Pay, PayPal, GoFundMe, Eventbrite, and/or similar applications.

2.4 OFFICE P-CARD USE

Purpose: The University has developed a Payment Card (PCard) Program to provide an efficient method for making purchases and payments when standard methods cannot be applied.

The information and procedures in this policy are in addition to, not in replacement of, the information/procedures in the Nova Southeastern University Payment Card Policy Manual (NSU PCard Policy). All policies and procedures contained in the NSU PCard Policy apply to the Student Activity Fee Accounts Office PCard Policy unless specially stated otherwise.

Exception to the NSU PCard Policy:

- The Student Activity Fee Accounts Office PCard can be used for food, party supplies, holiday decorations, flowers, greeting cards, office supplies, and other purchases directly related to events and activities conducted by a student club or organization.
- In accordance with the NSU PCard Policy, the purchase of certain items regardless of the reason or nature are strictly prohibited. Such items include but are not limited to: Study and class-related books, travel and entertainment related expenses, cash advances, personal items, gift cards and certificates, construction or renovation services, computer hardware or software, leases/rentals, software licensing agreements requiring signatures, furniture or equipment, purchases involving trade-in of University property, sales tax, services of sole proprietorships, individuals, or non-incorporated businesses, professional and consulting services, automotive gasoline, alcoholic beverages, or contract purchases and payments.

Requests to purchase items with the Student Activity Fee Accounts Office PCard:

1. Email your Advisor with a list of items you would like to purchase and the links from where the purchases would like to be made.
2. Have your advisor reply with their approval.
3. If you are purchasing marketing/print materials* (e.g. flyers, posters, banner, postcard, etc.) or promotional items** (e.g., t-shirt, mugs, pens, backpack, award, trophy, etc.), you MUST also obtain design approval from studentmkt@nova.edu.
 - a. NOTE: ALL artwork and designs, regardless if NSU logos are used or not, MUST BE REVIEWED and APPROVED
 - b. Please refer to logo usage guidelines for additional and related information.
http://www.nova.edu/asm/forms/logo_approval_guideline.pdf
4. When you have obtained BOTH approvals, [Book an Appointment](#) with an Office representative.
5. The Student Activity Fee Accounts Office PCard holder will complete the purchase and print an invoice for the student's records.
6. The student will complete an Attestation Form given to you by the PCard holder to notify us with your contact information, description of items, and the Student club/Affiliation.
7. When the items are received in our office, you will receive a phone call/email notifying you that the items are ready to be picked up.

NOTE: All purchases made on behalf of the club/organization need to be completed by the cardholder or in the presence of the cardholder.

2.5 PUBLIX CARD CHECKOUT

Purpose: The Student Activity Fee Accounts Office offers the use of our Publix Cards for student organizations to reserve, checkout, and charge their organization account directly without having to pay out of pocket.

The Publix Cards are available for every student organization managed by the Student Activity Fee Accounts Office and since there are a limited number of cards, you **MUST** reserve the card in advance. Similarly, **you MUST return the card within 24-48 hours. If the card is not returned, a hold will be placed on the student account.**

In order to request the Publix Card you must:

1. Send an email to studente@nova.edu requesting to reserve the Publix Card on “MM-DD-YY hh:mm” along with the student organizations affiliation and name.
2. You will receive an email confirmation that the card is reserved or that it is reserved by another organization and you need to select a new date/time.
3. On the day of the reservation, come to our office and checkout the Publix Card.
4. Go to Publix and purchase the items for your event. **You are NOT allowed to buy gift cards, alcohol, tobacco, medication, and/or personal items.**
5. Return the receipt and Publix Card to our office.
6. The funds will be deducted from your student organization account.

