FAC Committee

The Financial Affairs Committee (FAC) is comprised of twelve (12) student leaders and one (1) staff advisor from the following:

SGA VP Finance & SGA Treasurer: Chairs of the committee, preside over each meeting, but do not vote on allocation decisions.

SGA Senators: Five (5) SGA Senators serve as voting members of the committee.

Source Board of Governors: Three (3) representatives serve as voting members of the committee.

Student organization leaders: Two (2) representatives will be selected by the University Administration Vice President for Student Affairs.

FAC Advisor: Advisor attends committee meetings, but does not vote on allocation decisions.

The Financial Affairs Committee provides funding for student organization projects and events that benefit the UA student body as a whole. In order to ensure equitable allocation of funds, the FAC uses flexible guidelines, as well as, precedents for the funding of common expenditures. Using these guidelines as a reference, committee members deliberate about each and every request. Allocations are determined by a 2/3 majority vote of the committee. A list of the meeting dates and deadlines will be posted on the SGA website. With the fiscal year beginning October 1st and ending September 30th, the committee typically meets once a month during the academic year (seven meetings per year). Meetings are held on Monday evenings at 6:30 p.m. All decisions of the committee are reviewed and approved by the SGA Senate during their regular Thursday evening session. Award amounts will generally be posted for viewing by the student organizations by 5pm on Friday. Organizations may view their funding allocations in the CollegiateLink FAC Funding/Budget system. FAC funding must be used as allocated; any excess funding will revert back to FAC. Allocation recipients should immediately notify the FAC advisor of any cancellations. **If an organization spends funding allocated from the FAC on a program or event and then does not execute the program or event, then the offending organization shall not be eligible for any FAC funding during**
the next fiscal year. However, if there are unavoidable external circumstances, the SGA VP of Financial Affairs shall have the ability to waive this restriction, at his discretion.

Eligibility

All student organizations seeking funding from the Financial Affairs Committee (FAC) must be registered with The SOURCE for at least one month. In addition, the President or Treasurer of the organization must attend a SOURCE Foresight workshop prior to requesting funds. Registration with the Source and attendance to the Foresight Workshop must be completed each fiscal year. Only currently enrolled students of the University of Alabama are eligible to utilize FAC funding.

Precedential Awards * Effective 10/1/15

**Travel:** $2,400 per fiscal year ($400.00 per student maximum, for up to 6 students)

**Office Supplies/Advertising:** $800 per fiscal year (office supplies, postage, printing, advertising)

**Equipment:** $800 per fiscal year (equipment purchases become UA property and must be stored in a secure location on-campus)

**Project:** $6,000 maximum, with a $2,000 limit to cultural food

Maximum funding to eligible student organizations will be $10,000 per fiscal year for all funding categories.

*These amounts are precedents and not guarantees for any student organization. The allocations are approved at the committee's discretion, and must pass approval by the SGA Senate.

Funding Periods (Effective 10/1/15)**

FAC Funding will be divided among the allocation meetings to better distribute funding:

- **$100,000** will be allocated among the October, November and January meetings
- Likewise, **$100,000** will be allocated among the February, March, April and September meetings

Thus advanced planning is key: you may only apply for funding within the appropriate months relating to your needs.

Determining Factors

The factors used by the FAC in determining allocations are:

- The nature of the project or activity
- The number of students affected by the project
- Size of the student organization
- Adherence to University guidelines and policies
• Degree of outside funding sources (encouraged by FAC)
• Co-sponsorship – two or more student organizations collaborating to put on a project or activity
• Precedents based on FAC deliberations
• The amount of pending requests to the FAC made by student organizations.

Funding Request Process

The President or Treasurer of the organization MUST complete the funding request. Funding Requests are due by midnight on the Monday prior to the FAC meeting. A copy of the FAC Dates and Deadlines may be found on the SGA website. The FAC Funding Request is completed through an electronic process hosted on the myBama website. Go to the website: www.myBama.ua.edu. Click on the Campus Life tab. Click on the “mySource” link. Then complete the instructions as follows:

1. Login (using myBama credentials)
2. Select My Shortcuts.
3. Select the organization for which funds are being requested.
4. Click the “Finance” link on the left side of the page.
5. Click the “Create Funding Request” button on the top of the page.

A separate Funding Request MUST be submitted for each of the four funding categories: travel, equipment, project and office supplies/advertising. Be sure to select the account title that matches the funding category. (Ex: Account = GSA-Travel, Category=FAC Funding-Travel.)

