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# 1. INTRODUCTION

Purdue University policy requires that all recognized Student Organizations who have financial activity operate their account through the Business Office for Student Organizations.

OFFICE LOCATION: Business Office for Student Organizations

Room 365 Krach Leadership Center

OFFICE HOURS: 8:00 AM - 5:00 PM, Mon. - Fri.

OFFICE TELEPHONE NUMBER: 765-494-6724

<http://www.purdue.edu/business/BOSO>

<http://www.purdue.edu/univregs/studentorgs/index.html>

## 1.1 MISSION:

The mission of the Business Office for Student Organizations is to provide financial services to all recognized student organizations by:

### A. Financial Services for Recognized Student Organizations:

1. Establish Financial Controls and Best Practices
2. Transaction Audits
3. Reconciliation of Funds
4. Contractual Review (Fiscal and Risk Oriented)
5. Applicability: Compliance with University Regulations & Policies, Process Transactions

*The Business Office for Student Organizations* should be contacted concerning Purdue University Policies and Procedures as they relate to student organization financial processes.

*The Student Activities and Organizations Office*, should be contacted when planning events and activities. Questions pertaining to University policies on fundraising, soliciting, advertising support, charitable activities, and other programming questions should be directed to the Student Activities and Organizations Office, Room 378, Krach Leadership Center or call 765-494-1231.

Social events and activities that invite guests or bring equipment to campus (both may require contracts); or pose a risk to the students or University must be registered in advance on an Activity Form through SAO BoilerLink system.

The Activity Form must be submitted online through the SAO BoilerLink system for approval at least two weeks prior to the event or activity. Larger activities such as concerts, athletic

competitions, roundtables, etc. may need in excess of four weeks for approvals. The additional time is needed for the various other departments and/or the Campus Safety Committee to review the activity. Contract development or review of submitted contracts will also need time to review and obtain BOSO's signature approval. See <https://boilerlink.purdue.edu/>

**TRAVEL** sponsored by student organizations must be scheduled on an Activity Form on "BoilerLink" website. See <https://boilerlink.purdue.edu/>. The Activity Form provides a detailed description of the travel planned by a student organization as well as estimated financial details of the trip. The Activity Form must be completed at least two weeks prior to the travel date, per SAO.

**Vehicle drivers must be approved by Risk Management. Student drivers must complete an RMO1S online form. Drivers must meet the requirements as noted on the Risk Management site. Van Drivers must also complete the Van Certification online as well. See website: [www.purdue.edu/business/risk\\_mgmt](http://www.purdue.edu/business/risk_mgmt)**

Purdue University Transportation Services has entered into a sole sourcing chauffeured transportation contract. All chauffer driven transportation is through Express Air Coach (EAC). Quotes for the services are requested on the Activity Form, based on the student organization required "itinerary" which is to be submitted at the time of the AF submission.

## **Part 7 — Regulations and Procedures for Recognized Student Organizations**

### **Section VII — Financial Arrangements**

#### **B. Financial Responsibility of Student Organization Officers**

A student who through neglect or dishonesty fails in his/her duties as an officer of any student organization:

1. To collect amounts due, or to pay the organization's debts legally incurred by him/her; or
2. To account for cash received and expended by him/her; or
3. To account for other property entrusted to him/her as an officer of a student organization, shall be referred to the Office of the Dean of Students for appropriate action.

<http://www.purdue.edu/univregs/studentorgs/index.html>

## **1.2 OFFICER CHANGES**

**Immediately following the election of new officers, each student organization must complete their registration through BoilerLink. <https://boilerlink.purdue.edu/> Contact SAO by calling 765-494-1231 for the specific registration timeline dates of submission and approval.**

The approved SAO registration authorizes the officer's access; president, treasurer and advisor to all account information and online access COOL.

BOSO obtains the approved registration information and manually enters the officer information into COOL within 3 business days for account access. The officer expiration date in SAO and BOSO will be the same date. Once the expiration date arrives the BOSO COOL system will automatically lock the officer's access.

