Business Process Guide for College of Law Student Organizations and Faculty Advisors

Fall 2013 – Summer 2014

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Business Manager, College of Law
A Note from the Assistant Dean for Administration & Finance

Greetings and welcome to the start of the academic year!

The purpose of this guide is to identify & explain rules at the University that govern the spending of Student Activity Fee dollars allocated to student organizations within the College of Law. The guide is not all-inclusive, but covers many common expenditures. If your organization anticipates an event and/or expenditure that is not addressed in this guide, please consult with your Faculty Advisor and the Business Manager well in advance of making any arrangements or commitments. In this context, “well in advance” means weeks or months (if possible), not hours or days.

Please note that the College of Law is a unit within Georgia State University. Therefore, we are governed by all rules, regulations, and processes that are established by the State of Georgia, Board of Regents of the University System of Georgia, and Georgia State University. We do not have the ability to write our own checks. Nor can we waive terms of contracts that are required by the University. We must abide by all GSU Purchasing requirements and follow the established processes for paying vendors for goods or services rendered.

Within this framework, understand that the financial and administrative staff in the College of Law is here to help you and your organization succeed. We have many employees who have decades of experience working with students, organizations, and other units around campus. When we have adequate time and information on the front end, we can ensure that making your purchases, hosting your events, and submitting your reimbursements will be smooth processes.

I strongly encourage your organization’s officers to enter into a regular dialogue not only with your Faculty Advisor, but also the business and administrative staff in the College of Law. The staff in the College takes tremendous pride in serving the needs of our students. I watch in admiration each day as they routinely go the extra mile. Please work proactively with these individuals. They can significantly minimize the amount of time you spend on administrative matters, allowing you to devote more time and energy to your studies.

Please utilize the information contained in this document, including the contact information for those who can help you with specific processes. Alternatively, Dean Sobelson, Dean Timmons and I are here to help you as well.

Best wishes for a successful year.

Chip Hill
Assistant Dean for Administration & Finance
The office of the Business Manager serves as budget advisor to the student organizations and is responsible for verifying that accounts have sufficient funds to cover expenses and that expenditures are appropriate. All requests for reimbursement or payment must have the approval of the Business Manager. Inappropriate expenses will not be paid and will be the personal obligation of the student. This office also serves as the liaison between student organizations and the University Business Office. Please direct all questions to the Business Managers’ office. All forms mentioned in this guide must be forwarded to the Business Manager for approval and payment.

All spending by student organizations are **done up front by students.**

- Each organization’s president and treasurer shall be the approving officers and responsible for submitting all receipts/invoices to the Business Manager. They should submit the **payment reimbursement form** (with approval for the expenses), **itemized receipts** (form of payment on receipt(s) and documentation about the event (all FOOD purchased)) for all reimbursement.

- To pay vendors directly for invoices, registration fee applications, and membership/dues, please e-mail the documentation for processing to the Business Manager. If the vendor is not in the financial system, the vendor will need to complete a Vendor Profile Form.

- After proper approval and reviewing, payment is processed through GSU’s Business Office by check, which is mailed to the payee’s address on file or through direct deposit if chosen on GOSOLAR.

- If you have questions about upcoming expenditures, please check with the Business Manager **prior** to incurring the expense. If you receive financial aid or a GRA for the Law School/University, your check will be direct deposited into your banking account which is on file with GOSOLAR. Any members of an organization who are going to get reimbursed can also go on GOSOLAR to sign up for direct deposit.

**GENERAL RULES**

- President and treasurer of each organization will be the approver to submit **ALL** reimbursement paperwork with receipts (either by e-mail/in person) to me for processing. No other member should sign off on reimbursement forms or submit them. If they do, the Business Manager will not process for payment. This is to ensure **ALL** reimbursements are properly approved.

- Forms relating to travel, registration, and certain other expenditures should be forwarded to the office of the Business Manager **at least three weeks before the event.** (This needs to be done much sooner for events requiring a contract.)
All invoices and receipts must be paid or reimbursed within **thirty (30) days** of the date on the invoice or receipt, or the delivery date of the item(s). **NO EXCEPTION.** This means that all documentation should be in the Office of Disbursements within **thirty (30) days** of the receipt or invoice and **not the Business Manager office**.