RESTAURANT DEPOT CARD CHECKOUT

Purpose: The Student Activity Fee Accounts Office offers the use of our Restaurant Depot Membership for student organizations to reserve, checkout, go to Restaurant Depot, and purchase any items needed **out of pocket and submit a reimbursement.**

The Restaurant Depot Membership Card is available for every student organization managed by the Student Activity Fee Accounts Office and since there is only **ONE** card, you **MUST** reserve the card in advance. Similarly, **you MUST return the card within 24-48 hours.**

In order to request the Restaurant Depot Card you must:

1. Send an email to studente@nova.edu requesting to reserve the Restaurant Depot Membership Card on “MM-DD-YY hh:mm” along with the student organizations affiliation and name.
2. You will receive an email confirmation that the card is reserved or that it is reserved by another organization and you need to select a new date/time.
3. On the day of the reservation, checkout the Restaurant Depot Membership Card from our office.
4. Go to Restaurant Depot and purchase the items for your event. **You are NOT allowed to buy gift cards, alcohol, tobacco, and/or personal items.**
5. Return the Restaurant Depot Card to our office.
6. **Submit a Request for Funds with your receipt to be reimbursed for the purchases.**

2.6 ORIGINAL DETAILED RECEIPTS

For every reimbursement or payment, an original detailed receipt or invoice must be submitted to the Student Activity Fee Accounts Office. The reimbursement will be issued to the individual whose name appears on the receipt.

A detailed receipt or invoice must provide the following information:

1. Name of business/Vendor
2. Address, state and phone number of business
3. Quantity of items purchased
4. Description of items purchased
5. Cost of each item purchased
6. Total amount of the purchase
7. Invoice Number
8. Date of Purchase

In addition to the detailed receipt requirements listed above, if you paid out of pocket and need to be reimbursed, the invoice or receipt **must provide the method of payment** and state that **\$ 0.00 amount is owed**. The invoice will note the payment method as:

- Cash
- Check – If receipt or invoice does not provide typed information of the check (i.e. check number and amount), a copy of the cashed check will be required
- Credit card – The receipt must provide the last four digits of the card number.

Examples of **Unacceptable** receipts and invoices for payment or reimbursement are:

- **Hand written invoice**
- **Signed charge slip**
- **Credit card statements**
- **Bank Statements**
- **Post Dated Invoices (Future dates)**

NOTE: All documentation must be legible. When submitting an original receipt:

- Do NOT highlight
- Do NOT tape receipts
- Do NOT write over any part of the receipt

2.6 ACCEPTABLE DETAILED RECEIPT – EXAMPLES

BA baron **MARKETING** Company Name

Ph 954-492-2786 Fx 954-492-2774
 ASI # 132955
 6600 NW 16th Street - #8
 Plantation, FL 33313

INVOICE

DATE	INVOICE #
6/6/2017	9710

MUST say Invoice, we do NOT process Estimates/Quotes

BILL TO	SHIP TO
Nova S.E. University 3301 College Ave Fort Lauderdale, FL 33314	Nova S.E. University 3301 College Ave Fort Lauderdale, FL 33314

Itemized Portion of Purchase

S.O. No.	P.O. NUMBER	TERMS	REP	VIA	PHONE
		Due on receipt	BS	UPS	

DESCRIPTION	QUANTITY	PRICE EACH	AMOUNT
#89 Composition Spiral Notebook - Blue Printed White with Shark NSU Logo	1,000	2.38	2,380.00
Repeat Imprint Set up Charge	1	20.00	20.00
Shipping & 6 Drop Ships	1	486.53	486.53

It's been a pleasure working with you! "Thank You"

Subtotal	\$2,886.53
Sales Tax (0.0%)	\$0.00
Total	\$2,886.53
Payments/Credits	\$0.00
Balance Due	\$2,886.53

No Sales Tax since NSU is paying directly

Total Balance Due

Phone # 954-492-2786 Fax # 954-492-2774 baronmarketing@aol.com www.baronmktg.com

Company Name Publix

Shoppes Of Summerfield
 13154 US Highway 301 S.
 Riverview, FL 33579
 Store Manager: Jeff Westbrook
 813-741-0693

PUBLIX ICE CREAM	6.79	F	All items purchased are legible and within NSU guidelines
PUBLIX ICE CREAM	6.79	F	
PUBLIX ICE CREAM	6.79	F	
PUBLIX ICE CREAM	6.79	F	
LACTAID ICE CREAM	4.69	F	
LACTAID ICE CREAM	4.69	F	

Order Total 36.54
 Sales Tax 0.00
 Grand Total 36.54
 Debit Payment 36.54
 Change 0.00

PRESTO!
 Trace #: 12345
 Referen: 12
 Acct #: XXXX XXXX 1234 Proof of Payment
 Debit Purchase FROM CHECKING
 Amount: \$36.54

Date of Purchase 05/25/2016 14:54 S1032 R102 6161 C0116

Your cashier was Aaliyah H.

