



Manual on Financial Affairs and Discretionary Guidelines

Updated Fall 2022



Student Activities Fee

The Student Activities Fee (SAF) is one of the mandatory fees that are collected from each undergraduate student. Each full time undergraduate student pays \$80 for this fee. The appropriation of these funds is entrusted to the Student Government Association (SGA) in order to fund and support programs and initiatives that are undertaken by undergraduate students. This is accomplished by recognizing student groups whose missions are aligned with the stated goals and objectives of the SGA.

The responsibility of fairly and equitably distributing the SAF is delegated to the Committee on Financial Affairs, which implements and oversees a monthly SAF allocation process. In order to balance the total amount of requested SAF funds and the total amount of available SAF funds, the Finance Committee establishes funding guidelines and standards that apply to all allocation decisions. That is, the decision on whether or not to fund items for a requested program will never be determined based on the mission or values of the group itself. A student groups application will always be reviewed along the same parameters as all other applications.

The SGA seeks to support non-exclusionary programming that enhances the University of Maryland community and the overall student experience. Both the SGA and Student Groups are responsible for the use of the SAF. These expectations are laid out in the SGA Bylaws: Article VII, Section 1:D, Section 2, and Section 4.

All funding must follow University, Federal, State, and Local policy/law

Line Item and Documentation Guide:

Documentation is meant to provide evidence *from the source of the product or service* that the Cost requested is the actual cost incurred. Documentation must be one of the following (listed in order of most effective documentation):

General Documentation Requirements:

For Services Rendered

- An Invoice that is clearly authored by the service source OR
- An **unsigned** contract detailing the service name, phone number, and email address as well as the specific service and dates for the service to be provided.

For Products to be Purchased

- An **uncropped** Screenshot of an Email/Webpage/Document/etc. that is clearly authored by the product source. AND/OR
- A URL (the link must lead directly to the items requested).

What “Cropped” Means

- Websites
 - A screenshot of a website is considered **cropped** if the URL to the specific page is not visible. Taking a screenshot of your **entire** screen is usually a good way to avoid having cropped documentation.
- Emails:
 - A screenshot of an email is considered **cropped** if the email address of the sender is not clearly visible.

- The email or phone number of whoever is giving the quote must be readily visible in the screenshot provided

Old Documentation

- Documentation cannot be more than one year-old unless the Committee on Financial Affairs deems there are extenuating circumstances.
- If a group uses documentation from a previous event, it must provide sufficient proof/documentation that the new event will take place.

Secure On-Campus Storage

- When a group is requesting for physical items, they must also provide proof of secure on-campus storage
- As a result of University Policy, **off-campus storage is not valid** and neither is a non-university allowed space such as a club officer's apartment, house or dorm
- Examples of Secure On-Campus Storage
 - Uncropped, recent email from faculty advisor saying your group is allowed to keep items in their office
 - Uncropped email from SORC detailing that you have reserved a locker for your group

Description	Typical Expenses and Caps	Requirements for Documentation	Important Notes and Guidelines
In-State /Out-of-State Travel	-Air/train fare - All forms of transportation are capped at \$80 per quantity of anticipated undergraduate attendance.	- Name and location of conference. - Cost per attendee. - Breakdown for what conference fee will be used for.	- Food and lodging cannot be included in the conference fee. - Conference fee cannot be a fundraiser for the parent organization, or for a political party/campaign. - All forms of automotive transportation (including buses/bus) must be through Motorpool or DOTS. - Pending University policy, travel will not be funded
Advertising	- <i>Event specific</i> flyers and posters - Tablecloths and banners - Capped at \$1 per quantity of Anticipated undergraduate Attendance	- Advertising that involves printing and copying must justify use of color ink.	- General advertising for group is not funded unless it is for a banner, table throw, or similar item to stay with the group. - Off campus advertising is not funded. - Newspaper advertisements are not funded.