Invoices and receipts can be submitted by **scanning and e-mailing** everything to the Business Manager for reimbursement. The invoice/receipt **MUST** have method of payment on them in order to be process. Acceptable methods of payments are **Visa, Master Card, AMEX, Cash, Check – must have the canceled check or bank statement.** Bank statements must show the person’s name who is getting reimbursed. Internet receipts are acceptable as long as the form of payment is indicated on the invoice. **No handwritten receipts are acceptable.**

When items are paid for with a personal credit card, before reimbursement will be authorized, both the **credit card and itemized cash register receipts** must be presented. Please do not just submit the signed credit card slip. When paying with a personal check, please provide the cancel check or your bank statement showing that expense.

The Business Manager will provide each organization and their faculty advisor with a printout of all activity in the account for the month by the middle of the following month.

**GSU POLICY FOR REIMBURSMENT PROCESS**

All reimbursements must meet the requirements of Georgia State University Financial and Accounting Services Office. Some approved reimbursement expenses are: food purchases, office supplies and materials, membership fees & dues, registration fees, books & publications, postage reimbursements, subscriptions, printing, photocopy charges, and any related travel expenses (airfare, hotel expenses, rental car, etc…). **Per GSU Disbursement Office, payment should be within 7 to 10 business days after they received complete documentation.** More information for each policy is explained in depth.

**FOOD**

- **ALL** food receipts must be **itemized** and have description of the items. (**Alcoholic beverages** should not be on any receipts submitted to the Business Manager).

- Food Per Diem for any restaurants or catered events can only be reimbursed for the following amounts in Atlanta:
Breakfast  $7.00  
Lunch   $9.00  
Dinner $20.00

Your tax and tip is included in the amount of each meal above.

Appropriate procedures shall include adequate documentation associated with the event and/or purchase. For example, food purchased for a group event **MUST** include a flyer, email, agenda, or other documentation substantiating that the event was an official event. Food purchased at a restaurant or on a per person basis should include a list of participants.

**CO-SPONOSORED EVENTS WITH ORGANIZATION**

Student Organizations that co-sponsor events with other groups should obtain two separate receipts if two individuals will be submitting for reimbursement. Each group must have an itemized receipt that indicates method of payment unless the person is getting reimbursed from two different accounts. **Please make sure to ask for a split or duplicate receipt.**

If paying from an invoice, please indicate the amount each organization is paying from their organization budget. Payment reimbursement form must have the signature of both organizations approving officers. The approving officer can send his/her approval via e-mail.

**CO-SPONSORED EVENTS – DEPARTMENTS/OUTSIDE VENDOR**

If your organization plans events with other law departments or outside vendors please contact the Business Manager **BEFORE** consenting or confirming what your organization will be responsible for paying. Student Activity funds are limited to programs that are student-centered with students as the primary participants or beneficiaries and, in most cases, the primary organizers.

**GRATUITY/GIFTS**

Student Organizations should not accept any gifts from vendors in exchange for payment of food, supplies and services. Organizations should be paying for everything that is consumed here at Georgia State University because we are a state funded institution. Accepting gratuities or gifts are violations of the University System of Georgia and can cause the revoke of your organization’s charter and also funding for the College of Law. Please check with the Business Manager office before accepting any gratuity/gifts.
SUPPLIES

No activity fee funds may be expended for “personal use”. This includes items below, but is not limited to those items only. Always check with the Business Manager before purchasing any item that you are not sure can be reimbursed. If not, you will just absorb that expense.

See below:

- Items for personal use (clothing, shoes, jewelry, books used for classes, etc…)
- Flowers/Plants/Roses
- Furniture
- Gift Certificates/Gift Cards – NOT ALLOWED
- Personal membership fees
- Classified advertisements
- Alcoholic Beverages
- Parking (Can only be paid for with departmental charge code or Speed Type Code)
- No honorarium to a political candidate seeking public office
- No donations to charities, churches, or any non-profit organizations

NEW VENDORS

If you are submitting a reimbursement for a new vendor, a Vendor Profile Form is required to GSU Purchasing before any payment can be made. This form is located on the website under Student Organizations. If you need to verify if a vendor is in the system, please e-mail me at vlewis3@gsu.edu.

