



**Student Activity Fee Allocation Committee
Operational & Financial
Policies and Procedures Manual**

Updated: 10/29/2008

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SAFAC Committee Mission Statement

The Student Activity Fee Allocation Committee (SAFAC) exists to support the initiatives, goals, and activities of Drexel student organizations and Student Life by allocating student activity fees. SAFAC applies consistent unbiased funding decisions to represent the interests of Drexel undergraduate students and enhances campus life by supporting the educational mission of Drexel University.

SAFAC Committee Goals

- To help student organizations achieve their financial goals
- Maintain a fair and reasonable level of funding to student organizations with a viewpoint neutral stance
- Review policies and procedures to ensure contemporary practices in meeting student needs
- Promote open communications with all student organizations on campus
- Work cooperatively with Student Life and USGA to enhance the undergraduate student experience

FISCAL YEAR

The fiscal year of the Drexel University Student Activity Fee Allocation Committee (SAFAC) shall be the same as Drexel University's Institutional fiscal year [July 1 to June 30]

SAFAC Funding

All transactions related to SAFAC funding will occur through an organization's 17-SAFAC Account. This is one of two accounts created for all student organizations. The account will consist of a six digit fund number and a four digit org number

	Fund	Org
Example:	170252	- 3554

The following information under the SAFAC Funding section of this policies and procedures manual will apply only to an organization's 17-SAFAC account.

At the end of the fiscal year any unused money in an organization's 17-SAFAC account will roll back into SAFAC for redistribution.

Student organizations **must** be fully recognized in the fiscal year in which they wish to access their funds. Any organization not fully recognized will be unable to access their account until full recognition is complete.

Note: The SAFAC Advisor and Assistant Dean for Campus Engagement reserves the right to deny any purchase request or reimbursement from this account which may violate SAFAC policies, Drexel Institutional policies, state and/or federal laws.

I. Annual Allocations

Annual Allocations is the process in which student organizations submit a fiscal year operational budget by the designated deadline to receive a portion of the available Student Activity Fee funds. These monies are used to fund conferences, promotional items, capital expenditures, and events open to all registered students at Drexel University. SAFAC Committee Liaisons will be assigned by the end of each fall term.

Sports Clubs – All sports clubs will apply for funding through the Club Sports Council which is overseen by the Office of Recreational Sports. No Sports club will be eligible to apply for SAFAC Annual Allocations through this process.

Fraternities/Sororities – All fraternity, sorority, and governing councils will apply for funding through the FSL Funding Council which is overseen by the Office of Fraternity & Sorority Life. No fraternity, sorority, or governing council will be eligible to apply for SAFAC Annual Allocations through this process.

A. Eligibility:

The following criteria must be met in order to receive an Annual Allocation or Appeals Funding:

1. Recognized by the Office of Campus Activities by February 28 of the year applications are due;
2. Has a membership that is made up of currently enrolled Drexel University students;
3. Student organization must have any one member attend an Annual Allocation Information Session to apply for annual allocations for the upcoming fiscal year;
4. Student organization President, Treasurer and Advisor listed on the Annual Allocation Request Form must be consistent with the Student organization recognition paperwork on file with the Office of Campus Activities.

All organizations are able to apply for SAFAC Annual Allocations as long as all eligibility requirements are met. Failure to meet eligibility requirements before the designated due date will remove a student organization from SAFAC Annual Allocations consideration.

B. Annual Allocations Process

i. Annual Allocation Information Session

Student Organizations will be required to have one member participate in an Annual Allocation Information Session.

ii. Annual Allocation Applications for FY 2010

Student organizations will complete an Annual Allocation Application which is comprised of the following sections and will be due on **April 10, 2009 at 6pm** in the **Greenawalt Student Development Center room 32”A”**.

