

RSO Fiscal Agent Guide
2009-2010
Illinois State University

Table of Contents

RSO Financial Services..... 2

Funding Budgets 2

Using your Student Fee Money 2

 Travel 3

 Vehicles 3

 Airline Tickets..... 3

 Hotel..... 3

 Registration 3

Speakers & Performers 4

Everything Else 5

Sales Tax Exemption 5

Prohibited Purchases 6

Paying for Purchases 6

 Prompt Payment 6

 Purchasing Guidelines..... 6

 Paying from Invoices 6

 Reimbursements 7

 Two Party Agreements / Contracts..... 7

 Internal Services / Charges 8

Property Control 8

Deposit Requirements 9

 Policy 9

 Making Deposits..... 9

Resources & Support 9

 Websites 9

 Staff Support 9

RSO Information..... 10

RSO Financial Services

RSO Financial Services is dedicated to helping organizations with their financial needs. For groups that receive program or opportunity fund money, RSO Financial Services can assist with all financial aspects of funded programs. Organizations are required by University policy to deposit other income (dues, fundraiser money, donations) into the University account if they receive student fee funding. External bank accounts are not allowed for groups receiving student fee funding and any money residing in an outside bank account needs to be deposited into the University account. This money is labeled as self generated money. The group can then utilize RSO Financial Services to deposit money and pay bills as approved by the group. This is similar to a bank account, but organizations are not issued checks. All payments are issued from Illinois State University. Money not used by the end of the fiscal year that was granted by the program or opportunity fund is returned to the University. Money that is deposited by the organization is kept in the account until used. All policies and procedures described in this guide apply to both self generated money and student fee money.

Groups that do not receive funding from the program or opportunity fund may also utilize RSO Financial Services and all the benefits from having a University account.

Funding Budgets

All groups who are granted money from the program or opportunity fund are given an approved budget. It is the expectation that the organization follow this budget. If changes need to be made, please fill out a change in allocation form and return to the Student Involvement Center. Your request will then go back before the fee board for consideration. Any group that exceeds their allocation must use self generated money to cover the difference. **It is the organizations and the fiscal agent's responsibility to ensure there is enough money to cover expenses.**

Using your Student Fee Money

All student fee money that is allocated to student organizations resides in a University account assigned to the group. The account number for your group can be obtained from RSO Financial Services. Expenses must be paid out of the account according to University Policy.

Travel

How to Make & Pay for Arrangements

Vehicles – Car and van rentals may be arranged through ISU Facilities / Fleet Management. Other options are students may use private automobiles and be reimbursed for the mileage of the trip or may rent a vehicle from an outside company. Car rentals must be personally arranged by a member of the group. The traveling student(s) will need to pay for the car rental and be reimbursed from the group's University account.

Airline Tickets - Illinois State University has a contractual agreement with Suzi Davis travel to assist with travel arrangements. They often have knowledge of sales and deals that can save your organization money. Charges for tickets issued by Suzi Davis are automatically paid from the organization's University account (no need for reimbursements). If a group would like a quote from Suzi Davis travel, please contact RSO Financial Services with the details of your travel. If a student group finds an acceptable rate through an online source (Orbitz, Travelocity, Airlines website), two options are available. The group can purchase the tickets and then be reimbursed or may work with RSO Financial Services to pay for the tickets with a University credit card.

Please be sure of your travelers and times and dates before purchasing air fare. Often airfare is non refundable and only able to be used by the traveler it is purchased for. If airfare is purchased for a student and the student is unable to attend, it is the responsibility of the student to repay the airfare to the RSO account. The student will then need to make arrangements to use that ticket for personal use. The cost of any ticket changes are the responsibility of the traveler. If a change is needed on a ticket purchased through Suzi Davis Travel, please contact RSO Financial Services. A name change might be possible depending on the air carrier used and flight arranged.

Hotel – Hotel accommodations should be made by the student organization. The traveling students can pay for their hotel and then be reimbursed or work with RSO Financial Services to pay for the room(s) with a University credit card.

Registration – Registration may be paid directly from the University account. Registration materials would need to be turned into the RSO Financial Services office and a check would be sent along with any needed forms / materials. If a credit card is required for registration, please contact the RSO Financial Services

Office for assistance. If these options are not suitable, students may pay for their own registration and be reimbursed.

For any expenses paid by University Credit Card – the receipt must be turned into the RSO Financial Services Office immediately upon returning to the University. Failure to do so may result in the RSO not being allowed to charge in the future.

Travel expenses will not be reimbursed until after the travel has taken place.

For any travel expenses that need to be reimbursed, please submit a travel log to RSO Financial services. This log allows all expenses and mileage to be accounted for, provides a place for the traveler to sign indicating the expenses are correct, and a place for the advisor to sign that the expenses are alright to reimburse. Travel logs may be obtained from RSO Financial Services or the Student Involvement Center website.