## 1.3 ACCOUNTING DOCUMENTS

As treasurer you will be working with the following documents provided on the “Forms” web link:

- Contracts
  - DJ/Artist
  - Speaker
- Prizes Form
- Deposit Slip (BOSO 3-part form) *Available @ BOSO/KRCH 365 & Bursar/Hovde RM 5*
- Equipment Purchase \$5,000 and greater
- Expense Codes
- Fundraising Sales Agreement with credit cards
- Fundraising Sales Agreement without credit cards
- Income Codes
- Inventory & Sales Control Worksheet
- Lost Receipt Affidavit
- Non-profit Agency-Split Charity Letter
- Participant Roster
- Payee Certification Form (for last minute Officials & Referees)
- Record of Dues Collected
- Scholarship Form
- Supporter Agreement
- Work Order (Form 18A) Request for Services

## 2. GENERAL OPERATING PROCEDURES

**Deposit of Funds:** All cash and checks received by the student organization must be deposited to the student organization's account. **DEPOSITS** should be made promptly (within 30 days) at the Bursars office, Room 5 in Hovde Hall using Student Organization Deposit Slips.

Income code questions should be directed to the BOSO office 765-494-6724.

The Bursar Office is open Monday thru Friday, 8:30 a.m. to 12:00 p.m.  
And 1:00 p.m. to 4:30 p.m.

**TooCOOL online e-commerce website for the collection of dues, entry fees, and sales of merchandise in stock can be established. Debit and credit cards may be used on this site and is open to members and non-members for the collection of income.**

The BOSO Office furnishes Deposit Slips for student organizations which can be obtained in the BOSO office, Krach Room 365.

**Petty Cash funds and general funds collected by the organization may NOT be used for cash payments of expenses.**

The treasurer should deposit checks written to the student organization following University procedures for collecting cash/checks on a timely basis. In general, money collected must be deposited in the Bursar's office:

- Daily if \$1,000 or more has been collected;
- When \$1,000 has been accumulated from collection over a period of days in the same week; or
- At least once a week if the amount collected is less than \$1,000;
- Daily, regardless of amount, if management determines appropriate or if security risks exist for the department i.e. inadequate overnight storage facilities, etc.

Student organizations checks and cash held for deposit longer than the normal deposit requirements increase the likelihood of theft, NSF or Account Closed returned check items.

Individuals whose checks are returned unpaid from a bank will be assessed a \$25.00 handling fee. Individuals are notified of these unpaid checks by Business Office for Student Organizations. Students who fail to make payment on these checks within 10 days will have their academic records encumbered.

If the treasurer/president holds a check payable to the student organization for a period of time greater than 30 days and a \$25.00 handling fee results (account closed or NSF), the student organization's account will be assessed the handling fee.

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Student organization funds may **not** be used for the purchase of tobacco products, alcoholic beverages or related expenses.

Student organization funds may **not** be used to purchase gift certificates/gift cards.

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**Payment requests** are submitted online through COOL (Central Office On-Line), located on the My Purdue portal, under the "Student Services" then BOSO/COOL Online.

### 3. ACCOUNTABILITY OF FUNDS

Accountability for all funds collected by the student organization is the responsibility of the treasurer. Accountability can be established in several ways:

- A) The treasurer may maintain a **Record of Dues Collected** for club dues, which would include the members name, amount of dues paid, and date of payment. A **Participant Roster** may also be used for other activities whenever the club is collecting fees from several individuals. Forms are available on the website at [www.purdue.edu/boso](http://www.purdue.edu/boso). The treasurer may choose to issue a numbered receipt for all dues, fees, assessments, and other income received.
- B) Ticket Sales: Numbered Tickets; sales online through COOL; or sales through Elliott Hall of Music Box Office.
- C) An Inventory & Sales Control Worksheet is generally used by organizations to track inventory of merchandise/goods for sale.
- D) It is recommended that the organization maintain a completed copy of the Inventory & Sales Control Worksheet in their financial records. This report, when completed will provide the organization and its members a record of deposits and a summary of the sales event.