1. Organization Information – Organizations will supply information relating to their organization in this section.
2. Operational Expenses – Organizations can apply for expenses related to purely operating needs such as dues, office supplies, advertising, etc.
3. Capital Expenses – Organizations can apply for expenses related to equipment expenses which have a life span of at least 3 years such as uniforms, backdrops, and banners.
4. Activity Expenses – Organizations can apply for expenses related to hosting a wide variety of programming and activities for the student body such as guest speakers, rented equipment, set-up costs, decorations, entertainment, etc.
5. Conference Expenses – Organizations can apply for expenses related to attending national, regional, or interested related professional development opportunities such as registration fees, travel expenses, and lodging.
6. Allocation Summary – Organizations will summarize their total expense requests for all areas on this page of the Allocation Applications

Note: Some funding limits may apply. Please see the SAFAC Funding Guidelines sheet on the SAFAC website: www.drexel.edu/safac for details relating to all funding limits.

iii. SAFAC Committee Review

The SAFAC Committee will review all applications between **April 24, 2009 and April 27, 2009** and make all funding decisions for fiscal year 2010 applications.

iv. Annual Allocation Distribution Letter

Student organizations will receive a SAFAC letter on **May 1, 2009** detailing all FY 2010 funding decisions made by the SAFAC Committee.

v. SAFAC Allocations Distributed

All awarded SAFAC allocations will be deposited into the organizations 17-SAFAC account by August 1, of each fiscal year.

II. Appeals Allocations

SAFAC Appeals Allocations is the process in which students apply for initial funding or additional funding after Annual Allocations have been completed. Any excess money after Annual Allocations is moved to the Appeals Process and will vary from year to year. There are three appeals categories which are identified and listed below. Appeals applications will mirror the SAFAC Annual Allocation Applications and will be due on **May 15, 2009 at 6pm** in the **Greenawalt Student Development Center room 32"A**".

Sports Clubs – Sports Clubs are ineligible to appeal through SAFAC. Any funding appeals will need to be brought to the Club Sports Council.

Fraternities & Sororities – Fraternities, sororities, and governing councils are ineligible to appeal through SAFAC. Any funding appeals will need to be brought to the FSL Funding Council.

A. Appeals Types

i. Type 1 Appeals

Type 1 appeals are for any organizations which met some of the requirements but did not complete all requirements to be eligible for a SAFAC Annual Allocation. Things that can be included in this category are:

- Advisor, President, or Treasurer on application not consistent with records in OCA
- Organization did not complete recognition by February 28, 2009
- Organization did not have one person participate in the Allocation Information Session.

Funding in this category will be dependent on how much money is remaining after SAFAC Annual Allocations.

ii. Type 2 Appeals

Type 2 appeals are for any organizations which met no requirements to be eligible for SAFAC Annual Allocations. Funding for this category will be dependent on how much money is remaining after Appeals 1.

iii. Type 3 Appeals

Type 3 appeals are for any organizations which received a SAFAC Annual Allocation but are requesting additional funding for items not originally funded during the Annual Allocations process. Funding in this category will be dependent on how much money is remaining after Appeals 1 and 2.

B. Appeals Process**i. Appeals Applications**

Appeals Applications for all three types of appeals need to be completed and submitted by **May 15, 2009 at 6pm** to the **Greenawalt Student Development Center room 32”A”**.

ii. Organization Appointments

Organizations in the Appeals Type 3 category will be eligible to meet with the SAFAC Committee prior to their applications being reviewed to explain why additional funding beyond their SAFAC Annual Allocation is being applied for.

iii. SAFAC Committee Review

The SAFAC Committee will review all FY10 requests during the week of **May 18, 2009 through May 22, 2009**.

iv. SAFAC Appeals Letter Distribution

Student Organizations will receive their SAFAC Appeals Letter on **May 29, 2009** detailing all FY 2010 Appeals funding decisions made by the SAFAC Committee.

III. Reserve Funding

Reserve funding consists of up to 10% of Available SAFAC Estimated Allocation Budget after all other line item funding has occurred. Only newly formed organizations will be eligible to apply for an operating budget through Reserve Funding throughout the fiscal year. Any pre-existing organization which had the opportunity to apply for SAFAC Annual Allocations and/or SAFAC Appeals Allocations, but failed to do so, will be ineligible to be funded through the Reserve Funding process for operating expenses. Pre-existing organizations may only apply to Reserve Funding for unforeseen expenses.

Note: The Assistant Dean of Campus Engagement reserves the right to allow exceptions to this policy for pre-existing groups on a case by case basis.