GENERAL TRAVEL RULES

Travel must be approved in advance on a Travel Authorization Request form. This form provides pre-approval of estimated travel expenditures. The form should be submitted at least three weeks in advance of the travel date or earlier to the organization’s departmental head or faculty advisor for proper signature. After proper signature has been obtained, please submit the form to the Business Manager office.

For group travel, such as Moot Court competition teams, STLA, other competing teams, conference attendees, etc., each traveler must complete and sign a Travel Authorization form before traveling.

TRAVEL AUTHORIZATION

- A travel authorization must be completed by each individual traveling prior to traveling. The president/treasurer should submit this form to the faculty advisor (not the traveler). The faculty advisor or the president/treasurer can submit the signed travel authorization form to the Business Manager.
Students traveling can request an advance for their trip (this option is at the discretion of the organization). Steps to complete and secure advance for a trip:

**Before Traveling**

- Complete and indicate on the travel authorization form that the traveler would like to request an advance *(forms need to be in the Business Manager Office at least 3 weeks before traveling)*.

- The traveler will receive a travel advance form from the Business Manager to sign and return as soon as possible.

- A travel advance requires **at least 5 to 7 business days** for a check to be processed.

**After Traveling**

- The individual who traveled must submit all original receipts in relation to their travel expenses in the amount of their travel advance.

- If the receipts do not equal to the amount of the advance, the traveler must reimburse the University that amount. If the traveler spends more than their advance, they will receive a reimbursement for the amount they travel advance did not cover *(this additional reimbursement must be approve from the president/treasurer)*.

- A travel advance must be cleared with the University within **thirty (30) days** of traveling. If not, the University can put a hold on the traveler’s student account.

Keep a copy of your travel authorization form and advance check stub to use for reconciling expenses. Submit an itemized list of expenses with all receipts to the president/treasurer and they should submit this document to the Business Manager. You will be notified by e-mail to sign the Travel Expense Statement which is submitted to the Business Office for payment or reconciliation of advance. **Per GSU Disbursement Office, Travel Expense Reimbursement/Settlement should be complete within 10 to 14 business days after they receive all forms and receipts.**

**Acceptable receipts (with proof of payment):**

- airline tickets
- itemized hotels receipts
- taxi/shuttle
- car rentals
• gasoline
• parking

Hotel receipts must be itemized. Only room rates, taxes and College of Law related business calls will be reimbursed. **The University does not reimburse for hotel sales taxes for in-state travel.** There is a form which can be presented at check-in to avoid sales tax charges for the state of Georgia.

**REGISTRATION FEES**

If a registration fee is required for a conference, meeting, etc., you must e-mail the registration fee form and payment reimbursement form in advance to the Business Manager for processing. If you pay from personal funds, a canceled check or paid receipt is required for reimbursement.

**TRAVEL ARRANGEMENTS**

Airfare may also be purchased on-line directly from an airline or travel service. Please submit the paid receipt which shows the method of payment attached to the Payment Reimbursement form for reimbursement.

**MEALS**

The amount of the meal allowance for a traveler is the decision of the president/treasurer. The University reimbursed meal per diem that the state has approved is from the U.S. General Service Administration [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287). You can visit this website to accurately get the per diem for the city and state that the traveler will be attending or you can give a set amount depending on your organization budget.

In-State allowance is only paid when travel is more than thirty miles from GSU. In-town allowances may be paid only if GSU hosts the event and all day attendance is required. Please verify whether a meal allowance is appropriate prior to the event.

**SALES TAX**

The Student Activity fund does not have a sales tax exemption number; however, we are a State Agency and are exempt from Federal Excise and State Sales Taxes. Sales Tax Exemption forms are available from the Business Manager. Please complete the top of the form to give to the vendor.