Love to shop here. Love to save here.
 Visit publix.com/save

2.6 UNACCEPTABLE DETAILED RECEIPT – EXAMPLES



2.6 UNACCEPTABLE DETAILED RECEIPT – EXAMPLES, cont'd

WINGSTOP
12528 SW 120 STREET #5
MIAMI, FL 33186
305-238-2000

Merchant ID: 6900018505
Term ID: 7854

Sale

VISA

XXXX XXXX XXXX 1234

Entry Method: Swiped

Apprvd: Online Batch#: 000006

02/01/16 12:51:19

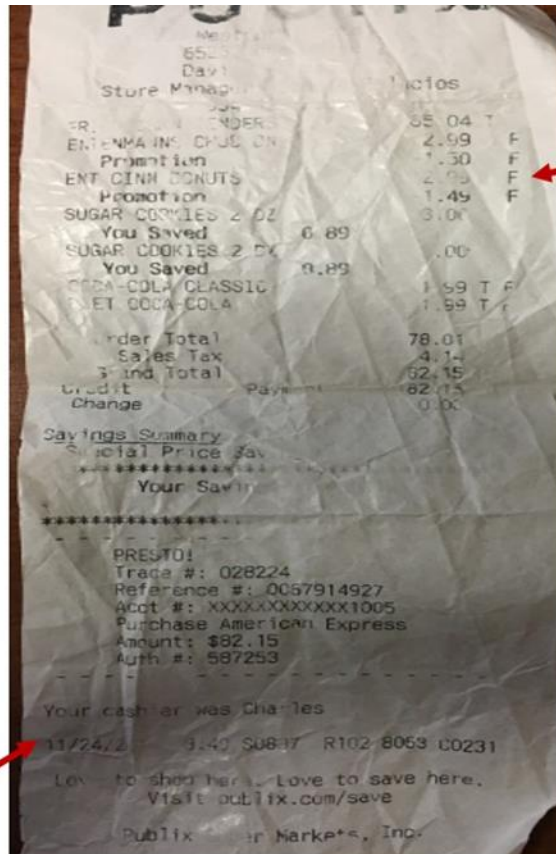
Inv#: 06000004 Appr Code: 004722

Total: \$ 27.55

Not Itemized.

What was purchased?

Customer Copy



Items
Purchased
not legible

Date of
Purchase
not
legible

2.7 REQUEST FOR FUNDS (VENDOR PAYMENT/REIMBURSEMENT)

Purpose: The funds of the organization must be managed by the treasurer of the organization. The Request for Funds Form (“RFF”) was created to automate the management of expenses for an organization. This form allows the Treasurers to inform their Advisors and the Student Activity Fee Accounts Office of pending expenditures of the organization.

Each section of the form is important for the posting of all financial processes to the student organization activity statements. The RFF provides information on how the expenditures should be reported on the organization account statements.

The Online Request for Funds Form also provides a means to obtain approval from the advisor. This approval process provides organization accountability for the management of the organization funds.

No transactions will be processed without a Request for Funds Form.

The link to the form can be found on our website and requires each preparer to login in order to complete it with your NSU username and Password:

<http://www.nova.edu/studentfeeacct/forms/index.html>

There are six important sections to complete:

Section 1: This section directs the Student Activity Fee Accounts Office to initiate a deduction from the organization account. An expense has occurred, and the payee information tells the Student Activity Fee Accounts Office who to distribute the funds to.

Section 2: This section tells the Student Activity Fee Accounts Office the preferred way to send the payment. NOTE: if there is no direct deposit established, the payment will be sent via a mailed check.

Section 3: This section provides the information required to process the expenditure on all necessary documents. All detailed documentation submitted for this request must support the type of event this was. For example, if you bought bulletin board supplies, the detailed receipt will list materials typically used for bulletin boards.