Sports Clubs – Sports Clubs are ineligible to apply for SAFAC Reserve Funding. Any Reserve Funding requests will need to be brought to the Club Sports Council.

Fraternities & Sororities – Fraternities, sororities, and governing councils are ineligible to apply for SAFAC Reserve Funding. Any Reserve Funding appeals will need to be brought to the FSL Funding Council.

A. Reserve Funding Eligibility Requirements

1. Must be a newly formed student organization during the fiscal year in which you are applying for Reserve Funding;
2. Must submit the Reserve Funding Request Form twenty-eight (28) days prior to the date of the event. Any request submitted less than 28 days prior to the date of the event cannot be guaranteed review prior to the event.
3. Student Organization President, Treasurer and Advisor listed on the Reserve Funding Request Form must be consistent with the Student Organization Recognition paperwork on file in the Office of Campus Activities.

B. Reserve Funding Application

1. Contact Information – Student organizations will list their name and contact information on this part of the application.
2. Event Information – Student organizations will list event details such as date, time, location, reservation number, and provide a brief description of the event.
3. Expense Request – Student organizations will line item detail all expenses they wish to apply for to be considered for SAFAC funding.
4. Expected Income – Student organizations will detail all expected income methods and approximate income amounts related to the event.

C. Reserve Funding Process

i. Reserve Funding Application

Student organizations will submit their Reserve Funding Application 28 days in advance. Any request submitted less than 4 weeks in advance cannot be guaranteed review prior to the date of the event.

ii. Organization Appointments

Student organizations will be contacted via email with the day, time, and location that their application will be reviewed. Student organizations are encouraged but not required to attend. This allows for open communication between the SAFAC committee and the student organization prior to a financial decision being made.

iii. Committee Review / Allocation Decided

Student organizations will step out of the room while the SAFAC Committee deliberates over the requests. Once a final decision has been made the student organization will be called back into the room where the final financial decision and reasoning will be given.

iv. Letter of Allocation Sent

Within 1-2 business days of the SAFAC Meeting, the student organization will receive a formal email letter explaining the SAFAC decisions on the Reserve Funding request.

v. Allocations Transferred

All awarded monies will be transferred to the student organizations 17-SAFAC account.

IV. Estimation of Student Activity Fee

The student activity fee will be determined by the following equation:

$$\underline{\text{Number of Enrolled Students}} \times \$150.00 = \underline{\text{Estimated Beginning Total}}$$

$$\underline{\text{Estimated Beginning Total}} (+) \underline{\text{Previous Rollback}} (-) \underline{\text{Contingency}} = \frac{\underline{\text{Available SAFAC}}}{\underline{\text{Estimated Allocation Budget}}}$$

Number of Enrolled Students: This number will be determined by the end of fall census.

Previous Rollback: This number will be determined based on unused and returned SAFAC Allocations from two fiscal years prior.

Contingency: This number will be up to 12% of the Estimated Beginning Total. Contingency is deducted to account for institutional attrition.

VI. Line Items

The SAFAC Committee funds products and services which are essential to the functioning of student organizations. Line items are deducted from the Student Activity Fee before allocations are made to student organizations. Line item funding may include but is not limited to:

1. SAFAC Advisor base salary and benefits
2. Lease and maintenance agreements for student organization use
3. Licensing for music broadcast
4. Reserve Funding (up to 10% of Available SAFAC Estimated Allocation Budget after all other line items)
5. D.U.S.T. operating budget
6. Capital improvement for GSDC
7. Sports Clubs (See SAFAC Funding Section I)
8. Fraternities/Sororities (See SAFAC Funding Section I)
9. EMS Services
10. Programs, initiatives or services which are deemed appropriate by the Assistant Dean of Campus Engagement or the Dean of Students.
11. Campus Activities Board budget of up to 23% of the Available SAFAC Estimated Allocation Budget
12. Undergraduate Student Government Association of up to 2% of the Available SAFAC Estimated Allocation Budget
13. SAFAC Committee Operating Budget of up to 0.75% of the Available SAFAC Estimated Allocation Budget
14. The Center City Student Government Association will receive an amount to be determined by the Dean of Students.

