



INDIANA UNIVERSITY
OFFICE OF STUDENT ORGANIZATION ACCOUNTS
Bloomington

STUDENT ORGANIZATION ACCOUNTS POLICIES

COLLECTION OF FUNDS:

All funds collected for your organization (dues, donations, t-shirt sales, etc.) must be deposited into your SOA account.

Checks must be made payable to the organization. Do **not** accept checks payable to yourself, Indiana University or the Student Organization Accounts Office.

Do not take cash collected and make purchases directly for your organization.

DEPOSITS:

Prepare a deposit slip listing all funds to be credited to your account. Include the income code to explain the source of the funds.

Deposits should be made on a **timely** basis and brought to the SOA Office in the Poplars Building W109. Cash deposits should be made within **24-48 hours after collection**.

A student organization should not be solely funded by a department or University funds.

PAYMENT REQUESTS:

Payment requests must be submitted through the online Payment Request System, <http://www.soa.indiana.edu>.

Payment requests must be accompanied by proper documentation.

- A detailed invoice or statement from the merchant showing the total due and items purchased (Organization meeting minutes or further explanation may be required upon request.)
- A properly completed reimbursement form and all detailed paid receipts showing the total to be reimbursed
- A statement of service, W-9, and DV Payee Certification form (please contact SOA or refer to website for required forms) for payment of services rendered

SPECIAL NOTE: ABOVE INSTRUCTIONS are for payments for service for individuals who are NOT IU employees. If the org is going to hire an IU employee the treasurer will need to contact the SOA office FIRST. If this procedure is not followed the org runs the risk that the person will not be paid

Documentation is to be sent to the SOA Office, Poplars Building W109, to be matched with your pending payment request.

Payment requests lacking required documentation will not be processed and will be returned to the treasurer for further review.

Payment requests must be approved by the treasurer and by the advisor. Treasurers will complete the online request form which will automatically forward the transactions to the organization's advisor.

Allow three business days from the time the payment request is approved by the advisor, documentation is received, and is noted as processing indicating receipt by the SOA Office for a payment to be processed.



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Allow a minimum of two to four weeks for Statement of Service payments to be processed.

Funds **MUST** be in your account to cover each payment request. SOA will not write a check which will overdraw your account.

BOOKKEEPING PROCEDURES:

Keep the ledger current. Enter all payment requests, deposits, organization transfers and adjustments at the time of the transaction. Verify your ledger against your statement to help prevent errors. Please request an up to date statement from the SOA office

Enter all adjustments into your ledger immediately upon receiving notification from the SOA Office that:
a deposit amount has been adjusted, a payment request has been voided, a payment request amount has been changed, a check has been returned by the bank as dishonored, or an adjustment has been made to your account

Please note: it is your responsibility to collect the funds for any returned checks and to deposit the new funds into your account.

SOA PURCHASE CARDS:

The SOA Purchase Card may be used to make purchases with local merchants up to the maximum \$500.00 limit. The SOA Purchase Card must be presented to the merchant at the time of purchase to ensure proper identification and billing. For purchases over \$500, the vendor reserves the right to verify available funds in your account with the SOA Office.

At the time of purchase, make sure that the SOA Purchase Card number and your organization's name are noted on the merchant receipt prior to signing for the purchase.

Each organization is responsible for all charges made on the SOA Purchase Card. ***THIS INCLUDES ANY CHARGES MADE ON A CARD THAT HAS BEEN LOST OR STOLEN.***

If a card has been lost or stolen, contact the SOA Office immediately. While we may not be able to stop the use of the card, we will work with you to identify whoever is using the card and limit charges.

If a Purchase Card has been lost or stolen, you may request a replacement card. Complete a Purchase Card Replacement Request in the SOA Office, Poplars Building W109.

GENERAL POLICIES

SOA funds may **NEVER** be used to make **personal purchases**, to purchase **alcoholic beverages**, or to purchase **tobacco products**. Indiana University is a smoke-free campus.

If a vendor notifies SOA of a delinquent bill, the treasurer will be notified. If the bill is not paid in a timely manner, SOA reserves the right to pay the bill out of the account and notify the treasurer. The organization will be liable for any late fees incurred.

Beverage Products on Campus:

Please take note if your student organization will be purchasing soda, juice, or bottled water for any meetings, events, or activities on campus: You must purchase Coca-Cola beverage products including Dasani Water. (Coke, Sprite, Diet Coke, Coke Zero, Dr. Pepper, Mello Yello, Fanta, Fresca, Minute Maid, Vitaminwater, Monster Brands, Gold Peak, FUZE, Honest Tea, Powerade, etc.) If you have questions, please see our office.



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The Account Ledger, Purchase Card, and Pencil Pouch MUST BE TURNED IN TO THE SOA OFFICE when a treasurer vacates the position, when requested by SOA, and/or at the end of the school year.

SOA reserves the right to shut down any account misusing funds or not complying with these policies. Needed action will be taken with Student Ethics, IU Internal Audit, and/or University Counsel.

Travel:

A motor vehicle records check **MUST** be completed through the Insurance, Loss Control and Claims Office when renting from IU Motor Pool, Enterprise, or driving a personal vehicle on an organization event/trip.

Programs Involving Children Policy:

All Student Organization events involving children **MUST** be registered under the Indiana University Programs Involving Children Policy at <https://onestart.iu.edu/my2-prd/portal/162134> and all volunteer/employee policies **MUST** be followed.

Licensing & Trademark:

The Office of IU Licensing and Trademarks has created a special logo for student organizations to use on printed material, clothing, etc. in order to denote that the student organization is registered at IU. Student Organizations are not permitted to use the Indiana University logos.

Inactive Accounts:

Once a student organization account has been inactive for two (2) full fiscal years it is moved into inactive status with SOA. These accounts can be reactivated within an additional three (3) year window. Once the account has reached a total of five (5) fiscal years as inactive, it is no longer available to be re-opened.

Tips, Tricks, and advantages of having an SOA account

No Monthly Service Charge: SOA does not charge a service fee to process your account transactions, provide training, or assist in managing your funds.

SOA Purchase Card: There is no out-of-pocket expense when using the Purchase Card at local vendors. You get your merchandise immediately and pay the vendor later.

Use of University Facilities:

Room Rental: Indiana Memorial Union, IU Auditorium, residence halls, classrooms, University Gym, Willkie Auditorium, University Club, etc.

Printing Services: Maxi Duplicating, Printing Services, Copies & More

Student Foundation: Purchase tickets and entry fees for IU Sing and Little 500.

Other Services: Physical Plant, University Information Technology Services, Recreational Sports, IMU Catering & Hotel, IU Bookstore, Auditorium Tickets, etc.

Department Support: IU departments can make contributions to a student group's account to help sponsor an event. See forms at www.soa.indiana.edu.

Funding Options- IU Funding Board, RHA Funding Board, and Metz Grants:

Groups get money faster from the funding boards with an SOA account.

Limited Gift Card Usage: Gift cards can be purchased for prizes, awards, and thank-you gifts in small values with appropriate accompanying documentation. Gift cards cannot be purchased for payment of service nor to be used as petty cash. Please see the SOA Office for more details.



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Budgeting and Reporting Tools: Use of income and expense codes will provide reporting tools to assist your organization in budgeting and understanding how funds are used over the course of an academic year.

Checks and Balances System: Accounts are audited at the end of each school year and/or when the treasurer changes. All payments and expenditures must be approved by the Treasurer and the Advisor to ensure appropriate use of funds.