Make sure the Student Activity Fee Accounts Office is provided with the correct funding information. If the money for this expense is to be deducted from organization funds, please select organization funds. If your Student Government Association has provided funds for this expense, select and indicate how much of the expense will be subsidized with student government money. There may be instances where the funds are split, you will select both boxes and provide amounts for both boxes.

Section 4: This section provides the Student Activity Fee Accounts Office with your organization name and affiliation.

NOTE: For the organization name, please do not use acronyms. There are several organizations that share the same acronym. The affiliation is the school that issues your diploma.

2.7 REQUEST FOR FUNDS (VENDOR PAYMENT/REIMBURSEMENT), cont'd

Section 5: Provide your treasurer and advisor names and contact information. Please make sure the email addresses are correct.

NOTE: Faculty and Staff email will still end in "@nova.edu"

Section 6: **You MUST attach the supporting documents to your request.** You are required to check the boxes that you viewed the Check Request Requirement List and that you read the Note. You may view the Check Request Requirement List here (it is used only as a checklist to help you complete the form): <http://www.nova.edu/studentfeeacct/forms/index.html>.

Please review and confirm that the information entered is correct before clicking Submit. Once you click Submit, you will see a confirmation page and an email confirmation will be sent the Preparer, Treasurer, and Advisor.

Section 7: If you are purchasing any marketing, promotional, and/or recognition items, you **MUST** attach the proof, mockup, or promotional design to obtain the Office of Student Affairs Marketing approval. Regardless if any NSU logo is used or NOT, you must attach to obtain their approval.

NOTE: We do NOT receive a copy of the Request for Funds when you click Submit and we do NOT begin processing when you click Submit. The Request for Funds and supporting documents will be sent to your Advisor for review and approval. **The Advisor MUST review the expense to determine if it will be approved/denied.**

2.7 REQUEST FOR FUNDS EXAMPLE

Section 1: Payee Information

* Check Amount
\$200.00

Payable to Vendor/Non NSU Individual
 No

Select 'Yes' if paying a Vendor/ Non-NSU individual.

* Payable To
Nicholas Blume

Begin typing and select the NSU student, faculty, and/or staff Payee.

* NSU ID#
N 01234567

* Email Address
nb609@mysu.nova.edu

* Phone
954-262-7290

nicholas blume
Nicholas Blume
nb609@mysu.nova.edu
Nicholas Blume
Nicholas.Blume@nova.edu

Section 2: Payment Information

Mail check with attached invoice and/or roster
 No

US/US Territory

* Street
3301 College Ave, Res. Hall 4-1234

* City
Davie

* State
Florida

* Zip
33314

Enter the Payees mailing address. If the Payee has direct deposit-ACH established, the payment should be sent via direct deposit.

NOTE: NSU students, faculty, and staff can setup direct deposit by completing the direct deposit-ACH form found on the [Student Activity Fee Website](#).

2.7 REQUEST FOR FUNDS EXAMPLE, cont'd

Section 3: Event Information

* Event Name
Training Test

* Event Start Date
4/16/2020

Fund Total
\$200.00

Organization SGA PAN SGA

\$100.00 \$100.00
Amount Amount Amount

Enter the breakdown where funds should be deducted from the Student Organization Account Statement. The Fund breakdown must total the amount in Fund Total.

Section 4: College and Organization Information

* Organization Name
Full Org. Name, No acronyms

* Affiliation
Undergraduate Organizations

Select your College Affiliation from the dropdown box.

* Preparer
Nicholas Blume

Preparer does NOT have to be the Treasurer.

* Phone Number
954-262-7290

* Email
studente@nova.edu

Section 5: Club/Organization Authorization

* Treasurer
Student Treasurer

* Treasurer Email
Treasurer@mynsu.nova.edu

* Advisor
Nicholas Blume

* Advisor Email
Nicholas.Blume@nova.edu

Begin typing and select your Advisors email ending in "@nova.edu".

nicholas blume

Nicholas Blume
nb609@mynsu.nova.edu

Nicholas Blume
Nicholas.Blume@nova.edu

2.7 REQUEST FOR FUNDS EXAMPLE, cont'd

Section 6: Document Submission

* I have viewed the [Check Request Requirement List](#)

Please Note: You MUST attach supporting documentation. Please make sure receipts are clear and fully legible when scanned. DO NOT write-over or highlight any part of the receipt. Under NO circumstances will alcohol be reimbursed. If dining outside the University, please include a list of attendees. For payments to vendors, estimates, quotes, or statements will not be accepted. If requesting a donation payable to an outside non-profit, a letter of intent from your organization and a W-9 for the receiving institution is required for processing.

