Indiana University
Student Organization Accounts

In Office Hours 8am – 5pm
Doors Open 9am – 4pm
Monday - Friday

Poplars Building W109     400 E. 7th Street     Bloomington, IN 47405
iusoa@indiana.edu                http://soa.indiana.edu
General Overview of Student Organization Accounts (SOA)

SOA is the banking and bookkeeping department for all recognized student organizations.

As a recognized student organization, you are subject to the SOA General Policies found on the front of your training packet and on the SOA website.

Organizations may not have outside bank accounts.

SOA funds may never be used to make personal purchases or to purchase alcoholic beverages.
Student Organization Accounts

Student Organization Accounts (SOA) provides fiscal oversight and banking/bookkeeping services to student organizations as recognized through the Student Life & Learning (formerly Student Activities) and the Residential Program and Services Offices. Additionally, the department works to provide customer service assistance to the organizations, various administrative offices and local merchants.

Announcements

8.1.2014 Welcome Back!
If you are a returning treasurer, you can pick up your materials from SOA any time after August 13th. Please bring the signature forms with you which can be found under the “forms” tab. If you are a new treasurer, you will need to sign-up for a training session under the “training” tab. Please include your organization’s full name. Thanks!

7.25.2014 Treasurer Materials For Pick-up
The following RPS accounts will be prepared for the treasurers to pick-up starting August 1st: Community Council, RA Student Programming, Orientation, and Student Staff Development. Please remember to bring both treasurer/advisor signature forms with you when you come to pick-up your materials. Thanks!
DEPOSITING FUNDS

CASH
• Deposit all cash into your SOA account within 48 hours by bringing it to our office.
• Do not take cash collected and make purchases directly for your organization.

CHECKS
• Deposit all checks into your SOA account within 48 hours by bringing them to our office.
• All checks collected should be made payable the name of your organization.

SOAPay
• VISA & Master Card – Credit Cards
Organization Name: Stock Market Club

Coin: $5.45  Currency: $250.00  Checks: $1500.00

Total Deposit: $1755.45

Deposit Detail:
Income Code: 401  Amount: $1000.00
Income Code: 421  Amount: $500.00
Income Code: 415  Amount: $255.45
Income Code: ____________  Amount: ____________

Total of All Income Codes: $1755.45

John Doe
Depositor Printed Name

09/15/10
Date Prepared

John Doe
Depositor Signature

Note: The total deposit and total income code(s) must be equal.
Student Organization Accounts

MEN'S LACROSSE CLUB

Statements  Payment Requests

Last Updated August 19, 2011 at 12:00 am

You may view the following statements:

- August 2010
- September 2010
- October 2010
- November 2010
- December 2010
- January 2011
- February 2011
- March 2011
- April 2011
- May 2011
- June 2011
- July 2011
- Activity since August 1, 2011
PAYMENT REQUESTS

• A payment request authorizes SOA to write a check from your SOA account and pay for your purchases and activities.

• All documentation must accompany a payment request in order for SOA to process the payment (i.e., receipt, invoice, proof of payment, reimbursement form, statement of service, organizational transfers)

• All payment requests are electronically signed and approved by both the treasurer and the advisor.

• Any payment request lacking required documentation or signatures will be denied in the Payment Request System.
Student Organization Accounts

MEN'S LACROSSE CLUB

Statements  Payment Requests

Request #:

Go  New Request

Status:

Pending
-- Show All --
New
Pending
Advisor Approved
Processing
Denied
Canceled
Paid

No pending requests found.
# Payment Request

## Student Organization Accounts

**MEN'S LACROSSE CLUB**

### Statements

<table>
<thead>
<tr>
<th>Pay To</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Total Amount</th>
<th>Transaction Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail</td>
<td>Invoice Payment</td>
</tr>
<tr>
<td></td>
<td>Reimbursement</td>
</tr>
<tr>
<td></td>
<td>Payment for Service</td>
</tr>
<tr>
<td></td>
<td>Wiscard Payment</td>
</tr>
<tr>
<td></td>
<td>Advance Check</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Invoice #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Authorization

- **Treasurer**: Kimberly A. Karchewski

08/01/2011

- I hereby request funds be withdrawn from my organization's account to process this payment. [Approve]

- **Advisor**

- [Full Name]

08/01/2011

- I hereby approve the withdrawal of funds from this organization's account to process this payment. [Approve]

- I do not approve this transaction at this time. Hold

- I will not approve this request. Deny
Payment Request for SOA Purchase

Student Organization Accounts

TETER OUTDOOR ADVENTURE

Pay To: PAPA JOHNS
Address: 415 N. WALNUT
City: BLOOMINGTON
State: IN
Zip Code: 47404
Total Amount: 122.54
Transaction Date: 9/5/13
Delivery Method: Mail
Payment Type: Invoice Payment
Expense Type: FOOD
Invoice #: 9046
Description: PIZZA FROM PAPA JOHN'S FOR TWO FLOOR MEETINGS AT THE START OF THE SEMESTER

Save and Continue  Cancel
# Student Organization Accounts

**Payment Request for Reimbursement**

<table>
<thead>
<tr>
<th>Pay To:</th>
<th>Jenny Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Eigenmann A504</td>
</tr>
<tr>
<td>City:</td>
<td>Bloomington</td>
</tr>
<tr>
<td>State:</td>
<td>IN</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>47408</td>
</tr>
<tr>
<td>Total Amount:</td>
<td>26.64</td>
</tr>
<tr>
<td>Transaction Date:</td>
<td>8/15/14</td>
</tr>
<tr>
<td>Delivery Method:</td>
<td>Mail (x)</td>
</tr>
<tr>
<td>Payment Type:</td>
<td>Reimbursement</td>
</tr>
<tr>
<td>Expense Type:</td>
<td>SUPPLIES</td>
</tr>
<tr>
<td>Invoice #:</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>Purchase from Target for floor program on campus safety</td>
</tr>
</tbody>
</table>

