

Supplemental Financial Procedures for the Division of Student Affairs & Student Activity Fee Funded Organizations

Departments within the Division of Students Affairs and Student Activity Fee Funded Departments and Organizations are required to adhere to the following supplemental guidelines, procedures and required documentation in addition to regular University procedures.

Item	Guideline/Procedure	Required Documentation
Account Code 714900	Use of account code 714900 P-Card Purchases is prohibited. Cardholder must select an account code that accurately describes what was purchased.	No additional documentation required
Food Purchases	Same as University & USG Policy in addition to Pre-Approval Food Purchase Request form for all food and snacks.	Department/Organization must submit the Pre-Approval Food Purchase Request Form; names of participants or groups; and flyer, email, written agenda or other documentation for the event. Pre-approval from the President is required if employees (including student employees) are the intended audience.
Foundation Fund Requests	VPSA is the second authorizing signature for all foundation fund requests.	No additional documentation required.
Gift Cards	Purchase Card (P-Card) policy prohibits the purchase of gift cards/gift certificates	No additional documentation required.
	Cash awards and gift cards/gift certificates are strongly discouraged.	Strong internal controls must be in place to account for the funds and avoid theft.
Giveaways – Cost Limits	The maximum unit cost for giveaways/door-prizes meant for large distribution (i.e. t-shirts) is \$15.	Department must maintain a record of prize distribution.
	The maximum unit cost for giveaways/door-prizes not meant for large distribution is \$100.	Department must provide documentation of prize distribution (to include name of program/event, program date, student's full name, VSU ID, and signature).
	The maximum unit cost for an earned prize as part of a competition or contest is \$500 and the department head must exercise good judgment.	Department must provide documentation of prize distribution (to include name and description of program/event, program date, student's full name, VSU ID, and signature).
	Purchases of giveaways/door-prizes where the total cost is \$500 or more must be pre-approved by VPSA	Department must include written communication authorizing purchase with purchasing paperwork.

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Fundraising events funded by Student Activity Fee funded organizations/departments. Please review the fundraising policy. http://www.valdosta.edu/student/student-life/documents/fundraising-policies.pdf	Groups that have received funding from the Student Activity Fee Allocation Committee must replenish any funding used to support the fundraiser before any fundraising monies are able to be counted as profit.	This will be verified through the Student Affairs Office and University Foundation.
Contracts and Service Agreements	This process must comply with University contract procedures. Please reference the Guide to Contracts (http://www.valdosta.edu/administration/legal/contract-guide.php) As well as the Purchasing Office Procedures. (http://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/purchasing-office-procedures.php)	Contract Routing and Information packet must be signed off by the VPSA.
Movie Nights	Student organizations and student life offices that wish to show a movie as part of their programming efforts should obtain copyright permission from the film owner or a licensing agency. Owning your own copy of a movie does not give you these permissions. <i>Please reference the guidelines for contracts and service agreements</i>	The following two companies contract films for public viewing: Criterion USA http://criterionpicusa.com/cplusa/lcl_criterionusamain.html Swank Motion Pictures http://www.swank.com/college/index.html
Grant Fund Purchase	VPSA must approve all purchases using grant funds.	No additional documentation required.
PCard Purchases	Pre-approval must be obtained prior to purchase. Please refer to the PCard Policies & Procedures manual https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/documents/vsu-purchasing-card-procedures-.pdf	Supporting documentation must be uploaded with the PCard Pre-approval Purchase Request.
PCard Statements (Student Activity Funds and Direct Reports Only)	PCard statement due to VPSA by the 27 th of the month (same deadline as approving PCard transaction in Works).	No additional documentation required
Single Item Limit and Single Vendor Transactions	Purchase where a single item cost \$500 or more or total purchase from one vendor over \$750 must be pre-approved by VPSA.	Department must include written communication authorizing purchase with purchasing paperwork.
Clothing items for student organizations	Fee funded Student Organizations can purchase 1 member shirt. Single item and single vendor transactions apply. Member shirt purchases where the unit cost is \$30 or more must be pre-approved by VPSA.	Department/Organization must include written communication authorizing purchase with purchasing paperwork.

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Uniforms for Staff/Student Employees – cost limits	Clothing item purchases or clothing received as a gift valued at \$75 or less per calendar year may be excluded from taxation as a de minimis fringe benefit as long as it is provided no more than two times per calendar year. For example, an employee that receives two polo shirts with a total value of \$50 will not be taxed on the \$50, but an employee that receives two polo shirts with a total value of \$76 will be taxed on \$76. The Employer Provided Clothing form (https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/forms/employer-provided-clothing-form-032519.pdf) must be completed regardless of total amount of clothing provided to employees. Employee may keep the uniform. Uniform purchases where the unit cost is \$30 or more must be pre-approved by VPSA.	Department/organization must include written communication authorizing purchase with purchasing paperwork. The Employer Provided Clothing form must be completed and attached with the Requisition and/or Request for Payment.
Licenses & Memberships	Professional licenses and memberships must be in VSU’s name (Institutional licenses/memberships) if state funds are used to purchase	If an organization will not allow institutional membership, please provide the following to Financial Services: documentation from the organization on no institutional memberships and documentation of the benefit of the individual membership to the institution and its mission. Financial Services will review with Internal Audit on a case by case basis.
Non-Overnight Travel	Effective July 1, 2018, the USG does not provide meal per diem during non-overnight travel due to the IRS taxable compensation implications.	All Travel Policies and Procedures can be found at the link below: https://www.valdosta.edu/administration/finance-admin/financial-services/travel/
Renovations and Construction	All expenses associated with renovation and construction must be pre-approved by VPSA regardless of dollar amount.	Department must include written communication authorizing purchase with purchasing paperwork.
Software and Technology	All expenses over \$500 to upgrade or replace departmental software or technology must be pre-approved by VPSA. All IT related purchases must comply with all IT procurement guidelines. (https://www.valdosta.edu/administration/it/procurement/welcome.php)	Department must include written communication authorizing purchase with purchasing paperwork.
Bookstore Purchases	Purchases from departmental budgets must utilize a PCard to make the purchase. PCard policies and procedures apply (Please see VSU PCard Policies & Procedures (https://www.valdosta.edu/administration/finance-admin/financial-services/procurement/purchasing/documents/vsu-purchasing-card-procedures-.pdf)	Single purchase limits and single vendor limits apply. Please include pre-approval documentation with PCard Pre-Approval Purchase Request.
	Purchases from departmental Foundation accounts must submit a Foundation Check Request for payment to Follett.	Single purchase limits and single vendor limits apply. Please include pre-approval documentation with Foundation Check Request.

Direct any questions to Andrea Butler at aksnow@valdosta.edu or 229-333-5941.

When submitting an email request for approval please use the subject line Approval:(Name of Request) and cc: Andrea Butler (aksnow@valdosta.edu)