Yes You must accept to be able to submit.

Attach Supporting Documents
You may attach multiple receipts, invoices, and/or files through this form. The invoices must be itemized (detailed list indicating what was purchased), indicate the proof of payment (i.e. last 4 digits of the credit card, cash payment, and/or canceled check), and abide by the policies found within the [Student Activity Fee Manual](#)

* Attachments The following types are not permitted: .zip and .exe

Nicholas Blume Receipt 1 - 100.00.docx <small>Unsaved</small>	←	ALL receipts MUST belong to the Payee in Section 1.	×
Nicholas Blume Receipt 2 - 100.00.docx <small>Unsaved</small>	←		×
Attach file			

* Description of Purchase and Additional Information

Justify this purchase/describe what is being purchased.

Section 7: Student Marketing Attachments

* Are you purchasing any marketing/print materials* (e.g. flyers, posters, banner, postcard, etc.) or promotional and or recognition items** (e.g., shirts, mugs, pens, backpack, award, trophy, etc.)?

Yes

Select 'Yes' if you are purchasing marketing, print materials, promotional, and/or recognition items.

* Attachments The following types are not permitted: .zip and .exe

T Shirt Mockup-1.jpg <small>Unsaved</small>	←	Attach the proof, designs, and/or artwork shown on the product and the Student Affairs Marketing Team will review for approval. Payments for these items will NOT be processed without the Student Affairs Marketing Team approval.	×
T Shirt Mockup-2.jpg <small>Unsaved</small>	←		×
Attach file			

By clicking 'Submit', you will be providing the information below to Nova Southeastern University (NSU). As a confirmation of your submission, an email will be sent to the email address that has been entered above. The confirmation email will contain a copy of all of the data that has been entered on this page. If you do not wish for this information to be transmitted to the email address you have indicated above, please change the indicated email address to your mynsu.nova.edu email address or some other email address to which you are comfortable having this information transmitted.

Click 'Submit' and you will be re-directed to the confirmation page.

2.7 REQUEST FOR FUNDS CONFIRMATION, cont'd



Keep this RFF #
This is your confirmation #

Thank you for completing our Request for Funds form. **Your confirmation # is: 142**

If you need to send additional supporting documents to the Student Activity Fee Accounts Office, please write the confirmation number on all documents and send to:

- Via email or phone:
(954) 262-7290
Email: studente@nova.edu
- Via interoffice mail:
Deliver to/Office Name: Student Activity Fee Accounts
Departmental/Mail Code: SAF
- Via United States Post Office:
Nova Southeastern University
Student Activity Fee Accounts - Mail Code SAF
3301 College Avenue
Fort Lauderdale, FL 33314



[Return to Form](#)

2.8 NON-REIMBURSABLE ITEMS

Non-reimbursable expenses include but are not limited to the following:

- Airline Clubs
- Alcoholic beverages
- **Books, Textbooks, and study materials**
 - Books must be purchased through NSU Bookstore, please contact studente@nova.edu
- Charge incurred for failure to cancel hotel, cancel airfare, and/or car rental reservations ("no show" charges)
- Clothing, toiletry items, or personal care items
- Commuting between home and campus
- Corporate charge card delinquency assessments and late fees due to action of traveler
- Costs associated with receiving dependent care (such as childcare, eldercare and/or pet care)
- Donations to charities/Non-profits
- Employee parking permits or fees
- Expenses submitted for reimbursement more than 60 days after expenses were incurred
- First class or business class airfare upgrades
- Gift Cards and/or certificates
- Gifts to friends or relatives even in lieu of meals and lodging
- Laundry, dry cleaning or pressing of clothes expenses
- Lost or damaged baggage
- Magazines, newspapers, and personal reading materials
- Memberships/Subscriptions
- Other items that may be deemed unrelated to Student Activity Fee use (at the discretion of the Student Activity Fee Accounts Office)
- Parking tickets, traffic violations, and court costs
- Personal expenses (such as entertainment, hotel room movies, theater tickets, prescriptions, over the counter drugs, hair services, massages, golf, health club facilities, etc.)
- Personal portion of airfare, hotel or rental vehicle
- Travel accident insurance premiums/any insurance