Vehicle Rental	<ul style="list-style-type: none"> - ShuttleUM costs - Motorpool rental <p>- All forms of transportation are capped at \$80 per quantity of undergraduate anticipated attendance.</p>	<ul style="list-style-type: none"> - Must be rented from Motorpool Transportation Services* or Shuttle UM. - GoogleMap screenshot showing route and distance to be traveled in miles (for Motor Pool Rental Only). <p>*<i>ONLY</i> acceptable documentation is a completed Motor Transportation Services Pricing Sheet, which can be obtained through SORC.</p>	<ul style="list-style-type: none"> - Fuel and parking costs are not funded. - Roadway tolls are not funded. - Pending University policy, travel is not funded
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Contractual Services	<ul style="list-style-type: none"> - Guest speakers - DJs, performers - Police services <p>- Capped at \$20 per quantity of Anticipated undergraduate Attendance per day of the program OR the membership roster as listed on Terplink.</p>	<ul style="list-style-type: none"> - Name of person executing services. - Description of service. - Cost. - Phone number or email for service. <p><i>- Must be in the form of an invoice, unsigned contract, formal proposal, uncropped email or screenshot</i></p>	<ul style="list-style-type: none"> - The \$20 cap per anticipated attendance for one-on-one training will be lifted only when demonstrated to benefit the entire group. - Final price must be exact, and not still in negotiation (note: this does not mean you should sign something before coming to us!) - A student member of an organization who is providing a service that is directly related to the mission of that organization may not receive monetary compensation from the Student Activities Fee without pre-approval from the SGA Legislature. - Photographers are capped at \$500, but this cap is still superseded by the total contractual services cap -
Dues & Fees	<ul style="list-style-type: none"> - Dues and fees are capped at \$50 per number of undergraduate members in the student organization. 		<ul style="list-style-type: none"> - Dues are membership payments that apply to a group as a whole that allow them to execute their mission statement. Fees are one-time payments that members do not continue to benefit from (i.e. event admission tickets). - Conference fees cannot be a fundraiser for the parent organization, or for a political party/campaign. - Annual fees for individuals are not funded (they are only funded for groups as a whole).

Equipment Rental	<ul style="list-style-type: none"> - The rental of equipment whether it be Audio-Visual equipment, or any other kind of rental of physical items - Equipment rentals are capped at \$35 per quantity of UMD Undergraduate Students in anticipated attendance 	<ul style="list-style-type: none"> - Group must provide proof of a secure on-campus storage facility unless they provide proof that they will only have possession of the item(s) for the day in which it will be used. 	<ul style="list-style-type: none"> - If an off campus supplier is used, groups must justify why an on-campus supplier could not be used instead
Equipment Repair	<ul style="list-style-type: none"> - Repair for equipment owned by a group 	<ul style="list-style-type: none"> - Reason why repair is necessary 	
Food	<ul style="list-style-type: none"> - Food 	<ul style="list-style-type: none"> -Justification for food being absolutely essential to the group and program 	<ul style="list-style-type: none"> - <i>Food is not funded unless absolutely essential to the mission and program of the group.</i> - For example, food for a "Cooking Club" would be considered essential for that group - Justification for why that exact amount and kind of food is still required

Misc. Supplies	<ul style="list-style-type: none"> -Anything that doesn't fall under one of the other line items - For the most part, misc supplies encompasses all purchased physical items that do not fall under other categories 	<ul style="list-style-type: none"> - Must provide proof of secure on-campus storage space. - Must provide up-to-date inventory for any physical items funded by SGA for the group. 	<ul style="list-style-type: none"> - Permanent or semi permanent furniture is not funded
Decorations	<ul style="list-style-type: none"> - Event decorations - Funding for decorations is capped at \$1 per quantity of anticipated attendance. 	<ul style="list-style-type: none"> - Must provide proof of secure on-campus storage space. - Must provide up-to-date inventory for any physical items funded by SGA for the group. 	<ul style="list-style-type: none"> - Requires justification to explain exactly why and how many of these specific decorations are necessary - Decorations will not be funded unless absolutely essential to the mission statement
Postage	<ul style="list-style-type: none"> - Postage 	<ul style="list-style-type: none"> - Must demonstrate why email is insufficient. - Must include size of mailing list. 	

