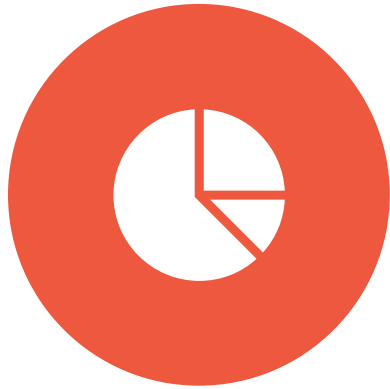




Student Organization Finance Process 2023-2024

Valparaiso University Student Senate
and the
Student Life Division

Finance Process Review



GENERAL
INFORMATION



ALLOCATION
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General Information



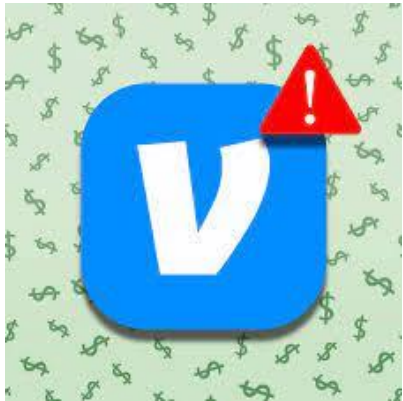
Budget Year:

- Student Senate shall operate on a budget year beginning on July 1 and ending on June 30.
- Funding requests from the previous budget year shall not be fulfilled after a new budget year begins unless the appropriate paperwork was filed in the preceding budget year.
- All expenditures must be submitted by November 15 for the Fall Semester and April 15 for the Spring Semester.

General Information - Policies

[Contract Execution Policy](#): The Finance office, in consultation with the vice president and General Counsel's office (the "General Counsel") reviews all contracts before they go to the Vice President for Finance and Administration for signature. A contract is considered any written document that commits the University to certain obligations. It is usually a financial obligation, but can also be nonfinancial obligation (i.e. use of logos, university resources, indemnification, etc.).

General Information - Policies



[Electronic Fund Collection:](#) Student Organizations will not use electronic payment options to raise funds or receive dues payment when the funds go through a personal checking account. There are significant tax implications for the account holder. Per information from the Venmo website, “Venmo may NOT otherwise be used to receive business, commercial or merchant transactions, meaning you CANNOT use Venmo to accept payment from (or send payment to) another user for a good or service, unless explicitly authorized by Venmo.”

General Information - Policies

[Food Service:](#) Food service events scheduled within a University Building [must be catered by Dining Services \(Parkhurst\)](#) unless prior approval is made with the General Manager of Dining Services. This includes completing a food release form, relieving the University of any Liability. This also applies to groups hosting non-commercial functions. Please see Dining Services Release Agreement for all rules and regulations. The release agreement must be turned in two weeks prior to event date. A full list of Catering policies are available in Catertrax.

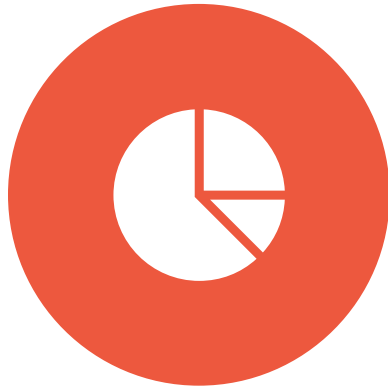
Food and beverages cannot be sold or given away on campus without approval from Valpo Dining. [Valpo Dining shall be the sole provider of all food and beverages sold or given away at events in all University facilities and for all University sponsored events, including fundraisers unless an exception is granted.](#)



General Information - Policies

[Solicitation, Canvassing, Selling, and Fundraising on Campus:](#) No solicitation or canvassing of any kind, including in the residence halls, may be conducted on campus, nor may articles, goods or services be offered for sale by anyone without prior permission from the Office of Student Life. This includes sales of items by campus groups in the Harre Union. Solicitation in residence halls, when approved, is limited to lobby areas on the main floor. Under no circumstances may any individual or group conduct door-to-door solicitation in the residence halls, academic buildings or administrative buildings. Raffles are also prohibited. Student wishing to conduct on-campus solicitation, fundraising, etc. must complete the Fundraising Event Approval Form.