3.1 UNDERSTANDING THE ACCOUNT STATEMENTS

Each organization has an account with the Student Activity Fee Accounts Office. Within each organization’s account there are 3 Sections:

1. Organization Account
2. SGA Fall Allocation Account
3. SGA Winter Allocation Account
4. PanSGA Allocation Account (if Granted)

All funds listed in the Organization Account section belong to that organization and are not swept. All SGA Allocation Accounts are swept at the end of the Term.

Account statements are emailed to the president, treasurer, and advisor of the main SGA on the 15th of every month, as well as upon request. These statements are not the official records of any organization. It is the responsibility of the Treasurers to keep proper records and make sure the account balances on file are correct. The funds of any organization must be managed like a business following regulations provided by the Internal Revenue Service combined with the accounting and auditing policies of Nova Southeastern University.

NOTE: All deposits will be posted as a Credit and all charges (reimbursements/payments) will be posted as a Debit.

Name of Group:		Organization Name			
	NAME	EMAIL	PHONE	DATE TRAINED	
President	Jane Smith	js1234@mynsu.nova.edu	954-262-7254	6/8/2017	
Treasurer	Student Name	sn1234@mynsu.nova.edu	954-262-7254	6/8/2017	
Advisor	Advisor Name	Advisor@nova.edu	954-262-7290	6/8/2017	
ORGANIZATION ACCOUNT					
DATE	DISTRIBUTION	EVENT	DESCRIPTION	DEBIT	CREDIT
Total Debits:				\$0.00	
Total Credits:					\$0.00
TOTAL ORGANIZATION ACCOUNT				\$0.00	
Balance					
SGA FALL ALLOCATION					
DATE	DISTRIBUTION	EVENT	DESCRIPTION	DEBIT	CREDIT
Total Debits:				\$0.00	
Total Credits:					\$0.00
TOTAL SGA FALL ALLOCATION ACCOUNT				\$0.00	
Balance					
SGA WINTER ALLOCATION					
DATE	DISTRIBUTION	EVENT	DESCRIPTION	DEBIT	CREDIT
Total Debits:				\$0.00	
Total Credits:					\$0.00
TOTAL SGA WINTER ALLOCATION ACCL				\$0.00	
Balance					

3.2 PROCESSING TIMELINES

Treasurers are responsible for timely processing of all transactions. The timelines provided take into consideration the volume of requests processed by the Student Activity Fee Accounts Office, the NSU Accounts Payable Department, and any unforeseeable situations.

Treasurers will be responsible for making sure that requests are processed according to the following timeline:

10 Business days	Request for funds reimbursements, travel, vendor payments
10 Business days	All disbursements that are funded by a SGA
30 Business days	Hotel Prepayment
30 Business days	Independent Contractor Agreement Payments
30 Business days	Reconciliation of account, organization records, and notifying the Student Activity Fee Accounts Office of any discrepancies.
45 Business days	Contracts (with or without a deposit required)

NOTE: All post-event Requests for Funds should be processed within **ten (10) days of the event**. I.R.S. Accounting Plan states that requests should be processed **no later than 60 days after the event**.

FISCAL YEAR DATES – July 1st through June 30th

Treasurer will process all business transactions according to the fiscal year calendar. The fiscal year for the University is July 1st through June 30th. **All transactions for the fiscal year must be submitted no later than June 15th of that fiscal year.** Any transactions or receipts submitted after June 15th may result in nonpayment from the Student Activity Fee Accounts Office.

3.3 RECONCILIATION OF RECORDS

Purpose: The purpose of reconciliation is to ensure there is accountability among the members of the student organization, the organization's Treasurer, and the organization's Advisor. The organization's Treasurer must reconcile the organization's records to the account statements every (30) days.