The Business Office will not pay Georgia sales taxes on any invoice. Please advise vendors of this fact. If necessary, we can fax a copy of the Sales Tax Exemption form to the vendor. Student will be reimbursed for paying any sales tax.
PARKING

Parking passes can be purchased in advance for guest speakers from Auxiliary Services using the departmental charge card or speed type code (SAxxx). You must complete a Visitor/Event Parking Request form. In my absence, any full time staff or faculty member can approve the Parking Request form. GSU does not reimburse individuals for on campus parking for any events. Parking requests should be submitted at least 3 days prior to event or as soon as possible to ensure confirmation from the parking office in a timely manner.

DEPOSITS

Student organizations must follow all rules and regulations related to Student Fee Usage Guidelines. Any organization collecting monies through dues, sale of goods, donations, etc., other than through the Student Activity Fee Allocation Process, must open and maintain a bank account in the name of the student organization and run all of the non-fee money through the account. Only current officers of the organization are allowed to perform transactions on the account. An organization must obtain an EIN from the IRS in their organization's name.

FOUNDATION ACCOUNTS

If you organization has a Foundation account, your organization can access these funds for reimbursement of expenses that cannot be paid through student activity account (state funds) or your organization's personal bank account. Not all organizations have a Foundation account. If you are not sure about your organization, please contact the Business Manager. There is a separate form to be reimbursed from the Foundation account.

DEPARTMENTAL CHARGE CARDS

Most organization has a green departmental charge card. It contains the name of the organization and speed code. The speed code begins with SA and includes the initials of the organization. These speed codes are exclusive to each organization and must be used on all financial paperwork submitted. Charge cards are used on campus for purchases at the bookstore, print shop, computer center and parking office. The cards are available via check out from the office of the Business Manager, in room 620 during regular office hours. The cards must be returned within 24 hours.

PRINTING

Small Print Jobs

- B/W copies can be done on the 6th floor or 4th floor copiers (If approached by a staff or faculty member, please let them know you are a part of a student group
and tell them your organization name).

- **Limited** color copies can be printed in the Business Manager office (please try to make arrangement first and plan ahead).

**STUDENT ORGANIZATION OFFICES**

The College of Law allocates office space to student organizations for use in accomplishing the organization’s business and storing supplies, not to function as a clubhouse for the organization's officers. Keep your offices clean and sanitary. By not doing so, you risk bug infestation (which has been a problem for some offices in the past). This can result in the loss of your office space. This is a professional school, and you need to treat your office space in a professional manner.

**MAILBOXES**

All student organizations have a mailbox on the 4th floor where mail can be sent to your organization or faculty/staff can leave mail for your organization. Please ask the receptionist to direct you to your organization’s mailbox. **Also, please check your organization mailbox regularly.**

The address for external mail is below for mailing and physical address.

**GSU COLLEGE OF LAW**

GSU COLLEGE OF LAW
ATTN: Student Organization name
P.O. Box 4037
Atlanta, GA 30302

**GSU COLLEGE OF LAW**

GSU COLLEGE OF LAW
ATTN: Student Organization name
140 Decatur Street, Suite #400
Atlanta, GA 30303

**COMPUTERS**

Computers are provided to the student organization offices by the College of Law. If you have questions or concerns about the computer in your office, please contact the Help Desk at (404) 413-9111 or on the COL Online Help Desk System at [https://gsulaw.gsu.edu/helpdesk/](https://gsulaw.gsu.edu/helpdesk/).

**REPAIR OF EQUIPMENT**

Repair of ALL equipment must be coordinated through the College of Law’s Technology Services Office. Please report any problems to them at the Help Desk at (404) 413-9111. Organizations are **not** allowed to trash or throw out any property of Georgia State University College of Law. If they do, that organization will be held responsible for the items.
END-OF-YEAR EVENTS

End-of-Year events require sufficient planning and coordination by student organizations. Your organization’s faculty advisor should be involved with this planning and coordination from the beginning. **You are not permitted to obligate the University to any expenses whatsoever.** Therefore, contracts **must be approved** before the event and only the **Assistant Dean of Finance and Administration, Christopher Hill** can sign off on contracts. Contracts must be approved by the Office of Legal Affairs and Purchasing Office before any deposits or payments to any vendor. Please contact the Business Manager before you start negotiating on any contract to eliminate

GSU employees are severely restricted from being paid out of SA fee funds. Any payment to a GSU employee or other State of Georgia employee must be approved in advance by the DOS Budget Office.