Then proceed with the funding request:

6. Enter the subject of the request (enter organization name).
7. Enter the amount (total amount for the funding category).
8. Provide a description for the request (Who, What, Where, When & Why)
9. Select the account (travel, equipment, project, office supplies/advertising)
10. Select Category of spending
11. Complete the questions under Additional information as they apply to the request.
12. Click on the link for the FAC Guidelines to read them (if not already done so).
13. Complete the check-box to electronically sign the funding request
14. Click the “Submit Request” button.
15. Notify the organization President and Advisor of the need to access the Funding Request to provide approval by changing the “stage” to the next level of approval.
When the Funding Request is submitted, the President and Advisor must approve the Funding Request. Use the same method of access listed above to make this approval. Both the President and the Advisor Approvals must be completed by midnight on the day before the FAC meeting. If the required approvals are not received prior to the deadline, the organization will still be able to present their funding request proposal at the FAC meeting; however, funds will be held until approvals are received. Please direct any questions regarding the Funding Request process to slphillips@sa.ua.edu.

President and Advisor Approval Process

The student organization President and Advisor must access the submitted Funding Request and change the stage to the appropriate step in the drop-down stages menu (i.e., President Approval = President approval stage), note their approval or denial in the comments section, and click the save button.

Funding Request Presentation

The student organization President or Treasurer must be prepared to discuss the detailed Funding Request proposal in person to the FAC at the Monday night meeting. There will be a sign-in sheet located outside the meeting room. The President/Treasurer will wait outside the meeting room until their organization name is called. As presentations are heard in the order in which the Funding Requests are received online, organizations will have to wait their turn to present. The FAC will hear the proposal, and will ask questions about the funding request as appropriate. Each presentation should last no more than five minutes. The Committee reviews between 25-50 presentations per meeting. Although it is unavoidable, we apologize in advance for the length of these meetings. The FAC Advisor will send notification emails to the organization President or Treasurer to assign a time slot for the FAC meeting. This should help minimize the wait time for the meetings. So please make sure that you arrive promptly for your presentation time. If your organization fails to attend the FAC meeting to present the request, this will cause the request to be denied. To have the request reviewed at a future meeting, a new request must be submitted.

Access to Awarded Funds

Funds must be claimed within 60-days of the award notification date. Funds MUST also be claimed within the fiscal year they are allocated (October 1 – September 30). Any unspent funds will be returned to the FAC budget for reallocation during the remainder of the fiscal year. Funds can be accessed either by reimbursement of expenses incurred by the organization or individual member of the organization, or by
requesting a direct purchase through University procurement procedures (i.e.: UA Purchase Order, UA Visa Procurement Card, UA Departmental Transfer, UA Accounts Payable check issue). **Either method of access requires that a “Purchase Request” be submitted online.** It is the responsibility of the student organization to spend their awarded funds within the allotted timeframe.

**Expenditure Details**

1. **Precendential Items**
   a. Travel, $2400 per fiscal year
      i. **May not exceed $400 per person,**
      ii. Includes: transportation, lodging, registration, etc. *(food IS NOT an eligible expense)*
      iii. **Funding is only available for currently enrolled UA students.** UA Faculty and/or Staff travel is not funded by FAC
      iv. Payment of fuel expenses will be allocated at the current UA mileage reimbursement rate, which is currently $.56 per mile. *(A conference program and travel details may be required for this reimbursement.)*
      v. **FAC General Terms and Conditions Travel Funding Request:** the organization must read and agree to these terms and conditions as a requirement of the travel funding request
      vi. Each student traveling must complete and sign the **University Funded Travel Individual Release and Acknowledgment form** prior to departure. This form details the date, location and purpose of the travel, and identifies each student who will be traveling. The CWID will be verified to ensure all travelers are enrolled UA students. **If the student is under the age of 19, a parent/guardian signature is required.**
      vii. If a UA Fleet vehicle will be used, OR UA funds are used to secure a rental vehicle; the driver must be at least 21 years of age, have no less than three (3) years driving experience and possess a valid driver’s license. A Motor Vehicle Record (MVR) form must be completed by all possible drivers. This form will authorize UA insurance provider to access the driver’s MVR record. This form MUST be approved BEFORE a student is allowed to drive the aforementioned vehicles. The form should typically be completed two-weeks prior to the requested travel date. Once approved, this form will be valid for one year.
      viii. Prior to operating a University vehicle, the driver will be contacted by Risk Management for completion of on-line driver safety/education training. Additional training will be required to operate a passenger van
      ix. To ensure adequate processing time, travel documentation MUST be submitted to the FAC Advisor, 15-days prior to the date of travel.
      x. Travel Release forms are available at [http://sga.ua.edu](http://sga.ua.edu) and should be submitted to the SGA Office at 2617 Ferguson Center prior to trip departure.

b. **Office Supplies/Advertising, $800 per fiscal year**
   i. Includes: general office supplies, advertising, printing, postage, publicity, etc.
   ii. Expenses are subject to UA Purchasing Policies and may be limited to current UA contract vendors.
   iii. Promotional items must be for ALL participants, must display the UA logo and Artwork must be approved by UA University Relations Department.

