Section 5: Finance Policy

University Accounts

1. The SBA manages the funds generated from the mandatory SBA fee paid by all law students in its own University account ("FOAP"). The SBA provides funding to student organizations for its events according to its policies and procedures (see Appendix 2).

2. Some student organizations maintain their own FOAPs because they collect and spend a significant amount of money throughout the academic year, i.e., more than $500, or a restricted donation was made to the student organization in the past. These student organizations include APALSA, BLSA, La Raza, PILF, Pride Law, and WLA. If your student organization does not already have a FOAP but would like one, please contact the Assistant Dean for Student Affairs.

3. Student organizations may not open or maintain off-campus bank accounts.

4. The Deans’ Office provides general oversight of the SBA account and student organization FOAPs. The Program Assistant for Moot Court and Journals provides general oversight of those FOAPs.

Collection of Funds

Student organizations may not be in possession of more than $500 in cash or checks. If a student organization expects to collect more than $500 in cash or checks for any single event, the student organization must notify the Assistant Dean for Student Affairs to receive approval for such activity.

Student organizations collecting cash and checks on campus for student-related activities, purchases, or donations must bring the money to the Deans’ Office on the same day at the end of each business day, or if the Deans’ Office is closed, the following business day. The Deans’ Office will securely store the money until it can be deposited into the proper account.

When the Deans’ Office deposits funds on behalf of a student organization, specific accounting practices must be followed. These accounting practices require that the student organization obtain the following information in an itemized spreadsheet:

1. Name of person paying or donating
2. Item being purchased (if applicable)
3. Price paid
4. Name of person receiving the money
5. Date payment was received
6. Payment Type (cash, check, etc.)
7. Documentation that explains the reason or purpose for the collection of funds, i.e., please provide any flyers or promotional emails about the activity related to your collection of funds
Contracts and Capital Improvements

Student organizations that intend to enter into an off-site contract or purchase items involving capital improvements must receive express approval from the Deans’ Office and other University departments. Requests must be made to the Deans’ Office at least six weeks in advance of the event or desired purchase date.

Check Requests and Off-Campus Invoices

When student organizations need to request a check or pay an invoice for an event off campus, such requests for payment must be made to the Deans Office at least three weeks in advance of the event.

Donations

If your student organization plans to seek donations outside of the School of Law for an event, you must contact either the Assistant Dean for Student Affairs or the Office of Development and Alumni Relations (lawdevelopment@usfca.edu) before contacting potential donors.

Failure to adhere to proper protocol regarding handling of donations may constitute an Honor Code violation.

Reimbursements

Any student who has been approved for funding by the SBA or the School of Law will be paid through reimbursement only.

Student organizations who have been approved for funding by the SBA should refer to the SBA Funding Policies and Procedures (see Appendix 2) for information about requesting reimbursements from the SBA.

Student organizations that receive funding from a USF administrative office must receive written confirmation from that office about the amount of funding and the restrictions for that funding before the event. This information must then be forwarded to the appropriate staff member for the invoice to be paid. Students requesting reimbursement for approved purchases must follow the requirements listed below. Failure to follow these requirements may result in a delay or denial of your request for reimbursement.

1. Complete the Expense Report for Non-Employees (see Appendix 3). All fields must be completed, except the Fund/Org/Account/Program, USF Contact Person, and Department Authorization Signature fields.

2. Collect original, itemized receipts for each expense. General credit card receipts that indicate the total amount spent are insufficient.
Submit your Expense Report and itemized receipts within two weeks of the event. You may submit these documents in hard copy to the Deans' Office in Kendrick 328 or via email to lawstudentaffairs@usfca.edu.

Reimbursements will be mailed to the address listed on the Expense Report. If you prefer to receive payment via direct deposit, complete the Direct Deposit Form (see Appendix 4) and submit it with your Expense Report and receipts.