

Spending Guide

September 2013

For questions about how student groups access and use their funds, contact:

Student Organization Resource Center (SORC)

0209S Student Involvement Suite, Stamp Student Union

Office Hours: M-F 8:30AM – 4:30PM

(301)314-7158

SORC@umd.edu

www.thestamp.umd.edu/activities/student_org_resource_center_sorc

Using the Student Activities Reporting System (STARS)

While most electronic management of student groups is done through Orgsync, all SGA Budget Management functions are still only accessible on STARS by Presidents and Treasurers. Go to www.stars.umd.edu > Organization Registration & Management > Sign in with UID and Password > SGA Budget Management > [Organization Name].

STARS is read-only; all input and data are not changed until confirmed by SGA or SORC.

Account Summary:

After receiving SGA recognition, student groups are granted access to an account in the University's Financial Records System (FRS). There are two types of funds within each FRS account:

- SGA Funds – Allocations from the funding process appear under the name of the program for which they were approved. SGA funds are further organized and may only be used for the line item for which they were approved. All unused SGA funds will be returned to the SGA at the end of each academic year.
- Self-Generated Revenue (SGR) –These are University funds which rollover from year to year, are raised by the organization, and are not tied to a specific program or line item. These include: donations by a University department or another student organization, grants such as Hoff or Pepsi Funds, or revenue earned through contracting the group's services with a University department (working concessions at athletic events). Funds from outside the University CANNOT be deposited into a student group's account and should be kept in a non-university bank account.

Line Item Transfer Form:

In the rare case that there are extra SGA funds in a line item for a specific program after all expenses have been paid by the student group, those funds may be transferred to other line items and/or other programs through a Line Item Transfer (LIT):

1. Presidents or Treasurers can access the LIT request form on STARS (Budget Management).
2. Submit requested information for one of 3 types of LITs:
 - Type 1: From one line item to a different line item within the same program.
 - Type 2: From one line item to the same line item in a different program.
 - Type 3: From one line item to a different line item in a different program.

3. Await approval of the SGA Finance Committee (roughly 10 days).

Be aware that because Funds are now granted only for exact costs, there is a stricter standard for LIT approval. These should be used only in extreme circumstances.

Deadlines

Groups are strongly encouraged to contact the SORC office as soon as possible to process payments. While there are no pre-set deadlines to submit requests for payments (with the exception of Contracts (see “Contracts”), contacting SORC earlier increases the likelihood of a smoother transaction.

Internal Service Request Form:

An Internal Service Request (ISR) form facilitates payment between student groups and on-campus departments.

1. Acquire bill or invoice from the office to receive payment.
2. Only Presidents or Treasurers may access and submit the ISR form on STARS (Budget Management).
3. ISR is approved and signed by SORC.
4. Any member of the student group may pick it up and present it to the office receiving the payment.

Purchase Order:

A Purchase Order is a form that facilitates payment between a student group and an off-campus business or organization. It is a note of promise to the business/organization that the student group has sufficient funds to pay the vendor in full.

1. Contact SORC to determine if the vendor is in the university system.
 - If the vendor is NOT in the system, obtain a W-9 from the vendor and submit to the SORC. Processing of the W-9 can take 2 – 3 business days.
 - If vendor is in the system, proceed to the next step.
2. President or treasurer must complete a Purchase Order (P.O) request through the SORC (MUST be done in person)
3. The P.O. is then presented to the vendor to complete the purchase.
4. Group must obtain an invoice from the vendor and bring to the SORC office for the vendor to receive payment.
5. *Failure to provide an invoice/receipt could jeopardize an organization’s ability to access their remaining funds or apply for future funding.*

Contracts and Miscellaneous Payment Request (MPR's)

Contracts & MPR's must be completed for services provided by an individual or company. Groups are strongly encouraged to start this process at least **three** weeks prior to the event date.

1. A W-9 from the individual or vendor must be presented to the SORC.
2. The president or treasurer must complete a university contract through the SORC (MUST be done in person)
3. Two (2) copies of the contract will be provided to the group which must then be sent to the individual or vendor
4. Both contracts must signed with each page initialed by the individual or vendor on the contract.
5. Contracts should be mailed directly to the student organization and brought to the SORC.
6. The president or treasurer must complete a Miscellaneous Payment Request (MPR) through the SORC (MUST be done in person).
7. The contract will be submitted to the Associate Director of the Stamp for final approval and signature.

OfficeMax/General Stores Purchase:

- Office Max or General Store catalogs and purchase forms can only be accessed and completed at SORC by the president or treasurer of the organization.
- Items will be shipped to the university's Central Receiving warehouse. Items CANNOT be mailed to individual students. Most items will arrive within one to two business days.
- Central Receiving directions, contact information and operation hours are:
 - Monday through Friday 8:00am – 4:00pm
 - (301)405-5851
 - Go south on U.S. Route 1 and make a left turn on to Paint Branch Parkway which is opposite the North gate to the main University campus. Continue East on Paint Branch Parkway approximately one half mile to the first traffic light. Make a right turn at the traffic light into the parking lot for the Physical Distribution Center.
- To access by public transportation, the College Park shuttle stops near Central Receiving
- Groups are encouraged to call ahead to ensure that the order has arrived.