Printing and Copying	<ul style="list-style-type: none"> - Pamphlets - Posters 	<ul style="list-style-type: none"> - Use of color paper and color ink must be justified. - Higher quality stock must be justified. <p>Most common documentation: http://www.dbs.umd.edu/copy/prices.php</p>	<ul style="list-style-type: none"> - Printing and copying that will be used for advertising will be capped at \$1 per anticipated undergraduate attendance at the event being advertised. - Funding will be adjusted to the costs of Stamp Copy Services, UNLESS a cheaper alternative is demonstrated (alongside the cost from Copy Services). - 8SR: Printing and Copying Services will be capped at \$5,000 per student group per semester.
Room/Space Rental	<ul style="list-style-type: none"> - Room rental - Venue rental <p>- Room/Space Rental is capped at \$20 per anticipated undergraduate attendance</p>	<ul style="list-style-type: none"> - Time period of rental - Venue capacity (must not be more than anticipated attendance). - If requesting an off-campus space, a group must demonstrate why on-campus space is insufficient. Pending University Legal Policy, off campus spaces CANNOT be funded 	<ul style="list-style-type: none"> - The cap for Room/Space Rental applies per each date of the event. <ul style="list-style-type: none"> - For example, if a group requests for room/space rental for a 2-day event, the request would be capped as if they had requested for 2 different events
Telephone	<ul style="list-style-type: none"> - Phone lines 	<ul style="list-style-type: none"> - Must demonstrate a compelling need for office phones. 	<ul style="list-style-type: none"> - Groups may only be funded for phone lines if they have an office space on campus.
Wearing Apparel	<ul style="list-style-type: none"> - Costumes - Uniforms <p>- See Wearing Apparel category in the Discretionary Guidelines below for caps</p>	<ul style="list-style-type: none"> - Must provide proof of on-campus storage space. - Must demonstrate that items will not go to the material benefit of individuals. That is: Wearing apparel items must be passed on through future years and members of the group. 	

Discretionary Guidelines

Category	Code	Guideline
Budget and Submitter Requirements	1A	All budget applications must include the budget item "Required Budget Information" to be eligible for funding.
	1B	Funding requests of \$1,500.00 or less must have a date of payment/ program at least 30 days after the budget deadline. Funding requests over \$1,500.00 must have a date of program at least 60 days after the budget deadline.
	1B-i	An application will be considered for funding for a program that exceeds \$1,500 and will occur at least 30 days after the budget deadline if an application for the same program has been submitted at some point during the current school year but was denied (or only partially funded). The line items requested must be the same as the original with changes/additions included to correct errors or provide missing information or clarifying information needed to meet SGA guidelines.
	1C	Funding requests with a program date more than eight (8) calendar months away from the deadline will not be granted unless reasonable justification is provided to the Committee of Financial Affairs.
	1D	Funding applications may only be submitted by an Executive Board Officer of an SGA recognized student group. The submitter must be an undergraduate student, and must be accurately listed as an officer on the application and up to date in their group's Terplink profile.
	1E	The submitting officer must have attended a budget training workshop in the current academic year in which the budget was submitted.
	1F	All requests to purchase physical items must include an up-to-date inventory record that shows all items currently held by the student group that were purchased with the Student Activities Fee.
	1F-i	Any aspect or item of an application that has been previously funded will not be funded again without a reasonable justification as to why a group would need to apply for that aspect or item more than once.
	1F-ii	When a group requests more than 1 of any item or service they must justify why that exact quantity is necessary.