NOTE: Any corrections and/or discrepancies **MUST BE** brought to the attention of the Student Activity Fee Accounts Office within 15 days of the statements being issued.

REQUIREMENTS: Every Treasurer must maintain complete financial records of the student organizations. If your organization is audited, the Treasurer must provide:

- Ledger (maintained by the organization Treasurer)
- Copy of all transactions posted to the ledger which would include:
 - Copies of Receipts
 - Copies of Internal Funds Transfer Forms
 - Copies of Journal Entries
 - Copies of Travel Expense Reports
 - Copies of Deposits

RECONCILIATION: When reconciling the organization's records to the account statements, below are a couple examples of common discrepancies:

- Items listed on the Treasurer's organization record are not reflected in the account statement.
 - Make a copy of the transaction and forward to the Student Activity Fee Accounts Office.
- Items listed in the account statement are not listed on the Treasurer's organization record.
 - Email studente@nova.edu requesting a scanned copy of the transaction

NOTE: When the discrepancies are resolved, request a copy of the account statement for your record.

INACTIVE ORGANIZATIONS

When a student club and/or organization (undergraduate and/or graduate) has no activity on their account statement for more than one fiscal year (July-June), the organization will be considered an inactive organization. At the discretion of the SGA, the organization's account will be closed, and the account balance will be swept into the main SGA account of each affiliation.

NEGATIVE BALANCES/FLOATING FUNDS

Student organizations must have sufficient funds in their accounts in order to receive funding for their requests. The Student Activity Fee Accounts Office shall not "float" funds for a student organization resulting in a negative account balance in anticipation of deposits.

If an organization has a negative balance (in the RED) by the end of the year, the organization will not be eligible to receive additional funding until the negative balance is cleared.

3.4 FISCAL YEAR END PROCESSING

All student organizations are required to account for all transactions within the Nova Southeastern University fiscal accounting year. The fiscal year of the University begins on July 1st and ends on June 30th.

All student organization expenses must be submitted within thirty (60) days of the date the expense incurred.

All transactions for the fiscal year must be submitted **no later than June 15th of that fiscal year to the Student Activity Fee Accounts Office**. NOTE: Any transactions or receipts submitted after June 15th may result in nonpayment from the Student Activity Fee Accounts. All student SGA allocated funds will be swept on June 15th.

SGA ACCOUNT SWEEPS

All Student Government Associations chartered under PanSGA are entrusted to allocate all Student Activity Fee Funds to student organizations. Consistent with their SGA Constitutions, SGA's have the option and authority to sweep any and all unused funds allocated to student organizations throughout the academic year.

To ensure a smooth operation of these sweeps, the following is recommended:

- Student organization treasurers should review a copy of the statement prior to each sweep
- It is recommended that SGA's post reminders to the treasurer listserv of the sweeps date and require all expenditures be accounted for by a specific date.
- **If the SGA's do not set a sweep deadline, the funds will automatically be swept on June 15th.**

It is **NOT** the responsibility of the Student Activity Fee Accounts Office or the SGA's to verify that all student organization transactions are processed. It is the function of the student organizations treasurer to verify that all transactions are posted properly on the account statements.

MOST COMMON ERRORS

- Request for funds processed before the deadline, but documentation is not submitted for processing. Expenses are not posted to student organization accounts from the Request for Funds therefore not recorded in time for the sweeping of SGA allocated funds.
- Request for funds processed before deadline, but the advisor approves after the deadline. It is the responsibility of the Treasurer to follow up and have the advisor approve before the deadline.
- Treasurers are not reconciling the statements to ensure all expenditures are accounted for.