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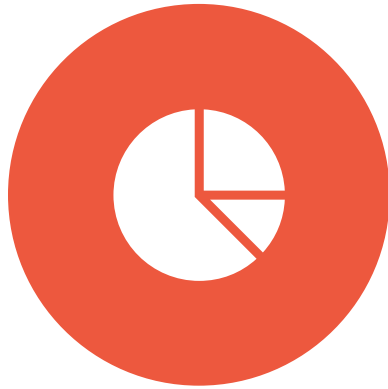
SPENDING
GUIDELINES



Allocation Process

- Funds will be allocated once per year, and the process will begin no later than the seventh week of the Spring semester of each academic year.
- Funds will be deposited into an organization myValpo account prior to the first day of class for the fall semester.
- All new organizations that are recognized in the fall semester will automatically receive \$1,000.00, as a Special Interest Organization, and all new organizations recognized in the spring semester will receive \$500.00, as a Special Interest Organization. After one (1) semester of being recognized, a student organization will be placed by the appropriate committee into the correct funding commission.

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Spending Guidelines



- Expenditure requests will be reviewed and processed in the order in which they are submitted through the myValpo Finance Portal.
- Expenditures will be submitted in one of five categories:
 - University Credit Card
 - Online Order Request
 - University Check Request / Purchase Order
 - Travel Reimbursement
 - Internal University Transfer

Spending Guidelines – University Credit Card

- Student Organizations will submit a request to use the University Credit Card through the myValpo system. The organization must indicate [where the card will be used](#) and [provide an amount planned to be spent](#).
- A student organization officer will then pick up the card from the Center for Student Involvement for the reserved period of time and return the card and receipts by the stated deadline.



Spending Guidelines – Online Order Request



- Student Organizations will submit a request for an online purchase through the myValpo system by [preparing the order and then sharing the link with all of the details](#) of the purchase. Student Organizations must submit these orders [within a minimum of five \(5\) business days](#) of when the items are needed for an event or program.
- All items will be shipped to the Center for Student Involvement at Valparaiso University so receipt can be verified. Once verified, the student organization will be contacted to pick up their items in the Student Organization Mailroom.

Spending Guidelines – University Check

- Student Organizations will submit a [request for a contract to be signed](#) and paid through the myValpo system. This includes all orders for promotional items more than \$500, independent contract agreements, and general contracts.
- Student Organizations should give the University a minimum of [30 days for contract signature and subsequent check payment](#).



Spending Guidelines – Travel Reimbursement

Student Organizations will submit reimbursement request through the myValpo system for each student that incurred expenses related to student organization travel [within 30 days of the trip](#).

- [Mileage and Parking](#): Travel by car will be reimbursed by mileage at \$0.20 per mile, with a cap of \$75 per car per trip. A screenshot of Mapquest, Google Maps, or similar mapping program must be submitted as proof of mileage. Mileage begins when the car leaves the Valparaiso University campus and ends upon returning to campus.
- [Lodging](#): Reimbursement for lodging requires a paid receipt.
- [Meals](#): The rates for each meal are set as follows: \$10 will be provided for breakfast; \$15 will be provided for lunch; \$18 will be provided for dinner. No receipts need to be provided. The meal per diem will be provided only if the trip exceeds 10 hours.
- [Registration](#): If a conference requires payment to register, the student organization with work with the Administrative Assistant for Student Engagement to pay the fees on a University Credit Card.
- Mileage, food, and lodging will not be reimbursed for any home games or trips that occur within a 50-mile radius of Valparaiso, Indiana area.

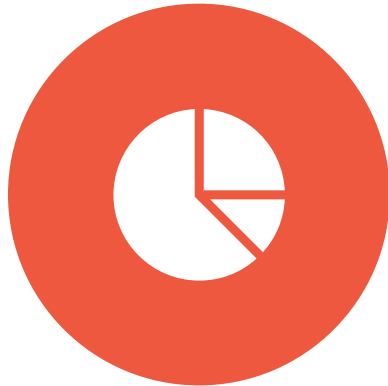


Spending Guidelines – Internal University Transfer

- Student Organizations that place orders with Design Works or Valpo Dining will have all invoices processed automatically by the staff in the Center for Student Involvement.



Finance Process QUIZ



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