	1F-iii	Sizes of wearing apparel funded by SGA must be clearly indicated on attached inventory.
	1F-iv	All requests for anything must include sufficient justification as to why they are being requested.
	1G	Groups must demonstrate secure, on-campus storage for all items purchased (past or present) with the Student Activities Fee.

	1G-i	Any on-campus storage space must be in the name of the President, Treasurer, or Group. Otherwise groups must provide documentation showing that they have permission to use that space.
General Guidelines	2A	All fields on the SGA budget application must be completed accurately and adequately based on the field's specific instructions.
	2B	Programs whose purpose and description are not apparently relevant to the SGA-recognized Mission Statement of the group are not funded. Any social program or event must be primarily relevant to the non-social aspects of the group (i.e. culture, religion, academic interest).
	2C	A specific item whose purpose is not apparently relevant to the Program Description will not be funded.
	2D	Payments that are due after the Date of Program are considered reimbursements. Reimbursements are not funded.
	2E	Free items, giveaways, non-uniform wearing apparel, products/services that are only for the material benefit of individuals are not funded.
	2E-i	Papers that are demonstrated as having an educational purpose are not considered giveaways.
	2E-ii	Items that are justified as being an essential part of a program a group puts on may not be considered giveaways.
	2F	The primary beneficiaries of any program must be undergraduate students at the University of Maryland, College Park.
	2G	Any item(s) or service(s) of material benefit that primarily benefit non-undergraduate UMD students are not funded.
	2H	Exclusionary programs are not funded. Programs are considered exclusionary if: only the target audience may attend the event, or specified person(s) or group(s) may not attend the event.

2I	Documentation that groups provide must align with the standards set in the Documentation Guide of the Manual on Financial Affairs.
2J	Costs must be accurately reflected (in US dollars) in the documentation presented by a group. If documentation shows lower costs than what was requested, the amount funded will be adjusted down to match the documentation.
2K	Groups that have not received funding for at least the past four semesters are limited to a \$2,000 cap per program in the first allocation period they apply.
2L	Services that are provided for free by either the Stamp Student Union or any entity at the University of Maryland are not funded (contingent upon the fact that the services are available to all the students at the university).

2L-i	Groups must justify why they need an outside vendor as opposed to a university sponsored service.
2M	Permanent or semi-permanent structures that require yearly maintenance and recurring financial support are not funded.
2M-i	Permanent or semi-permanent furniture purchases are not funded
2M-ii	Online software and subscription services that requires a separate account and management by SORC are not funded
2N	Fundraisers without other sources of funding are not funded. 'Other sources of funding' must be proven not to include any money allocated from the Student Activities Fee.
2O	Anticipated expenses that have a possibility of not being incurred are not funded. (e.g. Insurance, Warranties)
2P	Funding applications are not reviewed for groups whose KFS accounts are currently frozen.
2Q	Programs utilizing any amount of SGA funding may only charge admission to cover the per person cost of expenses directly incurred by the event which are not funded by the SGA (food, insurance, giveaways). Programs with all other admission charges are not funded. Programs may not otherwise receive any form of payment from undergraduate students. Mandatory registration, fees, donations, and other forms of payment are not permitted.

2R	Requests for items or services that would violate University, Local, State, or Federal policy or law will not be funded.
2S	Any request that the Student Organization Resource Center (SORC) does not have the ability to pay for will not be funded.
2T	Only payments to U.S. based vendors will be funded.
2U	The finance committee will not fund any purchase if would violate the University Policy on the Disbursement of the Student Activities Fee.
2V	If a group uses documentation from a previous event, the group must provide sufficient proof or documentation that the new event will take place.
2W	Documentation cannot be more than one year-old unless the committee on financial affairs deems there that there are extenuating circumstances.
2X	Groups buying uncapped, non-single-use (decorations, cutlery), physical items shall be capped at \$80 per undergraduate member (on Terplink by the first allocation period submission deadline of the semester)
2X-i	Groups which fail to provide a roster shall (Changed to not require it during the first finance period) automatically receive a cap of \$3,000 for uncapped, non-single-use physical items.
2Y	If a group is requesting funding for an item that is mandated by an administrator of a space, they must submit documentation of that requirement.
2Z	Groups are Capped at receiving \$60,000 per academic year.