[Save and Continue] [Cancel]
<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>PAYMENT REQUEST #</th>
<th>DEPOSIT / CREDIT</th>
<th>PAYMENT / DEBIT</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td>08/10/10</td>
<td>Kroger</td>
<td>23</td>
<td>32.45</td>
<td></td>
<td>509.55</td>
</tr>
<tr>
<td>08/15/10</td>
<td>K-Mart</td>
<td>54</td>
<td>55.64</td>
<td></td>
<td>453.91</td>
</tr>
<tr>
<td>09/04/10</td>
<td>Dues</td>
<td>55</td>
<td>500.00</td>
<td></td>
<td>953.91</td>
</tr>
<tr>
<td>09/10/10</td>
<td>Sale of Merchandise</td>
<td>70</td>
<td>200.00</td>
<td></td>
<td>1,153.91</td>
</tr>
<tr>
<td>10/01/10</td>
<td>Papa Johns</td>
<td>89</td>
<td>40.00</td>
<td></td>
<td>1,113.91</td>
</tr>
<tr>
<td>10/15/10</td>
<td>returned check (John Doe)</td>
<td>92</td>
<td>50.00</td>
<td></td>
<td>1,063.91</td>
</tr>
<tr>
<td>10/17/10</td>
<td>Jane Doe (reimbursement)</td>
<td>150</td>
<td>100.00</td>
<td></td>
<td>963.91</td>
</tr>
<tr>
<td>10/31/10</td>
<td>IU Dance Machine (statement of service)</td>
<td>243</td>
<td>500.00</td>
<td></td>
<td>463.91</td>
</tr>
</tbody>
</table>
THE PURCHASING PROCESS

• You must have funds in your account before you can make any purchases.

• You may not make direct purchases with cash collected for the organization.

• Purchases can be made from approved vendors with the SOA Purchase Card.

• Purchases made with the SOA Purchase Card are sales tax exempt.

• You can spend your own money and then get reimbursed from the SOA account.
USING THE SOA PURCHASE CARD

• When making a purchase, advise the vendor that this is an SOA purchase and present the card.

• It is your responsibility to make sure the organization’s name and number are on the invoice and/or receipt before signing for the merchandise.

• Always get a detailed receipt.

• Prepare your payment request from the receipt you get at the time of the purchase.

• Notify the SOA office immediately in the event of a lost or stolen SOA Purchase Card.
• You can spend your own money and then get reimbursed from the SOA account.

• Fill out a Reimbursement Form, attach all detailed receipts & proof of payment received from purchase made, and submit to the SOA Office to be matched with an online payment request.

• Purchases made with personal funds are not exempt from sales tax.
Travel Card

• Can be used for Hotel, Airline tickets, Conference Registration, Group Tours, and Any Other Travel Related Expenses

• Group Sales Information or Invoice should be brought to the SOA Office and Our Office will make the Payment with the Travel Credit Card

• A Payment Request should also be submitted

• A Travel Itinerary Form needs completed

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Advance checks can be processed for the following reasons:

- Purchases from a vendor who will not accept the SOA Purchase Card
- Money needed for out-of-town trips
- Money needed to make online purchases

A payment request must be processed in order for the SOA Office to prepare an advance check.
Paying Someone for a Service

- Organizations may hire someone to perform a service such as DJ services, speaker, performing artists, and lecturers.

- Federal tax laws require the person receiving payment to file federal taxes on the income. This form of payment is non-reimbursable for your group members.

- Payment for services is processed through Indiana University’s Payroll Department.

- PLAN AHEAD – you must discuss this hire with SOA PRIOR to committing to a person. Contact us for information and required documentation.

- 2 - 4 weeks to get payment to the individual
Programs Involving Children Policy

• Policy regarding any programs in which children are involved
• Policy applies to all student organizations with child interaction on or off campus – after school programs, mentoring, tutoring, fundraisers, social events, tours, open-houses, workshops, etc.
• Programs MUST be registered
  OneStart > Protect IU > Programs Involving Children
• All volunteers, students, and employees need Background Check and Training
  See #2 Background Check under Policy Statement
• Under Indiana state law mandatory reporting of any child abuse or neglect is required – Report to IUPD
• A complete version of the policy can be found on OneStart and at www.policies.iu.edu
FORMS
• Online form through Insurance, Loss Control, and Claims needs to be completed anytime your organization is driving on an event
• Drivers need to fill out “Authorization Form for Motor Vehicle Records Check” when driving a personal vehicle or ANY rental vehicle. – Allow 2 weeks for processing before event
• Form is good for 1 year, Can be done at the start of school year

COVERAGE
• Renting from Enterprise
  With SOA Account number comes $1 Million in coverage along with a damage waiver
• Renting from IU Motor Pool
  With SOA Account number comes coverage under Indiana University Insurance
• Driving a Personal Vehicle is covered by the individual’s personal car insurance policy
SOA REMINDERS

• E-mail, call, or come in to the SOA Office if you have any questions or need help with any transactions.

• Turn in your **Purchase Card, Completed Ledger, and Pencil Pouch** at the end of your term or the end of the school year, so we can audit it and release you from your obligations.

• **DO NOT** turn your treasurer materials over to someone else.

• **IMPORTANT REMINDER:** We must have a payment request for payment or to get funds out of the account.
QUESTIONS?

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