



NSU Florida

2022-2023 Student Activity Fee Accounts Manual



STUDENT ACTIVITY FEE ACCOUNTS OFFICE

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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 Student Activity Fee Accounts Office and the Division of Student Affairs reserves the right to change the terms, structure, guidelines, and policies at any point in time during the life of this publication.

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Important Campus Contacts & Frequently Used Terms

Campus Contacts

Student Activity Fee Accounts Office - studente@nova.edu

Student Marketing - studentmkt@nova.edu

Professional Development Grant - pdg@nova.edu

Set-Up Marketplace Event - sroman1@nova.edu

Shark Dining - NSUCatering@compass-usa.com

Frequently Used Terms

AP - Accounts Payable. The department responsible for issuing NSU's non-payroll disbursements, including reimbursements.

CC Terminal - Credit Card Terminal. Terminals available for checkout to collect credit card payments.

CR/CF - Check Request. Once a Request for Funds is processed by the Student Activity Fee Accounts Office, a check request is created that is then reviewed and processed by Accounts Payable.

FY - Fiscal Year. Annually from July 1st – June 30th

JE - Journal Entry. A budget transfer completed to or from an NSU entity whose budget is managed outside of the Student Activity Fee Accounts Office.

P-CARD - Purchase Card. Credit card managed by the Student Activity Fee Accounts Office that is available for online purchases.

PanSGA - Pan Student Government Association. Presiding body of Presidents or designees of the 14-constituent program-based SGAs at Nova Southeastern University

PCI Compliance - Payment Card Industry Compliance. Mandated by credit card companies to help ensure the security of credit card transactions in the payments industry.

PDG - Professional Development Grant. Offered and managed through the PanSGA to support professional development, conference travel, and more.

RFF - Request for Funds Form. Form used for all contracts, vendor payments, and reimbursements.

SAF/SAFAO - Student Activity Fee/Student Activity Fee Accounts Office

SGA - Student Government Association. Reserved solely for the 14 colleges represented on PanSGA at the Fort Lauderdale/Davie campus

W9 - W9 is a tax form required for all first-time vendors to provide the correct Taxpayer Identification Number (TIN) to NSU for IRS filing purposes.

Officer Expectations

Treasurer Expectations

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. **The Student Activity Fee Accounts Office will NOT process any transactions/request for funds until the Treasurer of the student organization has been trained.**

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.

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.

Treasurers will ensure that a "Request for Funds" form is processed for all transactions that require funds to be taken from their organization account, with the exception of direct purchases with office purchase card, Publix card, or work orders. Without a completed Request for Funds form, any applicable transactions will NOT be processed.

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 an 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.

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.

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.

Treasurers will advise members of their organization on all financial requirements regarding reimbursements, payments, expenses, etc.

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.

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.

Treasurers will audit student organization account at the end of each term with the organization advisor and incoming treasurer.

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.

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.

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.

Account Statements

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

1. Organizational Account
2. SGA Allocations Account
3. 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 granted to the president, treasurer, and advisor of the main SGA via OneDrive link, as well as upon request, until all organizations have been migrated over to the Sharkhub platform (Winter 2023). 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.

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.

Graduate organizations affiliated with a national chapter may cover chapter-mandated expenses including insurances, dues, etc. using organization funds only. SGA funds cannot be used.

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:

- 15 Business days - Request for funds reimbursements, travel, vendor payments
- 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.

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.

Reconciliation of Records

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.

Greek Organizations under the Office of Campus Life and Student Engagement can be frozen if the organization is inactive and/or not active within the office, so the organization cannot have access to the monies.

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 an earlier sweep deadline, the funds will automatically be swept annually on the first Wednesday of the month of May.**
- SGAs will subsequently have all funds swept from their SGA account annually on June 15th.

It is NOT the responsibility of the Student Activity Fee Accounts Office or the SGAs 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.

Collecting Funds

SGA Allocations

SGA (PANSGA) Allocations are allocations that student clubs and organizations are eligible to receive from their respective college's executive SGA. Once granted, these funds are managed by the organization in a separate account and funds are swept at the end of the term or academic year, in accordance with the respective SGA's procedures. SGA Allocations cannot be transferred or used for expenses such as donations. For undergraduate organizations, IOC Allocations are considered SGA Allocations. For undergraduate Greek organizations, Greek Council Allocations are considered SGA Allocations.

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 undergraduate Greek organizations the option of

building a customized fundraising campaign through the Gift Hope platform. If interested, Greek organizations should contact staff in Fraternity and Sorority Life within Campus Life and Student Engagement.

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.

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.

Deposit slips can be found at <https://www.nova.edu/studentfeeacct/forms/index.html>.

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 organization's 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.

P-Card & Gift Cards

Office Purchase Card (P-Card)

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 of 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/lo_go_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.

Publix Card Checkout

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

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.

Request for 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. Per policy, gift cards are non-reimbursable items.

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.