Travel and Transportation	3A	All forms of transportation are capped at \$80 per undergraduate student travelling. This cap is applied for each round trip individually.
	3B	International travel will not be funded unless the group provides proof that the university has already cleared their travel plans. Out of State travel requests must be submitted at least 60 days prior
	3C	All forms of automotive transportation must be rented from Motor Transportation Services or Shuttle UM.
	3D	Fuel and parking costs are not funded.
	3E	Roadway tolls are not funded.
	3F	Lodging is not funded.
	3G	Dues and fees are capped at \$50 per undergraduate attendee.

	3H	Food and lodging cannot be included in the conference fee.
	3I	The conference fee may not be a fundraiser for a parent organization or for a political party/campaign.
Advertising	4A	Any form of advertising is capped at \$1 per undergraduate student attending the event or program being put on.
	4B	General advertising (advertising not targeted for a specific program or event) is not funded, with the exception of banners, table throws, or similar items that will stay with the group.
	4B-i	Items that will stay with groups (banners, table throws, etc.) are capped at \$150 per item. Groups may only receive funding for one of each item (banners, table throws, etc.).
	4C	Off-campus advertising is not funded.
	4D	Newspaper advertisements are not funded.
Contractual Services	5A	Contractual services are capped at \$20 per day per undergraduate student attending a program or event OR the membership roster as listed on Terplink.
	5A-i	This cap will be lifted for a one-on-one training only when the training is demonstrated to benefit the entire group.
	5B	A student member of an organization who is providing a service that is directly related to the mission of that organization may not receive monetary compensation without pre-approval from the SGA Legislature.
	5C	Funding for photographers will be capped at \$500 per event. However, this cap will also be in line with the total contractual services cap.

Room/Space Rental	6A	Groups must provide proof of a reservation before asking for any funding for a program or event that requires a physical space. If the group has not yet reserved a space, the group must provide sufficient reasoning for why the space has not yet been reserved.
	6B	If a group wishes to hold an event or program off-campus, that groups must explain why on-campus space is insufficient for their needs.
	6C	All space reservations, invoices, and contractual agreements used to authenticate a funding request must be in the name of a student group or its officer.
	6D	Room/Space Rental is capped at \$20 per anticipated undergraduate attendance for events

	6D-i	If the Room/Space Rental is not for an event, it is capped at \$20 per organization member on Terplink
Printing and Copying	7A	All funding will be adjusted to the costs of Stamp Copy Services unless a cheaper alternative is demonstrated alongside the costs from Copy Services.
	7B	Use of colored paper, colored ink, and higher quality stock must be justified in the application.
Telephone Lines	8A	Funding for phone lines will only be granted for groups with office spaces outside of Stamp.
	8B	Groups must demonstrate a compelling need for office phones.
Food	9A	Food is only funded for a group for which food is essential to the mission statement and purpose of that group.
Equipment repair	10A	Groups seeking funding for equipment repair must explain why repair is necessary.
All Equipment Rental	11A	Groups must demonstrate a secure on-campus storage facility or reasonable expectation of care during the rental period.
	11B	Equipment Rental is capped at \$35 per UMD undergraduate student anticipated to attend
	11C	Any request to use an off-campus provider must be justified with an explanation as to why an on-campus provider is insufficient.
Postage	12A	Groups must justify why email is insufficient for their needs.
Wearing Apparel	13A	Groups must demonstrate that the items will not go to the material benefit of individuals. Wearing Apparel items must be passed on to future years and member of the group.
	13B	Shirts or other obviously visible apparel (i.e. top half of the body) requested to use as a way for members to identify themselves as part of a group will be capped at \$20 per undergraduate student in the group. Such requests are limited to one item of apparel per member and one request per year.
	13C	Costumes- for the purposes of performance, competition, or similar events- are capped at \$50 per undergraduate student taking part in the event.
	13D	Shoes, undergarments, and makeup will not be funded.