c. **Equipment, $800 per fiscal year**
   i. **Items must be kept in a secure location on campus**
ii. **Items become the property of UA and MUST be passed down year after year.**

iii. The President and Advisor MUST complete the FAC Equipment Receipt form prior to taking possession of the equipment.

iv. Generally allocated for items that will be used for a long period of time.

v. **Items covered under a UA Standing Contract will require the purchase be made from that contract vendor.**

vi. Equipment purchases are subject to UA Purchasing Policies and UA Risk Management Policies, and may be investigated to determine whether the proposed equipment purchase would result in the duplication of funding.

d. **Project, $6,000 maximum; $2,000 Cultural Food limit**

i. **Food**

   1. MUST BE CULTURALLY related to event to be eligible

ii. **Speakers.**

iii. **Includes: transportation and lodging for speaker only (or speaker honorarium)**

iv. **Payment must be processed via the UA Independent Contractor process.** Independent Contractor approval must be obtained at least two weeks prior to the event date.

v. **Musicians, Bands, DJs**

vi. **Payment must be processed via the UA Independent Contractor process or the UA Student Affairs contract approval process.** Independent Contractor approval or UA Contract approval must be obtained at least two weeks prior to the event date.

vii. **Venue Rental**

viii. **Includes: On and Off-Campus venue rental fees. If there is a venue rental agreement, it must be routed through the UA Student Affairs contract approval process to obtain official UA signatures.** *

ix. **Equipment Rental**

x. Funding allocated for the rental of equipment is subject to UA Purchasing Policies, UA Risk Management Policies and UA Student Affairs Contract approval policies

*Please allow 2-3 weeks for UA contract processing and approval.

2. **Requests that ARE NOT funded by FAC:**

a. **T-shirts**

b. Articles of clothing.

c. Individual or national organizational dues

d. Food associated with travel.

e. Alcoholic beverages, bartender and/or corkage fee

f. Food that is not meant to educate others about the practices of other cultures.

g. Any gifts used as awards for speakers, students, professors, etc.

h. **Traditional snacks or drinks**

i. **Christmas/holiday cards**

j. **Venue costs associated with any banquet or other celebratory event which is not open to ALL UA students.**

k. **Compensation for any losses realized during the planning and/or implementation of an event/project.**

l. **Donations to charitable organizations**

m. **Any cost associated with the provision of advertising or any other material support for an activity which promotes a particular political candidate or advocates a particular position on any pending legislation**
n. Block grants to a conglomerate of organizations in which there is no common activity or even associated with each of the individual organizations
o. Venue costs associated with any banquet or other celebratory event which is not open to UA Students.
p. Social registration fees (alcohol permits)
q. Organization Social Trips/travel
r. Costs associated with any organizational capital campaign
s. Any travel deemed personal or non-beneficial to the university community as a whole
t. Expenses related to personal endeavors
u. Non-UA Student travel/expenses
v. UA Faculty/Staff expenditures
w. Expenditures for organizations NOT REGISTERED with The SOURCE for at least one month prior to request
x. Individual funding (not associated with a student organization) requests. All funding must be through and for a registered student organization

**UA Purchasing Procedures**

The following UA purchasing methods may be used for FAC funded expenditures:

1. **UA Purchase Order (PO)** – required for services, equipment rental, and expenditures over $4,999.

2. **UA Visa Procurement Card (P-card)** – expenditures under $4,999, i.e., registration, airfare, hotel, supplies, equipment, etc.

3. **UA Departmental Transfer (DTA)** – On campus expenditures, i.e., UA Supply Store, University Printing, Ferguson Center, Crimson Copies, etc.

4. **UA Accounts Payable Check Issue (MDV)** – Invoice payment, i.e., venue rental, speaker fee, etc.

*There are specific qualifications required to utilize UA Purchasing Procedures. Organizations may contact the FAC Advisor via email at fac@sa.ua.edu to inquire about the purchasing process.*

**Reimbursement or Purchase Procedures**

The president or treasurer of the Student Organization should complete the Purchase Request
To access the Purchase Request form, go to the myBama website (www.myBama.ua.edu), click on the Campus Life tab and complete the following:

1. Click on the MySource logo
2. Login (using myBama credentials)
3. Select My Shortcuts
4. Select the organization for which funds are requested
5. Click the “Finance” link on the left side of the page
6. Click the “Create Purchase Request” button on the top of the page (A separate Purchase Request for each “category” is needed.).
7. Enter the “subject” of the request (Enter whether this is for a reimbursement or a purchase to be made.).
8. Enter the requested amount for the transaction.
10. Select the account.
11. Select the category that was allocated
12. Complete payee information  (Include CWID for student payee)
13. Complete the Additional information (as it applies to the request).
14. Click the “Submit Request” button.

