

Indiana University Student Organization Accounts



In Office Hours 8am – 5pm
Doors Open 12 – 4pm
Monday - Friday

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, to purchase alcoholic beverages, or to purchase tobacco products.

VISIT OUR WEBSITE



Student Organization Accounts

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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 24-48 hours by bringing it our office.
- Do not take cash collected and make purchases directly for your organization.

CHECKS

- Deposit all checks into your SOA account within 24-48 hours by bringing them to our office.
- All checks collected should be made payable the name of your organization.

DEPOSIT SLIP

DEPOSIT SLIP

Organization Name: _____

Coin: \$ _____ Currency: \$ _____ Checks: \$ _____

Total Deposit: \$ _____

Deposit Detail:

Check BOX if Sale of Merchandise

Income Code: _____ Amount: \$ _____

Income Code: _____ Amount: \$ _____

Income Code: _____ Amount: \$ _____

Income Code: _____ Amount: \$ _____

Total of All Income Codes: \$ _____

Depositor Printed Name Date Prepared

Depositor Signature

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

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, organization meeting minutes, 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.

E-Services

Student Organization Accounts

Log Out

MEN'S LACROSSE CLUB

Payment Requests Archive

Request #:

Go

New Request

Status:

Pending

-- Show All --

New

Pending

Advisor Approved

Processing

Denied

Canceled

Paid

Archived

Payment Type:

-- Show All --

Begin:

1 year ago

End:

now

No pending requests found.

Payment Request

Student Organization Accounts Log Out

MEN'S LACROSSE CLUB

Statements | **Payment Requests**

Pay To: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Total Amount: _____
Transaction Date: _____
Delivery Method: Mail Pick Up
Payment Type: Invoice Payment
 Reimbursement
 Payment for Service
 Multicard Payment
 Advance Check
 Transfer
Expense Type: ---SELECT EXPENSE TYPE---
Invoice #: _____
Description: _____

Authorization

Treasurer: Kimberley A. Kercheval
08/01/2011
 I hereby request funds be withdrawn from my organization's account to process this payment.

Advisor: (Full Name)
(MM/DD/YYYY)
 I hereby approve the withdrawal of funds from this organization's account to process this payment.
 I do not approve this transaction at this time.
 I will not approve this request.

Payment Request for SOA Purchase

Student Organization Accounts

[Log Out](#)

TETER OUTDOOR ADVENTURE

Statements Payment Requests Archive

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 Pick Up
Payment Type: Invoice Payment
 Reimbursement
 Payment for Service
 Multicard Payment
 Advance Check
 Transfer
 Donations
Expense Type: FOOD
Invoice #: 9046 8924
Description: PIZZA FROM PAPA JOHN'S FOR TWO FLOOR MEETINGS AT THE START OF THE SEMESTER

Save and Continue

Cancel

Payment Request for Reimbursement

Student Organization Accounts

Log Out

EIGENMANN ORIENTATION

Statements Payment Requests Archive

Pay To: Jenny Smith

Address: Eigenmann A504

City: Bloomington

State: IN

Zip Code: 47408

Total Amount: 28.64

Transaction Date: 8/15/14

Delivery Method: Mail Pick Up

Payment Type: Invoice Payment
 Reimbursement
 Payment for Service
 Multicard Payment
 Advance Check
 Transfer
 Donations

Expense Type: SUPPLIES

Invoice #: [] [] [] [] []

Description: Purchase from Target for floor program on campus safety

Save and Continue Cancel

THE LEDGER

STUDENT ORGANIZATION:

DATE	JULY 1, 2016	<u>DESCRIPTION</u>	PAYMENT REQUEST #	DEPOSIT / CREDIT	PAYMENT / DEBIT	BALANCE
			BALANCE BROUGHT FORWARD			542.00
08/10/16		Kroger	43056		32.45	509.55
08/27/16		Marsh	43092		55.64	453.91
09/14/16		Dues		500.00		953.91
10/05/16		Sale of T-shirts		200.00		1,153.91
10/15/16		Papa John's	43126		40.00	1,113.91
10/31/16		Returned Check (Jane Doe)	43594		50.00	1,063.91
11/03/16		Reimbursement - John Smith	43852		100.00	963.91
11/12/16		DJ Company - Statement of Service	44013		500.00	463.91
11/28/16		K-Mart	44280		25.26	438.65

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 NO LONGER sales tax exempt.
- You can spend your own money and then get reimbursed from the SOA account.

Beverage Products on Campus

- Beverage Products - 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.)

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.



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 and record the transaction on your ledger.
- Notify the SOA office immediately in the event of a lost or stolen SOA Purchase Card.

REIMBURSEMENTS

- 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.

ADVANCE CHECKS

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 on-line 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.
- **PLAN AHEAD – you must discuss this hire with SOA PRIOR to committing to a person. Contact us for information and required documentation.**
- 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.
- 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
 - One.iu.edu > 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 One.IU and at www.policies.iu.edu

Is your group going to TRAVEL?

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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