Decorations	14A	Funding for decorations is capped at \$1 per undergraduate student attending the program or event.
Group Help	15A	Any event or program already funded through a regular allocation period that has incurred unexpected expenses (after submitting the original funding application), must apply for those unexpected costs through Group Help funding with documentation.
	15B	Submissions for Emergency Funding must be submitted at least ten (10) Business days prior to the date of payment or program.
	15B-i	Submissions for Emergency Funding must be submitted by the close of business (Defined as when SORC Financial Services* is open) in order for the submission day to count as a business day.
Appeals	15A	New information presented in appeals will not be accepted without the express consent of the Chief Financial Officer.
Powers of the Finance Committee	16A	It is up to the discretion of the Committee of Financial Affairs to correct a misclassification of a line item, so that a program can be reviewed appropriately.
	16B	The Finance Committee may treat multiple applications from the same group during the same Allocation Period as a single application if the Committee determines those applications to be for the same program. All relevant caps will be applied to the program as one program.
	16C	If more than one budget application is submitted by a group for the same program in the same funding period, the most recent submission will be reviewed, and the others will be disregarded.
	16D	If the Committee on Financial Affairs can find a comparable product to the item requested by a group at a lower cost, funding will be adjusted to the amount of the lower-cost product.
	16E	The Committee on Financial Affairs reserves the right to temporarily deny funding to a group pending an investigation by the Committee on Audit & Review.
	16F	The Finance Committee reserves the right to implement progressive budget cuts to groups if it is determined that the total amount meant to be fully funded to groups would significantly deplete the amount of money available in future budget periods. These cuts may not be appealed or funded in a different period.

Other Funding Sources

University offices and units:

Consult your advisor for the most appropriate academic department, program, or any unit that may have funding available to provide to student groups for co-sponsored programming. Each unit will have their own standards and requirements for requesting funding.

SEE Funding Board:

Co-sponsorship with the Student Entertainment Events.

SEE Funding Director

(301) 314-8498 seefunding@umd.edu

<https://www.see.umd.edu/sfb>

Pepsi Enhancement Fund:

Through the Pepsi Enhancement Fund, \$50,000 is available each semester to student groups, departments and offices to underwrite the cost of programs that broadly affect the campus population.

Donna Lim dylim@umd.edu.

www.thestamp.umd.edu/pepsi

Hoff Theater Program Funding:

Each semester, \$20,000 will be available to enhance programming efforts in this particular venue.

Donna Lim dylim@umd.edu

<https://stampunion.umd.edu/hofffunding/>

Emergency Funding:

The SGA allocates funding of up to \$1,500 per group per semester. Events or programs must have already been applied for in a regular funding allocation period. These funds are designed to cover last minute or unexpected expenses for a pre-planned program. Available to any certified Executive board officer through Terplink.

On-Campus Resource Index:

Compiled here are some of the most commonly used services by student groups. If you have any questions about using these resources, contact the Director of Student Groups, Ella Breden at sgastudentgroups@umd.edu

Student Government Association:

SGA's goal is to best represent the interests and needs of students. Feel free to contact SGA with any issues of interest, questions, or general inquiries about how you can get involved in serving our campus community. sgacommunications@umd.edu www.umdsга.com

Undergraduate Legal Aid:

For questions about tenant issues, speeding tickets, or other student legal issues, a portion of the Student Activities Fee is used to fund a salaried lawyer who offers free legal advice and student defenders who can provide counsel for students in on-campus hearings.

3125 South Campus Dining Hall

301-314-7756 slao@umd.edu

<https://terplinksites.umd.edu/departments/studentlegalaid/home>

Student Organization Resource Center:

SORC is where student groups can access budgets, fill out financial forms, seek fundraising advice, and ask questions about terplink. SORC also handles all transactions from student group KFS accounts.