If submitting a reimbursement, please refer to the “Reimbursement Packet” section below for further instructions. If requesting that the FAC Advisor make a purchase, please contact the advisor to make arrangements for the purchase at (205) 348-0710 or slphillips@sa.ua.edu.

**Reimbursement Packet:**
Students should follow the directions below to assemble a neat, orderly and accurate reimbursement packet (which includes a PDF copy of the FAC Purchase Request, proof of purchase, proof of payment and a Direct Deposit form).  **If the request is for a reimbursement, use tape (DO NOT STAPLE) to affix small receipts (all edges should be secured) to the front of a sheet of copier paper, and submit them to the FAC Advisor’s Office at 3515 Ferguson Center for processing.**

**ONLY COMPLETE PACKETS WILL BE ACCEPTED FOR REIMBURSEMENT.**

1. **ONLY THOSE FAC APPROVED EXPENDITURES ARE ELIGIBLE FOR REIMBURSEMENT.** ONLY itemized receipts may be reimbursed. The Itemized Receipts should match those approved expenditures.
2. Itemized Receipts submitted should match the total amount listed on the Purchase request.
3. It should be indicated on the Purchase Request whether the student organization, an individual student or an advisor will be reimbursed; the current mailing address should be provided. If an individual or advisor is to be reimbursed, their CWID should be provided.
4. The following proofs of purchase and proofs of payment should be gathered for submission:
DEBIT/CREDIT CARD PURCHASES

If purchase was made with a debit/credit card, the following should be provided:

A. **Proof of Purchase:** the *Original ITEMIZED receipt* of ALL purchases should be submitted. In most cases, the last four digits of the account number of the debit/credit card used will be displayed on the receipt.

B. **Proof of Payment:** We will accept an official bank statement with the name of the accountholder PRINTED on the statement (name cannot be hand-written) and details of the purchase CLEARLY listed on the statement.

CASH PURCHASES

If purchase was made with Cash, please provide the following:

A. **Proof of Purchase:** *Original ITEMIZED receipt* of ALL purchases, with the method of tender listed as “CASH” on the receipt.

B. **Proof of Payment:** - IS NOT required for cash purchases.

CHECK PURCHASES

If purchase was made with a Check, the following should be provided:

A. **Proof of Purchase:** *Original ITEMIZED receipt* of all purchases; method of tender should be listed as “check” on the receipt.

B. **Proof of Payment:** an official bank statement which lists the check number and amount, OR a photocopy (front and back) of the cancelled check which clearly shows the endorsement may be accepted.

5. A **PDF copy of the Purchase Request** should be submitted with the packet.

6. A completed **Direct Deposit Authorization form** should be submitted.

7. All documentation should be secured with a paper clip or binder clip

8. Reimbursement Packet should be delivered in an envelope addressed to the SGA Treasurer to the SGA Office, 2617 Ferguson Center.

Reimbursement to the Student Organization/individual student: Student Organization reimbursements are processed in accordance with the UA Spending Policies [http://financialaccounting.ua.edu/accounts-payable/spendingpol.html](http://financialaccounting.ua.edu/accounts-payable/spendingpol.html). Individual Student reimbursements are processed in accordance with the UA Student Payment Policy [http://financialaffairs.ua.edu/finance/stud-rec/studentpaymentpolicy.html](http://financialaffairs.ua.edu/finance/stud-rec/studentpaymentpolicy.html).

The UA Accounts Payable Department will verify that the organization is an officially registered student organization via the SOURCE Student Organization Directory. Once processed, the funds will be disbursed
by direct deposit to the organization’s or individual’s bank account. In the event that a check must be issued, it MUST be mailed to the recipient’s address. The Direct Deposit Authorization form may be found on the SGA website. The FAC Advisor will complete The UA Department Certification Statement for University Business Expenses Student Reimbursement form on the student’s behalf, and submit it with the reimbursement packet. The UA Accounts Payable Department will process the payment. The reimbursement process generally takes 7-10 business days from the time the FAC Advisor submits the documentation to Accounts Payable.

**Appeals process**

1. Any organization wishing to appeal the FAC decision must submit their concerns in writing to the SGA Vice President of Financial Affairs.

2. Letter will be reviewed by the SGA VP of Financial Affairs and the SGA Treasurer. SGA VP of Financial Affairs will respond in writing to the organization explaining the basis for the Financial Affairs Committee’s amended decision.

3. If issue is unresolved, the organization will be asked to provide further explanation/details for consideration and review by the FAC Appeals Council. The FAC Appeals Council will consist of the FAC Co-Advisors, SGA VP for Financial Affairs and one member from: the SGA Senate, the SOURCE Board of Governors and the Student Leadership council who did not originally vote on the Award in question.

4. The decision made after this deliberation will be presented to the SGA Senate for approval. THIS DECISION WILL BE FINAL.