A contract is required when you have a complex or expensive program, or where an advance deposit is required. There are three major rules for contracts:

1.) Only the President of the University, the Vice-President for Financial Affairs, and their designees can sign a contract at GSU. Only GSU employees can negotiate with a contracted party. Students are not authorized to employ consultants, book acts, schedule events with talent agents, or in any way commit GSU to pay for services of consultants or contracted parties. All contracts must be in the name of “Georgia State University, by and on behalf of the Board of Regents of the University System of Georgia.” Advisors must make all commitments to outside parties.

2.) Contracts must arrive in the Legal Affairs Office at least **two months** before the event. With the advance time required for approval by Legal Affairs, in addition to time needed for publicity for the event, two months is the absolute minimum needed for approval, but can be submitted earlier (this is encourage).

3.) Do not pay anyone for any service until after the completion of the service. When the service is complete, remember to submit an invoice attached to the Payment/Reimbursement form to the Business Manager stating that the service is complete.
GSU ALCOHOL POLICY

Alcohol MAY NOT be included in any University contract or any state funds can be used for any alcoholic beverages. A student group cannot publicize any alcoholic beverages will be serve at a student sanction events (ticket or online).

Information below is taking from the GSU Student Code of Conduct and Administrative Policies (May1, 2013) pp. 24-28. All student leaders should read this in its entirety http://codeofconduct.gsu.edu/.

The University supports all federal, state and local laws relating to the use of alcoholic beverages. The unlawful possession, use, distribution, sale or manufacture of alcohol by members of the University Community (students, student organizations, staff and faculty) is strictly prohibited as is the possession, use, or sale of alcohol in violation of this Alcohol Policy.

1. Sale of Alcoholic Beverages on University Property. The sale of alcoholic beverages on any property owned or controlled by the University is strictly prohibited. Cash bars at on-campus events are not permitted and alcoholic beverages at on-campus events may not be paid for by selling tickets for them whether in advance or at the door.

2. Alcohol on University Property. Except as expressly permitted in this policy, the possession or consumption of alcoholic beverages on property owned or controlled by the University is strictly prohibited. Exceptions to this Policy may be made on a case by case basis but only by the University President or his designee, the Office of Legal Affairs. Persons wishing to request an exception for a specific event may do so by completing the University’s Request to Serve Alcohol process described below in Paragraph C.1.

Off-Campus Events with Alcohol. This section governs the following types of off-campus events: (1) events sponsored by chartered student organizations; and (2) events sponsored by University units if University students will be in attendance.

a. Review of Policy Requirements. The student group faculty/staff advisor (if a student organization is hosting the event) or the administrative supervisor of the group (if a University unit/subunit is hosting the event) is responsible for reviewing the provisions of this policy with the sponsoring group prior to the event.

b. Prohibited Events. Events where the alcoholic beverages are the main focal point of the event are prohibited as are any events that contribute to alcohol overindulgence or abuse.

c. Limit Hours of Service. Service of alcoholic beverages must be discontinued after reasonable time and any service that exceeds 2 total
hours must cease at least one hour prior to the scheduled end of the event.

d. **Advertising.** Advertising for the event may not refer in any way to the fact that alcoholic beverages will be available.

e. **Purchase and Sale of Alcohol.** No State funds (including student activity fees or other funds maintained in University accounts) may be used for the purchase of alcoholic beverages. Student organization funds self-generated by an organization and maintained in off-campus bank accounts and Georgia State University Foundation funds may be used for the purchase of alcohol. Cash bars are permitted at off-campus events and the cost of alcoholic beverages may also be paid for by selling tickets for them in advance or at the door.

f. **Sponsorships and Donations from Alcohol Industry.** Student groups may not accept sponsorship or donations of alcoholic beverages from persons or entities whose primary focus of business is the manufacture, distribution or sale of alcohol products.