### 4. DEPOSIT OF FUNDS

The Student Organization Deposit Slip should be completed so that all sources of income are identified and coded with the proper Income Codes. Additional information required on the deposit slip would include:

- A) The Student Organization Account Number as well as the Organization Name.  
**Please do not use acronyms.**
- B) Individual's name that prepared the deposit slip and date.
- C) Income Codes.
- D) Clear information as to source and description of funds being deposited.  
**Clear information includes from whom you received the funds, check number and specific purpose of funds**

If membership dues are collected, a Record of Dues Collected should be completed.

If a **Record of Dues Collected** is used the deposit number should be recorded on the form. BOSO may contact the organization for backup documentation of funds deposited.

**Donations:** All checks received as donations from an individual or business will be made by BOSO and submitted to the University Development Office for tax credit and acknowledgement by Purdue University.

**Gift-in-Kind** donations to the organization also need to be acknowledged on the President's Office Form No. 41B. The form can be located on the following page: [www.purdue.edu/business/account/xls/GIK%20FORM%2041B.xlsx](http://www.purdue.edu/business/account/xls/GIK%20FORM%2041B.xlsx) the organization officers will provide the details of the items donated to the organization on the form from individual donors. A detailed invoice from a vendor/donor should be attached which includes the value of the item(s). BOSO will submit the signed form to the University Development Office for acknowledgement to the donor.

An officer should sign bottom of form to acknowledge they have received the goods prior to submitting forms to BOSO for processing.

Please contact BOSO if you have any questions about donations.

## **5. DISBURSING FUNDS**

### **5.1 STUDENT ORGANIZATION EXPENDITURE PROCEDURES**

Payments from student organization accounts are processed using the student organization check writing system. Data entry of expenditure information will be processed into the system that will produce the computer generated checks. Payment requests received through COOL will be ready for pick-up or mailed in two (2) business days.

Payment requests are submitted online through COOL, My Purdue portal, under the "Student Services" then BOSO/COOL Online. The original payment receipts or invoices which support the payment request should be scanned and attached online to the payment request.

1. The payment request is submitted by the president, treasurer or advisor. There are two types of payments: Reimbursement to an individual; and payment directly to a vendor for goods and/or services. The payment request is approved by the submitting officer (president, treasurer or advisor) as long as they are not paying themselves. (See #4)
2. The State of Indiana Unclaimed Property Law requires a complete U.S. mailing address on each payment request. US Postal Service will NOT deliver mail to an apartment complex without the apartment number.
3. Insure that the account number selected (club may have more than one account; i.e.: SOGA, Reserve) is correct; expense codes, appropriate supporting documentation (itemized receipt or invoice from vendor) are attached. Once reviewed the officer entering the request will submit the payment request. Submit the payment request after checking "email notification to officers" which will generate an email notifying the other officers of a pending payment request that may need their approval.

4. If one of the 3 authorized officers (president, treasurer or advisor) is seeking a reimbursement on a payment request, the officer to be reimbursed cannot authorize their own payment. A second officer online approval will be needed.
5. If the original receipt or invoice is lost or was not provided by the vendor, a completed lost receipt affidavit is required to verify purchase.
6. **Supporting documentation** - Detailed receipts or invoices must be scanned and submitted with your online payment request. You may use your smart phone to photograph the itemized receipt & credit card authorization approving the payment which may include the tip of maximum 20%. Be sure the photo of the receipt can be clearly read.
7. The BOSO staff will audit the online payment request for final approval.
8. The officers have the option to have the check held for pickup or mailed directly to the payee to their US Mail address or to their residence hall.
9. Per the State of Indiana Unclaimed Property Law a complete U.S. mailing addresses is required on each payment request. The complete address includes apartment numbers.

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If a student organization check requires a stop payment, a fee of \$30.00 is assessed by the bank and charged to the student organization. If a check needs to be voided, please return the check to BOSO.

**Destroying a check will NOT return the funds to the club account.**

## **5.2 PAYMENT TO INDIVIDUALS**

### **1. Credit Card Purchases**

When a credit card is used to purchase items for the organization, the following procedures will be used to reimburse an individual.

