

SUSA Funding Process

All SUSA member organizations are eligible to apply for SUSA funding. Typically, this funding goes toward events, but organizations may also request money for supplies and materials that will enhance their organization or the Smith community. All funding requests are reviewed and processed by SUSA's VP of Finance.

Funding Requests – Overview

- Each club's point of contact is SUSA's VP of Finance (susa.finances@gmail.com).
- At the beginning of each semester, each club is required to submit a tentative budget and proof of SGA Financial Officer training. No funding requests will be approved until these are submitted.
- Budget templates will be provided and must be re-submitted upon completion to susa.finances@gmail.com.
- These documents will assist SUSA's VP of Finance in making allocations for the semester. SUSA's VP of Finance will then notify the clubs of which events will be SUSA-funded.
- All funding requests (ISRs and POs) will be submitted via the corresponding Google Form (see next section).
 - Information needed for each type of request is included in each respective Google Form.
 - Links to the Google Forms will be listed on the SUSA website, included in the centralized Google Drive folder, and emailed to each club's VP of Finance at the beginning of the semester.
- Failure to make the given deadline results in immediate denial of the funding request.
- Deadlines will be based on the type of payment. **The club's VP of Finance is responsible for identifying which payment method corresponds with their request.**
- It is important to note that payment can only be made to University-approved entities and/or entities that have agreed to abide by state rules. For a list of Smith-approved caterers, see the pdf titled "Smith School Approved Catering List." If the entity the club is attempting to acquire goods/services from does not fall into this category, the request will **NOT** be accepted.

Funding Requests – Types

- *Internal Service Request (ISR)* – applies to goods and services rendered from on-campus departments (Note – Certain organizations, like McDonald's, **DO NOT** accept ISRs)

<https://goo.gl/forms/WqhQnCBoroyEewzh1>

- These requests must be submitted *at least 5 days* prior to when the goods/services are needed (e.g. **if the event is on 2/22, the club must submit their request by end of day 2/17**).

- After completing this form, the only thing the club must do is receive the order at their event.
- *Purchase Order* – completed to obtain goods/services from an off-campus vendor. NOTE: please see “Smith School Approved Catering List” for a list of approved caterers.

<https://goo.gl/forms/zBGMMoe0YX3A0x8j2>

- Requests must be submitted *at least 2 weeks* prior to the date that the good is needed (**e.g. if the event is on 2/22, the club must submit their request by end of day 2/8**).
- SUSAs VP of Finance will notify the club when/if their request is approved.
- SUSAs VP of Finance will handle the purchase of the good, but the club is responsible for picking it up upon arrival (VMH2520).
- *Contract* – legally binding document that allows student groups to pay vendors for services at their events
 - Requests must be submitted *at least 3 weeks* prior to the event date
 - The club’s VP of Finance will need to obtain a signed W-9 form from the vendor they are paying unless they have worked with that same vendor during the current fiscal year
 - The club’s VP of Finance will be notified if/when their request is accepted, and will be sent a drafted contract that needs to be signed and initialed by the vendor on each page, and in original ink (no photocopy)
 - 2 copies of the contract must be sent back to the club’s VP of Finance by the vendor
 - The contracts must then be handed into SORC before the event has occurred
 - Contracts cannot be brought back after the event has already occurred as they will be rejected by the state, and the club will be liable for all costs

REQUESTS SUBMITTED PAST THE DEADLINE WILL BE DENIED. REQUESTS THAT ARE SUBMITTED INCOMPLETE (I.E. THEY DO NOT HAVE ALL THE REQUIRED INFORMATION) WILL BE DENIED, AND REVISED REQUESTS WILL NOT BE CONSIDERED.

Appeals (under revision)

- If an organization is not satisfied with the funding allocation, the club's VP of Finance can arrange a meeting with the SUSA President, SUSA VP of Finance, and SUSA advisor.

THE VP OF FINANCE HAS THE FINAL SAY TO EITHER ACCEPT OR DECLINE A REQUEST. FOLLOWING ALL THE GUIDELINES LISTED ABOVE DOES NOT GUARANTEE A REQUEST WILL BE ACCEPTED.

THERE WILL BE NO REIMBURSEMENT PROCESS. THEREFORE, NO MONEY SHOULD BE SPENT PRIOR TO APPROVAL UNLESS THE CLUB IS WILLING TO TAKE ON THE COST INDEPENDENTLY.

SUSA Funding Policies

1. Funding for food is based upon attendance so it is important that attendance estimates are reasonably accurate. To ensure accuracy, SUSA reserves the right to request sign-in sheets as proof of attendance at an event. If a club is found to have overestimated attendance more than 3 times, they will not be funded for their next meeting.
2. Clubs should submit funding requests online via the corresponding Google Form.
3. Some SUSA recognized collect dues. This will be considered during the allocation process.

Miscellaneous Finance Policies

Bank Accounts

SUSA member organizations are encouraged to maintain off-campus checking accounts in order to manage their expenses and have more flexibility/liquidity to deal with any issues that appear during the year. Due to the costs of maintaining an account, we urge clubs to look into creating a SECU account, though it is not mandatory. For more information, feel free to contact SORC or the VP of Finance. Money raised through club fundraising efforts can be deposited into the club's off-campus accounts. For help with fundraising, please contact the Fundraising Chair.

- While member organizations may opt to have checks and debit cards made available for their accounts, they are prohibited from opening credit card accounts.
- It is each organization's responsibility to maintain the integrity of their financial accounts by keeping accurate records and close guard of checks and debit cards.
- **All organizations with bank accounts must have either their faculty advisor or the SUSA advisor on their account for emergency purposes.** There have been instances in the past where everyone on the account has left Maryland leaving the organization without access to their account. Having a faculty or staff member on the account will avoid this problem.
- SUSA and all of its member organizations may be audited at any time. For that reason it is imperative that organizations keep accurate records of both income (i.e. dues, sponsorship, event fees) and expenses throughout the year. The VP of Finance for each organization is responsible for passing on these records to his or her successor.

Tax ID

In order to open a bank account in the name of their organization, clubs must apply for a tax identification number through the IRS. The process for doing so is simple.

- 1) The VP of Finance or President needs to fill out the form at the IRS website:
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
- 2) When filling out the form the student should indicate that they are a Non-Profit/Tax Exempt organization and then School Organization
- 3) The student requesting the tax ID number must provide his/her SSN in order to obtain the tax ID number for the club. Though the student's name and SSN will be associated with the organization's ID number, as this is a tax exempt organization there should not be any tax implications for the individual.
- 4) The entire tax ID number request process takes about 5 minutes and is automatically generated online.

Contracts

Under no circumstances should SUSA member organizations sign contracts with external agencies without first contacting the SUSA advisor. External agencies include any companies or organizations outside the University of Maryland. There can be serious implications for contracts and the funding source (i.e. SGA funding, SUSA funding, member dues) may limit how or when they may enter into a contract for their organization.