Request For Funds (RFF)

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>

At the top of the RFF, please indicate whether that RFF is for a reimbursement, vendor payment, award payment, or contract payment. **PDG Recipients should select the reimbursement option.**

There are then seven 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 would 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.

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 of if any NSU logo is used or NOT, you must attach to obtain their approval.

If you are requesting a contract payment, you MUST attach an Event Contract Memo. Downloadable form hyperlinked within the RFF form.

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.

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:

- Handwritten 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

Acceptable Detailed Receipt - Examples

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 |
| 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 #: 023460
 Reference #: 0155581390
 Acct #: XXXXXXXXXX3122
 Debit Purchase FROM CHECKING
 Amount: \$36.54

05/25/2016 14:54 S1032 R102 6161 C0116

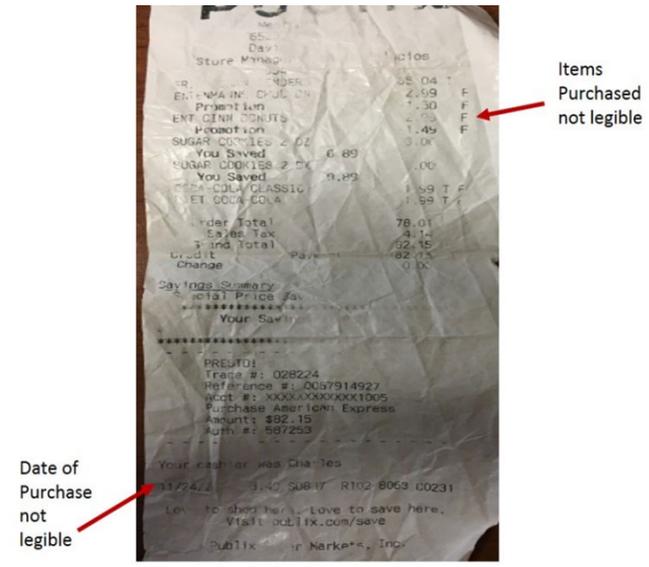
Company Name: baron
 DATE: 4/20/17
 INVOICE #

Itemized Portion of Purchase:

| DESCRIPTION | QUANTITY | PRICE EACH | AMOUNT |
|----------------------------------------|----------|------------|----------|
| 800 Composition Spiral Notebook - Blue | 1,000 | 2.38 | 2,380.00 |
| Personal Wine with Stone Red Logo | 1 | 20.00 | 20.00 |
| Repeat Inprint Set up Charge | 1 | 466.53 | 466.53 |
| Shipping & 8 Drop Sites | | | 466.53 |

Subtotal: \$2,866.53
 Sales Tax (0.0%): \$0.00
 Total: \$2,866.53
 Payments/Credits: \$0.00
 Balance Due: \$2,866.53

Unacceptable Detailed Receipt - Examples



Marketing 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

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

Award Payments

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. *SGA is defined by the Student Activity Fee Accounts Office as the presiding executive body of each of the fourteen NSU colleges who represent the PANSGA.* 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), Chair of PanSGA, Director of Finance & Student Activity Fee Accounts Office, the College SGA advisor, and majority of the voting members of each College's SGA must grant approval of any SGA awarded payments. Per semester, SGA awarded payments may be up to 5% of the total allocations of each respective SGA, not to exceed \$1,500 per person. NSU Employees serving in the capacity of College SGA Advisors are not eligible for payments.

Payments will be disbursed, by default, by electronic gift card (Master, American Express, or VISA).

Alternative Payment Methods that will be allowed to be disbursed upon request include:

1. NSU Shark Card 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. Starbucks Gift Cards (*Gift Cards can be used at any Starbucks location.*)
 - b. 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 Assistant Dean of Student

Engagement and the Chief Student Affairs Officer (VP of Student Affairs) approvals.

5. Once all college SGAs have submitted and been approved, awards will be processed.

Prize, Award, and Recognition Payments

Occasionally, student organizations may decide to include prize, award, or recognition payments to their members. Prize, award, or recognition payments are given to recognize an accomplishment, achievement, or activity that does not require the performance of a service to the university. Services include, but are not limited to, duties carried out as part of an organization's executive board responsibilities. **Additionally, student organizations are not permitted to establish "scholarships"** but may provide "Achievement Awards" under the guidance of this policy.

Organizations will be permitted to offer no more than **three prize, award, or recognition payments** that do not exceed \$1,000 each year. Payments exceeding the allotted quantity or threshold will require special approval from the Director of the Student Activity Fee Accounts Office. The recipient must be an enrolled NSU student at the time of awarding. **NSU-Employees and individuals not associated with the institution are ineligible for prize, award, or recognition payments.**

Payments for prizes, awards, and recognitions can be in the form of a VISA or Mastercard Gift Card only. Check requests cannot be submitted for prize, award, or recognition payments. These payments are also non-reimbursable and must come directly from the Student Activity Fee Accounts Office to the recipient.

To request a prize, award, or recognition payment, please submit a Request for Funds Form (RFF) with the following information. No payments will be released until all information has been submitted.