- a) An itemized receipt, smart phone picture of receipt, e-purchase receipt or paid invoice must be submitted online through COOL.
- b) Receipt types: itemized cash register tape; itemized paid invoice; or a detailed web receipt for e-purchases.
- c) At restaurants and some commercial vendors it will be necessary to request an itemized receipt prior to placing your order.
- d) The credit card signature receipt shows method of payment and is not acceptable documentation to process a reimbursement alone. The credit card signature receipt may show the tip given, but the detailed receipt or invoice is also required as proof of items purchased for reimbursement.

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## 2. Cash Purchases

If cash purchases are made for the organization, the following procedures will be followed:

- a) An itemized receipt, smart phone picture of receipt or invoice must be submitted to BOSO via COOL with the payment request. The receipt must clearly indicate the charges have been paid.

## 5.3 PAYMENT TO VENDORS

### 1. Purchases on Account

Some vendors (payees) may have agreed to extend credit at their discretion. These vendors provide an invoice upon delivery or pickup of orders. The invoices are signed acknowledging the receipt of the food/merchandise by an officer/member of the organization. It is the obligation and responsibility of the organization to submit the invoice online through COOL to process the payment. Do not wait for a monthly statement to be issued as a **late charge** may be incurred.

If the organization maintains an account with a vendor, the vendor generally issues a monthly statement. IN ORDER TO PAY VENDORS (PAYEES) FOR PURCHASES MADE ON ACCOUNT THE ITEMIZED CHARGE SLIPS OR CASH REGISTER TAPES WILL NEED TO BE SCANNED IN WITH THE MONTHLY STATEMENT. Please inform your organization members when charging purchases on an organization account, the itemized receipt will need to be provided to the officers to submit online through COOL.

### 2. Direct to Vendors (payees)

If the organization wishes to make a payment directly to a vendor (payee), the original itemized invoice will need to be scanned and submitted online through COOL.

## 5.4 CHECK ADVANCE AND CHANGE FUND REQUESTS

There may be times when your organization may need a check advance or a change fund.

A **Check Advance** is an advance of the organization money to be used for large expenses related to organizational needs, (i.e. travel, plane tickets, hotel costs, equipment, etc.). The payment is made directly to the vendor (payee). **Use Expense Code 612**

A **Change Fund** may be requested as needed for fund raising projects. Once the event is over the change fund is to be deposited back into the club account. **Use Expense Code 613**

**Officers will be held responsible for the return of receipts supporting the purchase from the check advance and depositing any unused funds. Accounts will be locked if paid receipts and depositing of unused funds are not returned by the due date noted on the Cash Advance/Change Fund Form.**

## 5.5 CONTRACTS

**Under NO circumstances are student members or officers authorized to sign contracts or any type of agreements for services requested by student organizations.**

All contracts for Entertainment Groups, Rental Agreements, Professional Speakers or other services obtained for student organization functions must be approved by BOSO prior to incurring the obligation for these services. A majority of businesses and individuals will have their own contract. The contract received should be forwarded with the email it was received on directly to BOSO for processing upon receipt. Contact information should be included within the email to BOSO that designates who has the authority to amend and sign the contract by the contracted party. An IRS Form W-9 is required from the payee which will include the tax id and signature of the payee. **The payee IRS Form W-9 should be faxed directly to BOSO 765-496-2208.**

University Contracting Group, Risk Management and other departments will be involved in reviewing and approving the contract which may require additional time.

Service Contracts for honorarium to a speaker, guest lecturer, instructor, referees, DJ's, & various service providers will be prepared by BOSO. If a service contract is sent to the organization BOSO will amend and sign the agreement.

International speakers/guests, etc.: A contract will be prepared by BOSO or University contracting group at least four (4) weeks prior to their arrival. An email address of the speaker/guest is required to be submitted to BOSO. BOSO will provide the speaker/guest access to the Tax Departments Glacier Reporting system for completion of the required tax documents.

**Payments for contracted services (US or International) may only be paid by Purdue University directly.**

Contracts from vendors/presenters should be submitted for approval at least two weeks or more, prior to the event or activity. Failure to submit detailed information for the contract may result in denial of event/activity.

**Supporter Agreements:** Financial support from an outside source. The "Student Organization Supporter Agreement" as developed by Contracting is available for the organizations use.