Things to remember:

- Keep all receipts and ask they be itemized (show what was purchased and for how much)
- Submit travel voucher within 30 days of travel

Speakers & Performers

Contracts & Two Party Agreements

Any one providing a service to Illinois State University must have a signed contract or two party agreement. Typically this would be a speaker or performer. All contracts or two party agreement must be signed by the performer and the groups fiscal agent in order to be paid. If a contract other than the University's two party agreement is used, a legal status form must be signed by the performer/speaker in order for payment to be made. The two party agreement or contract must be signed by both the performer and the fiscal agent prior to the performance or event. If the amount is over \$2,500, the University Purchasing Office must also sign off on the agreement. Please allow extra time if this is the case.

Payment to an individual must include the persons Social Security number and their address for 1099 tax reporting. You may obtain a blank two party agreement at <http://www.comptroller.ilstu.edu/downloads/two-party.pdf> or from RSO Financial Services.

If the signed agreement indicates the individual is not a US citizen, the contract must also be reviewed by Jeff Jacob. He can be reached with any questions at 438-3106, in

Hovey Hall 108 or by email jjacob2@ilstu.edu . He will review the contract when it is submitted for payment.

Please note if the payee is an employee of the University, payment must be processed through the Payroll Office for including on the W-2. The employee will receive the additional compensation on their paycheck. This is only for payments for contractual services. Reimbursements should be made on a regular request for payment.

After a two party agreement or contract has been signed by the group fiscal agent and the performer/speaker, payment may be processed. The University will issue payment once the event has occurred. Payments for two party agreements or contracts must be paid directly from Illinois State University. **Reimbursement will not be made for contracts paid from a personal or off campus account.** If you need the check to present to the speaker or performer, please let RSO Financial Services know so that arrangements can be made.

Everything Else

The organization has three options when purchasing needed items.

1. Have the vendor bill the organization (invoice only, RSO's are not allowed to open charge accounts)
2. A group member or advisor may purchase the items and submit receipts for reimbursement
3. A University credit card may be used for some things. Travel, registrations, and items ordered and delivered to ISU are examples. Please contact RSO Financial Services for assistance.

Sales Tax Exemption

The Illinois Department of Revenue has issued a Governmental Tax Exemption Identification Number for Illinois State University use. This number is to exempt the University of sales tax on purchased goods and services. Because the University is tax exempt, **state sales tax may not be paid or reimbursed.** The exemption to this rule is hotel/motel tax and meals eaten in a restaurant. (Catering charges are normally exempt, talk to your caterer if this applies). This number may only be used by departments and student organizations which receive University funding or hold an RSO Financial Services account. Items must be paid for or reimbursed from a University account in order for the tax exemption to be used. All other organizations must petition the Illinois Department of Revenue for their own tax exempt number. **In no case should this number be presented for personal use or used to open any outside accounts.**

The current tax exemption identification number assigned to Illinois State University is

E9991-3399-05

Tax Exempt letters may be obtained from RSO Financial Services.

Prohibited Purchases

Program funds may not be used for

- the purchase of any alcoholic beverages
- to purchase gifts for advisory or participating members
- to purchase gift certificates
- to support political programs, parties, individual political candidates, or direct lobbying efforts
- support or contributions to any private person, group, association, or business except for services and goods rendered (no donations)
- payment of faculty, A/P or Civil Service professional dues
- payments of debts or expenditures from any previous fiscal year except under special circumstances

Paying for Purchases

Prompt Payment

Per State of Illinois Policy, all payments must be processed within 30 days of receipt of goods or services. Reimbursement requests must be submitted within 60 days of the expense or the expense will not be reimbursed.

Purchasing Guidelines

Goods or services costing under \$2,500 may be purchased directly by the department or organization. The staff member or student may pay cash for the items and be reimbursed or be invoiced for the items if the venter permits. No state or federal tax may be paid on these purchases.

Goods or services costing over \$2,500 must be approved by the Purchasing department. Additional time for payment will be required as a purchase order must be issued. If your organization anticipates spending \$2,500 or more on a purchase, please contact RSO Financial Services **before** placing the order.

Paying from Invoices

- Invoices can be processed through RSO Financial Services. Organizations that have departmental support with access to datatel may have their invoices processed by support staff within their department if they choose.
- All payments should be made from the original vendor invoices, not from a vendor statement.
- All invoices for payment must have the fiscal agent's signature on the invoice or the request for payment form. Invoices will not be processed without authorization.
- Sales tax cannot be paid. Please be sure the vendor has not charged sales tax.

- Special handling instructions should be noted on the invoice or the request for payment form. Special handling would include payments that need to have forms included with the payment or if the check is to be delivered to the vendor in person.
- For meals/catering invoices: please include a list of who attended the meal and indicate if they are ISU students, staff or other (speaker, performer, community member, etc). Please include this list for any meal that has 25 or less attendees. If the meal or event has more than 25 attendees, please provide the number of attendees and their ISU affiliation. The names are not required for more than 25.