VII. Financial Policies

A. General

1. All events must be open to all students of Drexel University. This includes graduate, part-time, and undergraduate students.
2. All events must be advertised to the Drexel student population (i.e. Daily Digest, InfoNet, posters, flyers, etc)
3. Any organization wishing to hold an off-campus event, using student activity fees, which can normally be held on campus must receive approval from the Office of Campus Activities.
4. Student activity fees cannot be used to purchase alcohol.
5. Student activity fees cannot be used for contributions or donations to the campaign fund of any candidate or political or religious movement. This does not prohibit the payment of speaker's fees to political or religious figures.
6. Student activity fees cannot be used for contributions or donations to charitable organizations.
7. Student activity fees cannot be used to pay honoraria, instruction or service fees to employees or students of Drexel University. (including coaching fees)
8. Student activity fees will not be allocated for miscellaneous, petty cash, or unknown activity items on the Annual Allocation Request, Appeals Request or Reserve Funding Request.
9. Organizations can be funded for organizational membership in national or professional associations. Personal or individual memberships will not be funded.
10. Expenditures for awards, non-promotional give-aways and gifts cannot be funded by student activity fees.
11. Promotional Give-Aways may be paid for using student activity fees. To qualify as a promotional give-away the item must have the organizations name and/or logo and must be given for free to the student body at events.
12. Organizations can be funded for food if the expenditure is
 - a. Part of an on-campus program or event that is open to the Drexel University community and publicized as such
 - b. For contracted speakers or performers, or
 - c. For conferences and competition travel.
13. Items purchased with student activity fees are the property of Drexel University and are to be used for official organization use only.
14. All business transactions (check requests, purchase orders, etc.) must have signed authorization by the President or Treasurer. All business transactions exceeding \$500.00 must also include the signature of the organization advisor.
15. Organizations must be a fully recognized student organization to access funds in any account.

16. Any money raised on an event paid with SAFAC fees must be reimbursed to your SAFAC Account first. Please reference deposit policy (Deposits, Sec. I)
17. Student organizations may be subject to an audit by SAFAC. Each term SAFAC will audit, at random, three student organizations. Student organizations will be given at least two weeks notice to schedule a meeting between their treasurer and one other member for the organization, and two SAFAC committee members. The student organization must maintain accurate records of its expenditures and must be able to justify that they were necessary for the functioning of the student organization.
18. The University reserves the right to freeze/seize any and all funds of an organization that accrues debt or misrepresents or violates the University and/or SAFAC Constitution and Bylaws in the spending of funds.
19. All student organizations which received funding will be required to submit an End of Year report detailing the use of their funds through the fiscal year. Details regarding this report will be supplied to student organizations towards the end of each fiscal year.

B. Sports Clubs (In Addition to General Policies)

1. Sports Clubs will need to have the approval of the Office of Recreation for all purchase requests or reimbursements.
2. Any general equipment necessary for basic execution of a sports club activity may be purchased with SAFAC funding (balls, discs, pucks, equipment bags, cones, etc.).
3. Competition uniforms/jerseys may be funded.
4. Individual athletic apparel including footwear, skates, warm-ups, swimsuits and practice gear will not be funded.

C. Fraternities & Sororities (In Addition to General Policies)

1. Fraternity, sororities, and governing councils will need to have the approval of the Office of Fraternity and Sorority Life for all purchase requests and reimbursements.
2. Chapter dues can be applied for. Please reference membership policy (SAFAC Funding Sec. VII, A-9)

Note: Policies may be adjusted or created throughout the fiscal year. Should this occur, student organizations will receive official notification of any policy changes, updates or newly created policies via e-mail.

Note: Student Governing Bodies (USGA, Goodwin Council, GSA), CAB and the SAFAC Committee are not standard student organizations. Exceptions to these funding policies may exist for these groups and must be approved by the Assistant Dean for Campus Engagement.

71-Rollover Account

The 71-Rollover account is the second of two accounts created for student organizations. This account will consist of a six digit fund number and a four digit org number:

Fund Org
Example: 710254 – 3526

The policies and procedures which guide the use of the 17-SAFAC Account do not apply to an organization's 71-Rollover account. Student organizations can utilize money in this account to pay for any expense which does not violate Drexel Institutional Policies, State and/or Federal laws.