## 5.6 PAYMENT FOR TRAVEL EXPENSES

An Activity Form must be approved prior to the payment of travel expenses. Extended stay and International Travel will require additional approval time by SAO.

### **1. Prepayment by the Organization – via Check from Club Account:**

Payment can be made by a Student Organization check without involving individual member funds by using the following procedures. The following supporting documentation should be scanned and submitted with the payment request through COOL for processing.

Obtain an itemized bill/invoice from a travel agency showing the total cost for a ticket to and from the destination.

- a) Obtain a “confirmation” from the hotel/motel showing the number of nights, number of rooms and applicable taxes due for a total cost of the reservation. The hotel business office will fax or email a confirmation out if requested.
- b) A check will be issued as a “Check Advance” payable to the hotel. Upon leaving the hotel you will need to go to the front desk to check out and obtain an itemized hotel receipt that reflects the detailed charges and the payment received.
- c) An individual may receive expense subsistence based on the approved Federal and University rates as shown on the website <http://www.purdue.edu/travel/Subsistence/subsist2.html> The club may pay up to the maximum allowable amount or less than the amount shown. (Individuals may not receive both subsistence and reimbursement for actual receipts.)
- d) Conference Registration may be paid using a copy of the registration form indicating the amount per member. The names of members should appear on the approved Activity/Travel Form.

## **2. Prepayment by the Organization via BOSO Credit Card:**

BOSO credit card payment may be processed directly to the Payee for the following types of travel related expenses.

- a) Hotel/Motel – see 1A above for required documentation; In addition you will need to have a list of attendees.
- b) Registration fees
- c) Transportation i.e. flights, trains, bus (all chauffer driven vehicles). The BOSO credit card may not be used for the rental of personally driven vehicles.

An appointment needs to be scheduled with the BOSO Admin staff to process these payments. The organization must have the full amount available at the time of credit card purchases and have all the information ready upon arrival at BOSO.

## **3. Payment by the Organization to an Individual:**

**The organization needs to understand there is a risk with prepayment of expenses because of the changing status with individual students involved in the trip. The organization must be willing to accept this responsibility if reimbursement or prepayment of travel expenses is desired.**

**Any recovery of funds from individual students for prepaid expenses is the total responsibility of the student organization officers. The student records may not be encumbered.**

Reimbursement for travel expenses is recommended to be processed upon conclusion of a trip. In instances where reimbursement or payment is requested prior to the trip, the reimbursement or payment is generally limited to airfare, train, and registration costs. If an individual has made payment(s) by credit card for transportation (i.e. airline or train) or registration fees and wishes to be reimbursed prior to the trip, the following original documentation is required.

- a) **Airfare/Train** – E-tickets detailing the names of the passengers, payee, dates of travel and amount charged. Each online site is different; therefore this information may be on more than one page. You will need to submit all the pages necessary to include all of the above information.

When a “non-refundable” ticket is purchased, then the trip is cancelled by the organization or traveler, flight is missed by the traveler, or the ticket is unused for any other reason, the unused ticket will have no value toward the purchase of another ticket after the departure date and time on the ticket. However, the ticket may be exchanged on or before the departure date and time of each ticketed flight segment. Generally the exchange fee is \$100 which may be reimbursable with proper documentation and approval of the organization.

- b) **Online Registration** – A “Confirmation/paid receipt/e-payment” received from the conference or agency detailing the name of the payee, attendee’s name, dates of conference and the fee charged. Each online site is different; therefore this information may be on more than one page. You will need to submit all the pages necessary to include all of the above information.

**The following travel expenses can only be reimbursed after the travel has been completed.**

- c) **Parking/Tolls/Food/Gasoline** – Itemized receipts required.

- d) **Mileage Allowance** – An individual member may use his private vehicle and be paid up to the maximum allowed by Purdue University per mile. See the following website for the rate <http://www.purdue.edu/travel/Transportation/Car/privatecar.html#currentrate>. Mileage to most common destinations is set by the University. (Individuals may **not** be paid for both mileage and actual gas receipts. Approval for mileage or actual gas receipts is noted on the TPF prior to the trip.) Attach a copy of Map Quest to the check request to validate miles traveled.