g. **Who May Serve Alcoholic Beverages?** The group sponsoring the event must use a licensed and insured caterer or TIPS (Training Intervention Procedures for Servers) trained server to serve alcohol at the event and to monitor the consumption of alcohol at the event; provided, there are limited circumstances when the President or his designee may grant University Departments permission to serve alcohol without a caterer/TIPS server. The caterer/TIPS server must be provided with a copy of this policy and must agree to abide by all of its requirements. No self-service of alcohol is permitted. No pass-service of alcohol is permitted at functions that students or minors may attend. For purposes of this Policy, “pass service” shall mean the service of alcohol carried out by catering staff moving about the Event facility and pouring or distributing wine or other alcoholic beverages for Event attendees.

h. **No Access to Common Source Containers.** No common-source containers of alcohol (e.g., kegs, beer balls, champagne/punch fountains, punch bowls, frozen drink machines, etc.) may be used at any function unless there is a licensed caterer or TIPS trained server who is not a member of the sponsoring organization who will have sole access to the containers and will take responsibility for controlling the dispensing of alcoholic beverages in a legal and responsible manner.

i. **Delivery and Removal of Alcohol.** The alcohol must be on site with the caterer/TIPS server before the start time of the event (i.e. the caterer must have or bring the alcohol or the group sponsoring the event must deliver the alcohol to the caterer/TIPS server before the event starts). Alcohol may not be delivered once the event has started and all alcoholic beverages must remain inside the reserved or designated event space during the actual Event. Any alcohol remaining at the end of the event must be removed from the premises by the event sponsor; provided, no alcohol may be released to a person who is visibly intoxicated. In the event there is alcohol remaining at the end of the event and the event
sponsor is visibly intoxicated, then the remaining alcohol shall be poured out by the caterer/TIPS server prior to leaving the event facility.

j. No Underage Drinking. The group sponsoring the event is responsible for taking reasonable steps necessary to prevent underage drinking at the event.

k. Check Identification. If students or minors may attend the event, then the group sponsoring is responsible for designating persons responsible for checking the IDs of anyone ordering alcohol at the event who appears to be younger than 30 years of age. Persons designated to check IDs may not drink alcohol at the event and questionable forms of identification must be rejected.

l. Refuse to Admit or Serve Intoxicated Guests. No visibly intoxicated person should be admitted to the event or served alcohol at any function and a reasonable effort should be made to arrange a safe trip home for persons visibly intoxicated.

m. Provide Non-Alcoholic Beverages. The group sponsoring the event must have nonalcoholic beverages available for the duration of the event.

n. Serve Food. Food must be available for the duration of the alcohol service at the event.

o. Post Drinking Restriction in Prominent Places. Notices informing event attendees of the legal drinking age should be conspicuously posted at alcohol service locations. This requirement is particularly important for events where the event attendees may include students or members of the public who are younger than the legal drinking age.

p. Restrict Alcoholic Beverages to a Controlled Area. The group sponsoring the event must take reasonable steps to keep alcoholic beverages from being taken outside the predetermined boundaries for the event, to prevent visibly intoxicated persons from entering the event and to prevent persons from leaving the event to drink and then being readmitted to the event.

q. Arrange for Event Security. Groups sponsoring events with alcohol must provide adequate event security whenever a reasonable person would believe that the event poses an increased security risk due to the large numbers of people expected to attend, the possibility that minors will be in attendance, and/or the location or type of event. Sponsoring groups may not permit greater numbers of attendees than would reasonably be provided for by the number of security personnel present at the event.

r. Safe Travel. A reasonable effort should be made to arrange a safe trip to and from the sponsored event for all attendees. The sponsoring group should encourage event attendees to have a designated driver who will refrain from drinking and should make taxi information available to event attendees.

s. Review and Comply with other Applicable Policies. Other policies may also govern off-campus events (e.g. Greek risk management policies, University Special Event/Late Night Event Policy, chartered student organization requirements, NCAA requirements, etc.) and the group
sponsoring the event is solely responsible for appraising itself of all compliance requirements applicable to the event.

If your organization needs clarification on any of the information provided, or have questions concerning expenditures, account balances, authorized signatures, travel, or anything relating to SA fee funds please contact me Valencia Lewis at 404-413-9098 or vlewis3@gsu.edu.

REGULARLY USED FORMS (on Website)

Foundation Form
Payment/Reimbursement Request Form
Travel Authorization Form
Vendor Profile Form
Visitor Parking Form