Student organizations do not lose any money in this account. At the close of the fiscal year the ending balance of the 71-Rollover account will be the beginning balance in the next fiscal year.

Student organizations **must** be fully recognized in the fiscal year in which they wish to access their funds. Any organization not fully recognized will be unable to access their account until full recognition is complete.

Note: The Assistant Dean for Campus Engagement reserves the right to deny any purchase request or reimbursement from this account which may violate Drexel Institutional policies, state and/or federal laws.

Alternate Funding Opportunities

I. S.O.S.E. Grant

<http://www.drexel.edu/eventservices/SOSEGRANT.html>

The S.O.S. E. Grant was established by the Drexel Event Services Office in conjunction with the CAP Fund (Commissions for Activities and Programs.) The primary goal of the S.O.S. E. Grant is to support student organizations by providing monetary support for facilities fees for on campus events.

Note: This program is sponsored by the Office of Event Services and not through SAFAC.

II. Late Night/ Weekend Programming

Student organizations are eligible to apply for Late Night/ Weekend Programming through the Office of Campus Activities. The eligibility requirements are as follows:

1. The student organization must be fully recognized by the Office of Campus Activities and/or Fraternity and Sorority Life.
2. The event **must** occur Monday thru Friday from 9pm -2am or on Saturday or Sunday at any time.
Note: The event must be at least 2 hours long.
3. Event must be completely alcohol and substance free [*any visibly intoxicated person will be removed from the event*]
4. All University policies must be followed during the entirety of the event.
5. The event must be held on campus
6. The organization must have members monitoring the event to ensure compliance of all policies
7. The event must be advertised and open to the entire student population (*including part-time and graduate students*)

8. These funds cannot be used for recruitment/fundraising based events
9. All advertisement materials must be approved by the Office of Campus Activities and must include the Office of Campus Activities and Division of Student Life logos.
10. You must make an appointment to meet with the Late Night Programming Coordinator to review the logistics of your event.

For more information please contact Walter Parrish at 215-895-1328 or askOCA@drexel.edu

Note: This program is sponsored by the Office of Campus Activities and not through SAFAC.

III. Alumni Grant

The Drexel University Alumni Board of Governors has established a Grants Program to provide financial support to recognized student organizations.

The Board evaluates funding proposals and provides financial support for activities hosted by recognized student organizations that increase the interaction between students and alumni, enhance the student experience, promote tradition, support academic excellence, reconnect alumni to the university, create a greater awareness of the Alumni Association, and promote the Association as a relevant and integral part of the university community.

For more information and to download the application please visit:

http://www.drexel.edu/ia/alumrel/grants_scholarships.asp

Note: This program is sponsored by the Alumni Association and not through SAFAC.

IV. CAP Funding (Commission for Activities & Programs)

The Commission for Activities & Programs supplies some funding towards student organization event expenses. The application can be downloaded on the OCA website:

http://www.drexel.edu/studentlife/oca/downloads/CAP_Request_Form.doc

The eligibility requirements are as follows:

1. Funding must be requested for a specific expense (e.g. T-shirts.)
2. Events must be advertised and open to the entire student population. These funds cannot be used for recruitment-type events.
3. Funding for food or printing and mailing will only be eligible if using Drexel services.
4. The CAP Fund does not allocate funds toward conferences, parties or banquets.
5. The CAP Fund does not allocate funds toward gifts.
6. Unrestricted cash allocations are not available.
7. Fundraising events are not normally eligible, but will be looked at on a case by case basis.
8. Due to liability issues, CAP cannot pay directly to a rental car company. Rental cars or vans have to be paid by requester and reimbursed by the CAP Fund. In all other circumstances CAP must pay invoices directly to the vendor. Failure to do so will result in forfeiting the funds granted.
9. Event must be of a scope open and beneficial to the entire University Community.

For more information please contact the Office of Retail Management at 215-895-6776.

Note: This program is sponsored by the Office of Retail Management and not through SAFAC.

Debt

Student organizations go into debt when their yearly purchases exceed actual available money in either their 17-SAFAC or 71-Rollover accounts.