- e) **Students without an approved MVR may NOT receive financial reimbursement.** [www.purdue.edu/business/risk\\_mgmt](http://www.purdue.edu/business/risk_mgmt)

## **5.7 PURDUE UNIVERSITY BILLS**

Purdue Memorial Union system (PMU). The system is used for student organizations that have requested University services. Specific accounts are established for each organization. Student organizations use this system for charging services such as banquets, room rentals, lodging and food services, etc.

An invoice will be mailed monthly to the BOSO office. The BOSO office will audit the invoice, and then process the payment to pay expenses incurred by each organization.

BOSO reserves the right to pay delinquent University receivable invoices without the consent of the organization if, after review deems this action appropriate.

## **5.8 EQUIPMENT PURCHASE FORM**

The Equipment Purchase Form, which is located in the BOSO office, is to be used by student organizations wishing to purchase capital equipment priced at \$5000 or more per item. This form is to be completed by the student organization and approved by BOSO prior to the purchase of any equipment.

# **6. GENERAL INFORMATION**

## **6.1 LIABILITY INSURANCE**

Purdue University carries a liability policy covering the activities of student organizations under the direct management of the University and whose finances are under the supervision of the Business Office for Student Organizations.

The policy affords protection to University sponsored student organizations (including their officers and members) while acting within the scope of their duties. Excluded from coverage is any organization not under the direct financial management of the University, any organization whose hazardous activities mandate the purchase of special liability insurance, and activities involving the ownership, maintenance, operation or use of any aircraft.

For some functions and activities, student organizations will be required to submit evidence of a liability insurance policy or obtain special insurance for the event.

## **6.2 MEDICAL INSURANCE**

Individuals and student organization members involved in student organization activities are responsible for maintaining their own medical insurance coverage.

Risk Management offers a special medical/accident insurance policy that provides \$15,000 of emergency medical and accident coverage that can be purchased for camps, conferences, or field trips. The cost of this insurance is typically less than \$0.50 per day/per participant, and the cost for the coverage is billed to the student organization. Information about this insurance and forms to request coverage can be found under STUDENT, FACULTY, AND STAFF SPECIALTY COVERAGES [here](http://www.purdue.edu/business/risk_mgmt/procedures/index.html) ([http://www.purdue.edu/business/risk\\_mgmt/procedures/index.html](http://www.purdue.edu/business/risk_mgmt/procedures/index.html)).

## 6.3 AUTO INSURANCE

Securing a vehicle through the University's Transportation Service for Student Organization approved travel is always the best choice. Insurance coverage on the vehicle is included in the cost of the rental. When renting a vehicle from an outside rental agency, no insurance coverage is provided by the University. If you rent a vehicle from an outside rental agency, you should purchase liability and physical damage coverage on the rented vehicle from the rental agency. This will help limit your personal liability in the event of an accident or damage to the vehicle. The expense of purchasing the additional insurance is a reimbursable expense.

You should also note that if you are towing any trailer (even a University-owned trailer), the liability insurance on the trailer comes from the towing vehicle. This is even if the vehicle being used to tow is a rental vehicle or your own personal vehicle.

## 6.4 SALES TAX

### 1. Purchasing Items:

Recognized student organizations are exempt from paying the Indiana sales tax on items that are purchased, retained and used solely by the organization. (Examples: furniture, computers, equipment).

If a vendor requests a sales tax exemption certificate, please contact BOSO. The Indiana Sales Tax Exemption Certificate ST-105 is issued by BOSO based on the information provided by the organization.

Purchases for the benefit of any member of the organization or for any other individual, such as all prepared foods, meals, banquets, lodging or gifts, are not eligible for exemption, unless they are served for a conference. Therefore, sales tax should always be paid when purchasing these items.

### 2. Selling Items:

Student organization conducting sales to members or non-members becomes a retail merchant and must collect sales tax on these sales. The Indiana State sales tax of 7% must be collected by the organization when conducting sales activities.