4.1 STUDENT CLUBS/ORGANIZATIONS - LIST OF VENDORS

Awards		
Vendor Name	Address	Phone Number
Lou Scalia's Pro Shop	2333 S. University Drive, Davie, FL 33324	(954) 472-9511
EDCO Awards and Specialties	3702 Davie Blvd, Fort Lauderdale FL 33312	(954) 587-0137
Event Facilities		
Dave & Busters	3000 Oakwood Blvd., Hollywood, FL 33020	(954) 923-5505
Seminole Hardrock & Casino	1 Seminole Way, Hollywood, FL 33314	(954) 797-5505
Signature Grand	600 State Road 84, Davie, FL 33317	(954) 424-4000
The Westin Diplomat	3555 S. Ocean Drive, Hollywood, FL 33019	(954) 602-6000
Florists		
Field of Flowers	5101 S University Drive, Davie, FL 33328	(954) 680-2406
Food		
Azteca Real Restaurant	8800 State Road 84, Davie, FL 33324	(954) 474-5226
Buca Di Beppo	3355 S University Drive, Davie, FL 33328	(954) 577-3287
Chick-Fil-A in Davie	1900 S. University Drive, Davie, FL 33324	(954) 472-1123
Cyber Pizza	1200 South Federal Hwy, Dania Beach, FL 33004	(954) 417-6227
Firehouse Subs	801 S University Drive C-139, Plantation, FL 33324	(954) 900-5271
Hungry Howie's	6555 Nova Drive #312 Davie, FL 33317	(954) 424-6280
Jimmy Johns	4613 S. University Drive, Davie, FL 33328	(954) 680-6911
Moe's Southwest Grill	2257 S. University Drive, Davie, FL 33324	(954) 332-5200
Mission BBQ	2411 S University Dr, Davie FL 33324	(954) 766-4304
Natural Chicken Grill	7740 Nova Drive, Unit B1, Davie, FL 33324	(954) 577-4333
Panera Bread	2699 S. University Drive, Davie, FL 33328	(954) 615-1453
Potatopia	2262 S University Drive, Davie, FL 33324	(954) 990-5761
DeVecchio's Pizza Loft	2060 S University Dr, Davie, FL 33324	(954) 476-9336
Quarterdeck Seafood & Grill	3155 S University Drive, Davie, FL 33028	(954) 452-7676
The Magic Cow	4298 S University Drive, Davie, FL 33328	(954) 382-1677
Logo Promotional		
5 Cents T-Shirts / Baru Agency	1559 NW 79 th Ave, Miami, FL 33126	(305) 259-8800
AJ Printing Services, Inc.	PO Box 15818, Pittsburg, PA 15244	(412) 480-4938
Baron Marketing*	1001 W. Cypress Creek Road #300, Fort Lauderdale, FL	(954) 492-2766
Big Frog Custom T-shirts and More	1519 S. University Drive, Plantation, FL 33324	(954) 530-5670
CustomInk	1180 Seminole Trail #147 Charlottesville, VA 22901	(434) 422-5206
Edco Awards and Specialties	3702 Davie Blvd., Fort Lauderdale, FL 33312	(954) 587-0137
Embroidme - Davie	7080 West State Rd 84 Davie, FL 33317	(954) 800-6396
Max Advertising Solutions	6210 Reese Rd. Suite 118. Davie, FL 33314	(954) 696-7443
Promoversity*	6213 Factory Road, Crystal Lake, IL 60014	(877) 737-7137
Select Screen Printing	10050 Griffin Road, Cooper City, FL 33328	(954) 680-8496
Shirts N Things	6001 Orange Drive, Davie, FL 33314	(954) 434-7480
Suncoast Marketing*	6545 Nova Drive, Suite 211, Ft. Lauderdale, FL 33317	(954) 583-4351
*Preferred licensed vendors by University licensing agency (LRG).		
Photography		
Ludmillo Pierre Photography	806 SW 119th way, Davie, FL 33325	(954) 600-8989
Gerlinde Photography	6759 Stirling Road, Hollywood, FL 33024	(954) 961-4450
Printing		
Quicktime Signs	12233 SW 55 th Street, Cooper City, FL 33330	(954) 382-2970
Sign A Rama	11850 W. State Road 84 Davie, FL 33325	(954) 476-4923

**NOTE: Majority of these vendors will invoice NSU by providing an invoice that your org submits through the Request for Funds form.

**Disclaimer: The information on this document may be subject to changes without prior notice. For the most up-to-date information, please contact the Student Activity Fee Accounts Office at 954-262-7290.