I. 17-SAFAC Account Debt Process

1. Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their 17-SAFAC Account.
2. Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.
3. Should a student organization have sufficient funds in their 71-Rollover account, SAFAC will transfer the amount owed from the 71-Rollover account to the 17-SAFAC account.
4. Should a student organization have in-sufficient funds in their 71-Rollover account, the group will be sent notification via e-mail to meet with the SAFAC Advisor to set up a payment plan and be placed on interim recognition suspension.

Note: Student organizations will no longer be able to apply a previous year's fiscal 17-SAFAC debt to their next fiscal year's SAFAC Allocation.

5. Once the debt is paid in full the organization will be removed from interim recognition suspension and be able to operate at full recognition ability. Failure to repay the debt will keep your organization on recognition suspension until the debt is paid.

II. 71-Rollover Account Debt Process

6. Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their 71-Rollover Account.
7. Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.
8. Student organizations will be sent notification via e-mail to meet with the SAFAC Advisor to set up a payment plan and be placed on interim recognition suspension.

Note: 17-SAFAC money cannot be used to cover 71-Rollover debt.

9. Once the debt is paid in full the organization will be removed from interim recognition suspension and be able to operate at full recognition ability. Failure to repay the debt will keep your organization on recognition suspension until the debt is paid.

Note: The Office of Campus Activities may withdraw an organization's recognition should it be unable to make restitution for its debt.

Deposits

Any money earned through fundraising, donations, or dues belongs to the organization at Drexel University. All income must be deposited in either a student organizations 17-SAFAC or 71-Rollover account.

I. 17-SAFAC Deposits

Student organizations will deposit money into their 17-SAFAC account **only** if SAFAC funds were used to cover the expenses for fundraising activities and **only** the amount funded from the 17-SAFAC account will be deposited back into the 17-SAFAC account.

Example 1: Organization uses \$300 from the 17-SAFAC account to buy t-shirts. The organization raises \$700 in t-shirt sales. \$300 must be deposited back into the 17-SAFAC account. The remaining \$400 is the organizations personal profit and must be deposited into the 71-Rollover account.

Example 2: Organization uses \$300 from the 17-SAFAC account to buy t-shirts. The organization raises \$200 in t-shirt sales. All \$200 must be deposited back into the 17-SAFAC account and no personal profit exists to deposit into the organizations 71-Rollover account.

II. 71-Rollover Deposits

Student organizations will deposit all dues and donations into their 71-Rollover account.

All fundraising money, after a 17-SAFAC recovery (see 17-SAFAC Deposits policy), will be deposited into a student organizations 71- Rollover account.

III. Deposit Process

1. Student organizations will complete and Student Organization Deposit Form.
2. The student organization must submit the deposit form along with all checks, cash, and/or money orders to the SAFAC Office at GSDC room 32"A".
3. All deposits will be made by the Friday of each week. It will take approximately 2-3 business days for all deposits to clear a student organizations account.

Note: Student organizations are not allowed to have an off-campus bank account.

Purchasing

Student organizations have three options in accessing their 17-SAFAC and 71-Rollover funds:

1. Students can request to have purchases made on the SAFAC Advisor's credit card
2. Students can request to have a check processed from their accounts and mailed to pay for merchandise or services.
3. Students can pay for the services or merchandise and get reimbursed from their accounts.

Sports Clubs – All purchase requests and reimbursements from sports clubs must be signed and approved by the Office of Recreation before they can be processed.

Fraternities & Sororities - All purchase requests and reimbursements from fraternities, sororities, and governing councils must be signed and approved by the Office of Fraternity & Sorority Life before they can be processed.

Note: The Assistant Dean for Campus Engagement reserves the right to change and update all policies and procedures regarding purchasing throughout the fiscal year.

I. Cash Reimbursements

Students who choose to pay for merchandise or services and use cash up to \$100.00 can be reimbursed cash.

A. Cash Reimbursement Process

1. Students must complete a "Student Organization Purchase Form".
2. The form must be signed by the President and/or the Treasurer.
3. The completed Student Organization Purchase Form must be submitted to the SAFAC Advisor in GSDC room 32"A" along with all original receipts.
4. Students will receive notification within 1-2 business days to pick up their completed and signed Cash Reimbursement Form.
5. Students will need to take the completed Cash Reimbursement Form to the Cashier's Office and will receive their cash on hand.