BOSO calculates the total sales of all student organizations, based on the deposits into the organization account monthly. An electronic notice is sent monthly to each organization wherein a sales tax is assessed. All corrections of entry codes on organization deposits must

be made before the 4th day of the month. BOSO remits payment of the sales tax to the Indiana Department of Revenue for the organization after the 4<sup>th</sup> of each month.

Please contact BOSO at any time for clarification of any sales tax questions.

## 6.5 SCHOLARSHIPS AWARDED TO PURDUE STUDENTS

**Scholarships:** Student organization funds may be used to provide scholarships to Purdue students. These scholarships are intended to provide a grant-in-aid to a student who has attained the character, qualities and activity as defined by the scholarship requirements. Student organizations may provide scholarships based upon service, attendance and other virtues associated with awards of merit.

All scholarships issued to students by a student organization must be processed through the Bursar/Financial Aid disbursement system. In order to process a scholarship to a student, the organization must submit a payment request payable to Purdue University/Scholarship Office and submit the completed Scholarship Form to the BOSO office. The form should not be attached to the payment because it contains individual students PUID's.

## 6.6 GAMES OF CHANCE / GAMES OF SKILL

Student organizations under the fiscal supervision of BOSO may **not** conduct games of chance on or off campus. Games of chance include but are not limited to bingo games, raffles, charity games nights, door prize events, or festivals that include prizes from pull tabs, punchboards or tip boards. **All payment requests submitted relating to Games of Chance will be denied.**

### **What is a bona fide game of skill?**

Bona fide games of skill include games where one can control the results or enhance their abilities through training. Examples include: sporting events, memory games, golf, horseshoes, darts, pool, scrabble, and trivia. [http://www.in.gov/igc/files/Gaming\\_Control\\_FAQs.pdf](http://www.in.gov/igc/files/Gaming_Control_FAQs.pdf)

## 6.7 GIFT POLICY

University Regulations state: "Use of University facilities in any manner that results in financial gain, either directly or indirectly, to individuals or non-University organizations or groups is prohibited." Based on this regulation, student organization funds may not be transferred as gifts, charitable contributions, or donations to an individual or donations to groups or organizations whose funds are managed outside the control of Purdue University.

### **Exceptions to Gift Policy**

Funds are generated by student organizations from a varied source of activities such as membership dues, activities on campus, activities off campus, donations from individuals, and donations from outside agencies and companies. All funds are collected by the student organization to provide the means to conduct the activities of the club. Funds that are held by a recognized student organization may be expended as approved by the general membership

of the organization, provided that the purpose of the expenditure is not in conflict with University regulations and other policy statements of the University.

### **Gifts in Recognition or Appreciation**

A student organization often wishes to give a token gift of appreciation to an individual that has provided service or assistance to the club. Organizations may use any funds that have been collected by the organization for this purpose. Gifts would be of a tangible nature.

A maximum dollar limit of \$100.00 per item, maximum \$100.00 per person, per year, is the allowable total value of the gift.

**Cash, cash equivalent, or gift certificates cannot be given as gifts.**

### **Charitable contributions**

A student organization often wishes to give a donation to organizations or groups outside the University who are recognized by the IRS as 501-c-3 non-profit agencies. Student organizations may use any funds that have been collected by the organization up to \$100.00 provided those funds have not been otherwise restricted by third parties.

If the organization wishes to give more than \$100.00, the following fund sources are allowable:

#### Membership dues,

- funds that have been contributed by club members for that specific purpose,
- funds raised through events conducted under the University Charity Policy (see Regulations Regarding Retailing, Commercial Soliciting, Canvassing, Sponsorship and Marketing Activities on the Campuses of Purdue University).

## **6.8 PRIZES**

A student organization may provide prizes for activities such as judged contests, organized athletic events and games of skill. The Activity Form will explain the event/activity and the types and approximate value of prizes to be awarded.