Student Involvement Suite

Ground Floor, Adele H. Stamp Student Union

*SORC Financial Services Hours: 9am-5pm, M-F (excl. [University Holidays](#))

301-314-7158

SORCfinance@umd.edu

www.thestamp.umd.edu/activities/student_org_resource_center_sorc

Adele H. Stamp Student Union:

Stamp is the central hub of campus where students and student groups can find many resources for student affairs.

Building hours: 7AM - 12AM, M-Th; 7AM - 1:30AM, F; 8AM - 1:30AM, Sat; 11AM - 12AM Sun

301-314-DESK for the information desk

Event and Guest Services:

The Event and Guest Service Office can help with any questions regarding eCalendar reservations for event space, furniture and event support, audio/visual equipment, and ticketing services for special events.

1133 Stamp Student Union

301-314-8488

www.thestamp.umd.edu/events/event_services

Technology (IT) Services:

2220 Stamp Student Union

301-314-5555

www.thestamp.umd.edu/shops_services/technology_services

Terrapin Room Audio Visual Request:

The Terrapin rooms contain laptop and projector equipment only.

- Request AV equipment no later than noon of the previous business day
- Email uts-av@umd.edu with the subject heading TERRAPIN ROOM AV REQUEST
- Include in the email: o First and Last Name o Email and Phone o Event Name/Number o Event Date and Time

For any questions contact AV Reservations Assistant, Rob Gewain (301-405-0588)

Stamp Marketing:

The Stamp Marketing Office offers free event publicity services for events held in the Stamp Student Union. From chalking, flyers, surveys, and data collection, filling out an Event Submission Form and using the Marketing Checklist on their website can help spread the word about your program.

1133 Stamp Student Union

301-314-8488

www.thestamp.umd.edu/events/marketing

Leadership and Community Service Learning:

LCSL promotes positive social change through transformative learning and community engagement. They host multiple programs, events, a Minor in Leadership Studies, community service, and many other resources.

0110 Stamp Student Union

301-405-9044 lcsassistant@umd.edu

www.thestamp.umd.edu/leadership_community_service_learning

Facilities Management:

Rent equipment like tables, chairs, cables, and limited AV for events outside of Stamp.

301-405-3205 www.facilities.umd.edu

Design and Copy Services:

General printing and copying services. The following offices are part of the Department of Business Services, offering a wider range of offices and other resources.

Adele H. Stamp Student Union Copy Center

1239 Stamp Student Union

301-405-2679

Reckord Armory Copy Center

0127 Armory

301-405-2679

Tydings Copy Center

1105 Tydings Hall

301-405-1707

Van Munching Copy Center

1406 Van Munching Hall

301-405-2400

Office hours: 8:30AM – 4:30PM, M-F www.dbs.umd.edu

Signs and Graphics:

The Signs and Graphics Shop provides services for signage, banners, posters, window and vehicle graphics, dimensional lettering, decals, magnets, name plates, large format digital printing, and more.

Service Building #003 Room 1215

Office Hours: 6AM – 2:30PM, M-F

Telephone: 301-405-7257 Fax: 301-

314-4170

www.facilities.umd.edu/sitepages/signproducts.aspx

Dining Services:

UMD Dining Services provides catering and special delivery.

Director's Office

1109 South Campus 301-314-8054

umfood@dining.umd.edu

www.dining.umd.edu

Security:

If an event requires security or other safety measures, the Department of Public Safety can provide services. Captain Laura

Dyer

Service Building #003

Rossborough Lane 301-405-3555

ldyer@umpd.umd.edu

www.umpd.umd.edu

Motor Transportation Services:

For complete information about renting vehicles and transportation-related services, visit the MTS website (www.dbs.umd.edu/motor) or email (mts@mercury.umd.edu).