- A signed letter from organization president describing eligibility, selection criteria, value of payment, and description of prize
- Details of Recipient (Complete in Payee section of RFF)
- W9 for Recipient (*Information will be reported as taxable income*)

SGA-allocated funds cannot be used for prize, award, or recognition payments.

Note: Giveaways are not considered prizes, awards, or recognitions by the Student Activity Fee Accounts Office and must adhere to all other gift card policies provided in this manual.

Catering and Meals Policy

Student Organizations are welcomed, but not obligated, to utilize campus catering services (*Shark Dining, Canteen, etc.*) for catering orders under \$1,000.

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.

If your organization would like to use campus catering:

1. Secure a QUOTE from the campus catering services, NOT AN INVOICE
2. Quotes are to be submitted via Request for Funds Form (RFF)
3. The Student Activity Fee Accounts Office will review the quote and available funding. Once approved, the Student Activity Fee Accounts Office will confirm the provided quote with campus catering and request an official invoice.

- The student organization will place the order on catertrax or send an e-mail with a catering request
- Shark Dining will place the custom menu and change the invoice status to a "proposal."
- The student organization will be responsible for sending the e-mail to Bryan Robert for approval.
- Once the event is approved, Bryan will send an e-mail to Shark Dining confirming the event.
- If we don't have an e-mail from Bryan 3 days before the event approving the event, Shark Dining will follow up with the Student Organization and Bryan.
- If we don't have an answer 2 days before the event, shark Dining will cancel the requisition.

NOTE: Catering orders fulfilled without submitting a quote via RFF will be automatically charged to an organization's account (not SGA-allocated funds) and the account will be frozen if there are not sufficient funds to cover the balance.

First Right of Refusal

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.

For "non-catered" meals, any individual meals where each attendee is represented by a separate food line item, student organizations must follow NSU's overall meal policy including but not limited to:

- Students must provide detailed receipts for every meal.
- 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%.

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 a Request for Funds form. 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) business days in advance

Contracts requiring a deposit or payment or any kind Forty-five (45) business days in prior to payment due date

All other contracts - Forty-five (45) business days in advance of event

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 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 studentcontracts@nova.edu with any and all questions regarding contracts.

Contract Submission

Below is the process for contract submissions:

1. Student will secure a contract agreement from vendor, applying all NSU policies, etc.
2. Student will submit contract via RFF according to the appropriate timeline provided above
3. Organization advisor will need to approve RFF prior to it reaching Student Activities for processing
4. SAFAO will confirm receipt of contract via email from student contracts@nova.edu and provide feedback based on initial review of costs, policies, and terms.
5. If approved by SAFAO, contracts will then be forwarded to the Assistant Dean of Student Engagement, Dean of the

requesting college, and the Associate Dean of Student Affairs for Approval.

6. Once approved, contract is submitted to legal affairs to be assigned to an attorney for review. Attorney may ask SAFAO representative or student to make direct contact with vendor for changes/updates agreement.
7. Once approved and stamped by legal affairs, the contract is then circulated via DocuSign for Executive Leadership signoff and countersignature of the vendor.
8. Countersigned contracts are then submitted for check request/payment.

A Memo will be required by the student submitting the contract.

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 nova.edu/student-handbook

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.

Contract Event Policy

The Policy outlined below is required for contracted events exceeding an overall, all-inclusive cost of \$10,000. Events may be excluded from the policy at the discretion of the Vice President of Student Affairs and the Director of 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 contracted events exceeding an overall, all-inclusive cost of \$10,000 must administer ticket sales of at least \$25.00 per guest.

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, emails, 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.

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. This is not an exhaustive list.

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.

In order to process a payment for an Independent Contractor, the treasurer must submit the contract to the Student Activity Fee Accounts Office via RFF for review, approval, and signature along with these three items submitted through the online Request for Funds Form. Documents should be in Word or PDF format:

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 PRINCIPLE: *"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.*

| 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 |

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. For PANSGA Awards, please review PANSGA application and award letters as PDGs only reimburse for travel expenses explicitly listed in the award letter (i.e., meals are not reimbursable through PDGs)

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 pdg@nova.edu.

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.
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.

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 for single standard room accommodations, per NSU Policy.

For Professional Development Grant Only - For shared rooms, reimbursable limits increase by \$50.00 per additional, approved PDG recipients residing in the room. Hotel/lodging reimbursements will not be approved to exceed the value of four (4) approved recipients or \$425.00.

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.
- **Meals are not covered under Professional Development Grant reimbursements.**

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.

Common Vendors - Student Clubs & Organizations

| 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 | (954) 417-6227 |
| Firehouse Subs | 801 S University Drive C-139, Plantation, FL | (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 |
| DelVecchio'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 | (954) 492-2766 |
| Big Frog Custom T-shirts and | 1519 S. University Drive, Plantation, FL 33324 | (954) 530-5670 |
| Custom Ink | 1180 Seminole Trail #147 Charlottesville, VA | (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 | (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