**The Prizes Form is required for payment processing.**

1. Prizes that are **tangible items** such as DVD's, CD's, etc. **Tangible prizes require an IRS Form W-9 if the single item value is \$101.00 or more in value. The completed IRS Form W-9 should be personally delivered or mailed to BOSO at Krach Room 365. The IRS Form W-9 must be received by BOSO in order for the check to be processed. The W-9 form may be located online at [www.irs.gov](http://www.irs.gov).**
2. Prizes awarded in any **monetary** amount. The Prizes Form requires the names of the winners and dollar amount to be awarded. Monetary prizes for winners require a **completed IRS Form W-9. All W-9's should be personally delivered, US Mailed, or faxed (765 496 2208) to BOSO. The IRS Form W-9 must be received by BOSO in order for the payment to the winner to be processed. The W-9 form may be located online at [www.irs.gov](http://www.irs.gov). International students may be required to complete information on**

**the Tax Department's Glacier Reporting System. In these cases the checks will be issued directly from Purdue Accounts Payable Department not BOSO.**

3. Students may be subject to reduced financial aid if they accept an Award, Prize or Gift for appreciation or recognition from a college, school, department, office or other unit of the University. Be sure to check with the recipient prior to making the award distribution.
4. Prizes of \$2,501.0 or more must be routed to the University Comptroller for approval.

Plaques and trophies may also be given as awards of recognition in contests and tournaments. The Prizes Form is **not** required if only plaques and trophies are being awarded.

## **6.9 SPLIT CHARITY EVENTS**

A student organization may conduct solicitations on behalf of qualified charitable organizations **ONLY AFTER the Activity Form has been submitted and approved.** The activity, solicitation and disbursement of funds must adhere to the University's Charity Policy and financial procedures as outlined by BOSO.

University Regulations Section 4: Student Organizations D weblink: <http://www.purdue.edu/policies/facilities-safety/ivb3.html>

**Split charity** events which may be defined as a certain percentage split of net proceeds between the student organization and charity has been approved. The following stipulations for a split charity would include the following:

- The charity must receive at least 50% of net proceeds.
- The sponsoring organization must clearly advertise the manner in which the charity will be receiving funds, subject to approval by SAO.
- A written acknowledgement and approval of the split proceeds by the charity organization representative must be received by SAO prior to approval of the Activity form. The approval by the charity and the percentage of the split must be noted on the Activity form.
- Fraternities, sororities and cooperative housing organizations that do not maintain accounts with BOSO must give their portion of net proceeds to their respective governing council (i.e., Interfraternity Council, PanHellenic Association, Purdue Cooperative Council, National Pan-Hellenic Council and Multi-Cultural Greek Council).

See "**Forms**" for an example of the Non-Profit Agency letter.

## **6.10 MEALS/FOOD**

Generally, student organization members are only allowed to expense meals and food to the organization account for those sponsored activities as approved for the benefit of a student organization. Impromptu dinners and food purchases that may only benefit one or a few members may not be an appropriate use of organization funds and could be construed as a gift or donation to an individual. Expenditures of this nature may require additional explanation and/or organization approval prior to processing.

## 6.11 TIPS

Tips itemized on receipts are generally approved for reimbursement. A tip will be reimbursed up to a maximum of 20% of the total food bill.

## 6.12 INTEREST AND FEES

Student organization activity is partially supported by the investment of the collective excess cash balances of the student organizations. These identified funds are invested through the University Investment Department and interest earnings are distributed twice per year to student organizations.

An audit and supervision fee of 1 ½% of gross receipts is assessed each organization to defray partially the cost of operation of the Business Office for Student Organizations. [http://www.purdue.edu/studentregulations/student\\_organizations/financial.html](http://www.purdue.edu/studentregulations/student_organizations/financial.html)

# 7. ACCOUNTING FUNCTIONS

## 7.1 BUDGETS

Each student organization should prepare an annual operating budget for internal control and planning purposes. The budget should be reviewed by the president, treasurer and advisor of the club. The treasurer should maintain the budget in the organization's financial records.

## 7.2 RECONCILING STATEMENTS

Please verify that all transactions on the account belong to your organization. If there are discrepancies, report them immediately to BOSO.

BOSO may make **adjusting entries** to the account under the heading Transfers In, Transfers Out, Debits and Credits.

## 7.3 AUDITS

BOSO conducts audits of the financial activity of recognized student organizations. Audits may be conducted during the school year as they relate to specific activities.