Reimbursements

- An itemized receipt must be provided for reimbursement.
- The receipt must have the fiscal agent's signature on it or on the request for payment form. Reimbursements will not be processed without authorization.
- If the fiscal agent is the person to be reimbursed, their immediate supervisor must countersign the approval.
- In the case of a lost receipt, the individual can be reimbursed by completing an affidavit. Please see RSO Financial Services if this service is needed.
- Sales tax cannot be reimbursed. Please use the tax exempt letter to avoid being charged tax. If the receipt shows tax, the individual will be reimbursed the amount less the tax.
- For purchases less than \$25, reimbursements can be made in cash at the RSO Financial Services Office. Anything above \$25 will be made by University check and will be mailed.
- For meals/catering invoices: please include a list of who attended the meal and indicate if they are ISU students, staff or other (speaker, performer, community member, etc). Please include this list for any meal that has 25 or less attendees. If the meal or event has more than 25 attendees, please provide the number of attendees and their ISU affiliation. The names are not required for more than 25.

Two Party Agreements / Contracts

- After the fiscal agent and the vendor have signed the contract/two party agreement, the fiscal agent may authorize payment by writing on the agreement "ok to pay" and their signature or may sign a request for payment form.
- A check will be mailed once the engagement has taken place. If the check is needed to give to the performer at the time of the performance, please note that on the request for payment form.

- If more than one organization or department is paying for a speaker or performer, one check can be issued if all sponsoring organizations/ departments authorize payment and provide the account number to be charged.

Internal Services / Charges

- Printing Services, Media Lab, Campus Dining, Facilities Management and Postal Services operate on a charge back basis. Any charges that are to be paid from a University account will be paid for with a transfer of funds. You will be required to provide an account number. Please contact RSO Financial Services if you are in need of the account number. A copy of the charges will be sent to the group or to the RSO Financial Services Office. Please review the charges and if there are any discrepancies, please contact the office who billed the charges. They can issue any corrections if needed.
- For Bone Student Center Charges - you will receive an invoice for these charges. Please review the charges and submit to RSO Financial Services with a request for payment form. Payment will be made with a transfer of funds as described above, but for this type of charge, the transfer will not happen until charges have been approved.

Property Control

The Illinois State University Property Control Department is governed by Title 44: Government Contracts, Procurement and Property Management. The State Property Control Act (30ILCS 605) requires that the University adequately control fixed assets. These controls include but are not limited to; maintenance of all accountable inventory records; identifying and tagging State owned equipment over five hundred dollars (\$500) and "high risk" equipment (Example: palm pilots, LCD monitors, computers) with a unique six digit identification number, maintaining a database with a current equipment location, purchase price, date of purchase, description and object code; annual inventories of equipment; reporting the status of the University's equipment to the State as required; and management of surplus inventory including re-issuance and/or disposal of surplus equipment.

If your organization purchases equipment that is considered a high theft risk or is over \$500, property control will need to tag the equipment. A place on campus must be secured to house the equipment. If it is deemed in the future that the equipment is no longer needed, please contact RSO Financial Services. Items must be tagged even if they are purchased with self generated money. Anything paid from the RSO account is considered the property of the RSO as an organization of Illinois State University.

Deposit Requirements

Policy

Any group, organization, club, program or individual receiving program support funds from Student Activity Fees or other University funds is required to deposit, as received, all income from the supported program(s) in a University account. All anticipated income must be indentified on an official budget request form. Failure to do so could result in the withholding of funds previously allocated.

Making Deposits

Deposits to University accounts may be made at RSO Financial Services, which is housed within the Dean of Students Business Office or at the Cashiers Office.

The Dean of Students Business Office is located on the 1st floor of the Bone Student Center at the east end of the building (near the Milner Library connection). Business hours are Monday – Friday 8:00 a.m. – 4:30 p.m.

The Cashier’s Office (Student Accounts) is located at the corner of Kingsley and Dry Grove streets. Business Hours are Monday – Wednesday 8:30 a.m. – 4:30 p.m., Thursday 9:00 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 4:30 p.m.

Resources & Support

Websites

Student Organization Support & Involvement

http://www.deanofstudents.ilstu.edu/about_us/rso.shtml

RSO Financial Services – All forms discussed within this guide are available at this website.

<http://www.deanofstudents.ilstu.edu/help/rso/RSOFinancialServices.shtml>

Staff Support

RSO Financial Services, Dean of Students Business Office, Bone Student Center

Susan Worrell saworre@ilstu.edu 438-5153

Student Involvement Center, Bone Student Center

Steve Klay scklay2@ilstu.edu 438-3212

RSO Information

Name of RSO: _____

Names of attending student representative(s) or advisor(s):

Name of groups fiscal agent _____