

SPSF Student Programming Allocation Committee (SPAC)

Allocation Guidelines

(rev 20160216)

Congratulations on receiving an allocation from the Student Programming Allocation Committee for your upcoming event. By accepting funds derived from the Student Programs and Services Fee, your registered student organization agrees that the funds shall not be used in any manner that would (1) violate federal, state, or local laws or ordinances, or (2) violate university policies applicable to students and/or registered student organizations. Registered student organizations, their members, and other people acting on behalf of registered student organizations are solely responsible for informing themselves about, and conforming their conduct to, laws, ordinances, and university policies. The following guidelines must be followed when using the funds:

Expenses

- In general allocated funds may be used to cover any expenses directly related to the production of the event. Examples include speaker fees, publicity, decorations, a/v rental, etc.
- Allocated funds may not be used
 - to purchase items that are considered semi-permanent such as tables, chairs, tents, hoses, etc. These types of items should be rented. Many times these items are available through one of the various facilities on campus such as the Student Union, Frieson Black Cultural Center, or TRECS.
 - to purchase items for a raffle
 - to purchase prizes
 - to purchase Billboard advertisement
 - to purchase T-shirts
 - to pay photographers or videographers
- The methods for procuring items for an event are listed below in order of preference:
 - Purchases through University departments
This is the most preferred method. It keeps monies within the University and allows charges to be processed through the use of inter –department transfers. SPECIAL NOTE: All purchases for items or services available through UCopy must be made through UCopy. UCopy will match any documented quote obtained from an off-campus source.
 - Purchases through outside vendors
There are three different ways that payments may be made for purchases made through outside vendors. They are, in the order of preference: invoice, procurement card, petty cash.
 - Payment by Invoice
There are many outside vendors willing to invoice the University for payment. This is by far the least cumbersome method for the University. If the vendor agrees to invoice the University, please make sure of the following:
 - ✓ The invoice must be billed to the University of Tennessee. A sample ‘bill to’ address is:
University of Tennessee
Attn.: Jordan Smith/(student organization name here)
2227 Dunford Hall

915 Volunteer Boulevard
Knoxville, TN 37996-0151

- ✓ The invoice must include a 'remit to' address.
- ✓ The invoice must be itemized.
- ✓ The invoice must be dated.
- ✓ The invoice must not include sales tax.

If you are making a purchase from a vendor who will be sending an invoice, please email Jordan Smith (jsmith15@utk.edu) with the name of the company and the anticipated amount of the invoice. A vendor must have a University vendor number before the vendor can be paid. If the vendor does not have a University vendor number, it will be necessary to have the vendor complete a W-9 and Minority Form. It takes approximately one week to obtain a vendor number once we have received the completed W-9, Minority Form, and Vendor Payment Selection Form.

▪ **Payment by Procurement Card**

If payment by invoice is not an option, then the second preferred method of payment is by procurement card. For this method of payment, advance arrangements need to be made with the Assistant Vice Chancellor for Student Life. This payment option is used most often with on-line purchases.

▪ **Payment by Petty Cash**

If payment by invoice or procurement card is not an option, then the final, but least preferred, method of payment is by petty cash. This is the least preferred option because it requires that an individual pay for the item themselves and then request reimbursement from the University; it results in tax being paid on the purchase, which is avoided by using one of the other two methods; and it many times reimbursement is delayed due to improper receipts, lag time in receipt submission, or other processing issues. If a petty cash purchase is made, please make sure of the following:

- ✓ The receipt must have the vendor's name on it.
- ✓ The receipt must be dated.
- ✓ The receipt must include the description and price of each item purchased.
- ✓ The receipt must indicate payment.

Receipts must be turned in for reimbursement no later than one week after the event. Receipts turned in after that time will not be reimbursed. The following information must be included with the receipts:

- ✓ Name of the person to be reimbursed
- ✓ Address of the person to be reimbursed
- ✓ Telephone number or email address of the person to be reimbursed

Revenues and Ticketing:

- Events must be ticketed whenever possible. The admission price for the public must be at least \$5.00 above that charged for students unless that would make the admission price exceed the estimated cost per person.

In that instance the admission price for the public must be at least the estimated cost per person rounded to the nearest dollar. SPECIAL NOTE: Students who do not Opt-In are required to pay the public price.

- Ticket sales must be done through either the Thompson-Boling Arena ticketing system or through the use of paper tickets provided by the Student Organization Business Office. If the Thompson-Boling Arena ticketing system is used, a final box office report will be generated by Thompson-Boling Arena. If the sale of tickets is handled through the use of paper tickets from the Student Organization Business Office, then it will be the responsibility of the student organization to provide box office reports upon return of the unused tickets.
- Students must be required to swipe their card to enter the event whenever possible. *This requirement is waived if the tickets are sold through the Thompson-Boling Arena ticketing system and students are required to swipe their ID when purchasing the ticket.*
- All revenues from ticket sales must be deposited through the Student Organization Business Office into the SPSF SPAC revenue account.
- Ticket revenue is used as follows:
 - It is first used to reimburse the student organization for any legitimate event expenses paid for with organization funds.
 - It is then used to reimburse the SPSF SPAC for any event expenses paid for with the SPSF SPAC allocation.
 - If there is any revenue remaining after all expenses have been reimbursed, the revenue is given to the student organization.

Reporting

- A Program Summary Sheet (see attached) must be completed and submitted to the Coordinator for Registered Student Organizations, Jordan Smith, within a month following the event. Student organizations will not be permitted to request future allocations from the SPSF SPAC until all required Program Summary Sheet(s) have been submitted.
- A digital copy of all posters and flyers used to publicize the event must be submitted to the Coordinator for Registered Student Organizations.

Publicity/Printed Materials

- All printed materials (flyers, posters, banners, programs, etc) must be purchased through the Student Union's UCopy or University's Graphic Art Services. UCopy will match any documented price offered by an off-campus printing service. Please indicate to UCopy the name of the event and organization name.
- All publicity materials must include the phrase, "This program is funded in part through the Student Programming Allocation Committee (SPAC)." If publicity materials also include programs that are not funded in part through the Student Programming Allocation Committee, then it must be clearly noted which program is funded by the SPAC. In addition, SPAC funds may only be used to cover that portion of the publicity materials cost that is attributable to the SPAC funded event. The portion attributable to the SPAC funded event will be calculated by dividing the number of SPAC funded events being advertised divided by the total number of events being advertised by the given publicity material.
- The event must be advertised on the VOLink website.

Contracts

- Contracts are required for all speakers. This does not apply if the speaker is a member of the University community (faculty, staff, student).
- Although student organization representatives may discuss contract terms with a speaker or agency, they are not authorized to commit the University to an agreement. This must be clearly communicated to the speaker/agency. The University is not bound to an agreement until it is fully executed (signed by both parties).
- Contracts must be fully executed before the event takes place.
 - It typically takes approximately five weeks to fully execute a contract once it has been received by the Assistant Vice Chancellor for Student Life.
- Contracts may be provided by the speaker/agency or the standard University contract may be used.
 - If the contract is provided by the speaker, it should be forwarded to the Assistant Vice Chancellor for Student Life as soon as possible.
 - If a standard University contract is to be used, it will be necessary to meet with the Assistant Vice Chancellor for Student Life to create the contract.

Other Key Fiscal Policies

- If an item is ordered for delivery, delivery must be made to an on-campus location.
- Single purchases of \$5,000 or more must be bid.