Note: The entire process should take no more than 2 business days to complete.

II. Check Requests

Check Requests are used to reimburse students for purchases made with credit or debit card or cash over \$100.00. Check Requests are also used to pay for merchandise and services where credit card is not accepted and students do not want to pay out-of-pocket.

A. Check Request Process

1. Students must complete a "Student Organization Purchase Form".
2. The form must be signed by the President and/or Treasurer. [Purchases over \$500 require Advisor signature].
3. The completed Student organization Purchase Form must be submitted to the SAFAC Advisor in GSDC room 32"A" along with all necessary documentation:
 - a. Original Receipts [receipts should be taped to a sheet of blank paper 1-sided]
 - b. Invoices [Accounts Payable does not accept statements]
 - c. Credit Card Statement [only if the student does not have the original receipt. All information should be blacked out with the company name and purchase amount the only readable information]
 - d. Copies of cashed checks. If a payment was made with a check, a copy of the front and back of the cashed check is required by Accounts Payable. Online bank print-outs are acceptable.
 - e. OCA completed signed contract
4. The SAFAC Advisor will complete the check request within 1-2 business days after receipt. The completed request will be sent to Accounts Payable located in 3201 Arch St.
5. Accounts Payable will cut a check within 7-10 business days after receiving the request. The check will take an additional 5-7 business days to receive in the mail.

Note: If a check is not received within 15-17 business days the SAFAC Advisor should be contacted and informed.

III. Purchase Order

The SAFAC Advisor has a credit card which is used to purchase services, travel arrangements, and merchandise for student organizations. It is highly recommended student organizations take advantage of this resource to limit the amount of out-of-pocket expenses students cover.

A. Purchase Order Process

1. Students must complete a "Student Organization Purchase Form".
2. The form must be signed by the President and/or Treasurer. [Purchases over \$500 require Advisor signature].
3. The completed Student organization Purchase Form must be submitted to the SAFAC Advisor in GSDC room 32"A" along with all necessary documentation:
 - a. Quotes
 - b. Statements
 - c. Invoices
 - d. Online Printouts
 - e. Log-in Information for Registration Sites
4. The SAFAC Advisor will process the order and payment within 1-2 business days after receipt.
5. All merchandise will be shipped to your organizations' name at the Office of Campus Activities.

Note: There is a \$2,500 per purchase limit. If your order exceeds \$2,500 it will take an additional 1-3 business days to processes.

Note: Any order between \$2,500 - \$4,999 will require one additional competition quote. Any order over \$5,000 will require two additional competition quotes. Failure to submit competition quotes along with your order will cause your order to be unprocessed.

IV. Unprocessed Orders

If a cash reimbursement, a check request, or a purchase order cannot be processed the student organization will receive an email with an attached cover sheet and a copy of their request detailing why it cannot be processed.

Common Reasons:

1. Missing documentation
2. Accounts Payable Requests More Information
3. Errors on original submitted paperwork

Once a an unprocessed request email is sent, the request will be placed in a holding folder until the organization supplies the information requested in the cover letter.

Policies/Procedures Changes

The SAFAC Advisor, Assistant Dean for Campus Engagement, and Dean of Students reserves the right to change, update, remove, or add policies and procedures throughout the academic and fiscal years. Should this occur student organizations will be notified via the Office of Campus Engagement memo's which are sent out regularly to all student organizations.

If a student or student organization wishes for the SAFAC Advisor or Assistant Dean for Campus Engagement, to review and/or revise an existing policy, a formal written request detailing the following should be submitted:

1. Name of Student or Organization
2. Policy/Procedure in question
3. Details concerning the policy or procedure and why a review/revision is being requested.

This should be sent to the SAFAC Advisor by either dropping it off at GSDC room 32"A" or email at safac@drexel.edu

Reporting Violation of Policies

Any student wishing to report the misuse of SAFAC funding or a violation of university policies can do so by sending notification to safac@drexel.edu for SAFAC funding policies or to askOCA@drexel.edu for university policy violations.