



XAVIER UNIVERSITY OF LOUISIANA

Student Government Association (SGA) 2014-2015

1 Drexel Drive • New Orleans, LA 70125 • (504)520-5720 • sga@xula.edu

TIMELINE GUIDE

1. All Check request must be obtained from Campus Activities in the University Center room 208
2. Check Request must be turned in for processing at least 5 days before the event date or date that the check is needed if less than 150.00.
3. Checks will be made available for pick up by the treasurer, president, or advisor of the class or organizations on **Tuesdays and Fridays after 3pm in Student Services located in the UC 305B.**
4. Checks requested over \$150.00 must be processed at Fiscal Services. If your check is over \$150.00 it will take approximately 10 working days to process. Vendors must supply Xavier with a Tax I.D. and/or Social Security Number along with a current address and telephone number. Checks are made payable to the vender **ONLY.**

TIMELINES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE SGA TREASURER

CHECK REQUEST PROCESS

5. Complete the form with the appropriate information, signatures and attachments (i.e. invoices and receipts). **FORMS SUBMITTED WITHOUT THE APPROPRIATE SIGNATURES AND ATTACHMENTS WILL NOT BE PROCESSED!**
6. If more items are being purchased than spaces on the actual check request and the total amount is under \$150.00 a separate invoice must be attached to the request.
7. All check requests for speakers, bands, D.J.'s etc. must identify separately the performer's fee; advertising cost; miscellaneous cost; and expected revenues.
8. Any Contract must be submitted before the allocation of any funds and all contracts must be approved and signed by Campus Activities. **No student may agree to verbal or written contracts on behalf of any student organization or the University.**
9. If there is uncertainty pertaining to the acceptance of checks by a specific vendor, please refer to the XU Vendors Checks List. If vendor has not been previously used by XU, the vendor must submit a W-9 form with the price quote or invoice. Contact the Treasurer with questions or concerns.

OTHER IMPORTANT INFORMATION!

10. **DOCUMENT CENTER:** Check requests for the Document Center must be submitted immediately and balance must be maintained by the sga, class or organization treasurer
11. **PO'S:** Ask vendors if they accept a Purchase Order, especially if the total is over \$150.00
12. **TURN IN RECEIPTS:** ALL Receipts should be turned in immediately; failure to do so may result in a freeze of funds.
13. **SALES:** Treasurers are responsible for collecting money and submitting to SGA Treasurer when selling items are collecting for events.
14. **PRE-SALES:** All funds collected for pre-sales must be submitted with request for balance of payment
15. **FUNDRAISING:** All funds collected must be submitted for deposit and a check for purchase of goods submitted.

Erica Lang, SGA Treasurer



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Office of Student Services
1 Drexel Drive
New Orleans, LA 70125
504-520-7359 studentservices@xula.edu

Student Services Policies and Procedures

Every registered student pays an activity fee. From these funds Student Government Association (SGA) sponsor social, cultural and educational events that will improve the total college student experience. Student Organizations may also petition IOC for certain event. Any money collected by an organization must be accounted for and turned in to the Treasurer. Students are not allowed to sign contracts on behalf of the University. Please check with your advisor on these matters.

To process a Budget Allocation Request - follow the steps below:

A budget request voucher can be found on line <http://www.xula.edu/sga/documents.php>

All check request vouchers should be returned to the SGA Treasurer located in the University Center Rm- 208 for processing. Correct spelling and who to make the check payable to is essential. Please complete the entire form and make sure you get the proper signatures. Along with your request an invoice is required and should be attached to your voucher. Check with the vendor for an invoice or written estimate. Ask the vendor if they will accept a Purchase Order number or check for the merchandise. There are three forms of payment:

- 1. PURCHASE ORDER (PO)** – Please indicate on your voucher if the vendor will accept a PO #. Fiscal Services will issue a PO# within three (3) days. That number will then be provided to the vendor and the organization. (A purchase order is an account number that is issued by Xavier University Fiscal Services and this number assures the vendor that you have been approved to order the merchandise and the vendor will be paid within thirty days *after* receipt of the items).
- 2. CHECKS** – If a check is required, you can pick up checks under \$150.00 within three (3) business days in the Office of Student Services, UC 305b. For amounts over \$150.00, requests must have final *approval* by the preceding Monday 12 noon for pick-up on the following Friday. *Note: Check request form with required signatures and all supporting documents must be included. Otherwise, there will be a delay in processing. Please allow 10 business days for amounts over \$150.00.*
- 3. AMERICAN EXPRESS CORPORATE CREDIT CARD** – (AMEX) Although we do not encourage excessive use of the credit card, on occasion organizations are allowed to use the corporate card for purchases such as booking a flight, reserving a hotel room for an artist or conference, online purchases(only for vendors that do not accept PO), etc. This card is not allowed outside the Office of Student Services. You must fill out a credit card authorization form along with a check request voucher for reimbursement of your purchase. Contact Ms. Franklin in Student Services at (504)520-7357 for more details.
- 4. Wal-Mart and Sam's Warehouse** – Purchases for these companies require a company-issued card that must be presented along with a check at the time of your purchase. This card is located in the Office of Student – UC 305B and must be returned after use. These stores have agreed to accept a university check. **NOTE: Checks for Wal-Mart and Sam's that exceed \$150.00 must be processed as an advance under your advisor's or treasurer's name. All receipts must be submitted within five days after purchase to SGA Treasurer.**



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Ordering Apparel or Trinkets --- follow this process:

1. Design Proof is approved by Executive Board, Advisor and submitted to Campus Activities for final University approval.
2. Organization submits design copy only with an estimate of services and a check request voucher.
3. SGA and/or Student Services processes the voucher with estimate for a Purchase Order number
4. The merchandise is delivered or service is rendered
5. The organization receives an invoice after merchandise is received and submits the invoice for payment processing. The organization also acknowledges he/she is satisfied with product.
6. Check is mailed to the vendor or the organization may pick up check within 30 days.
7. If money is collected in advance as partial payment for any items, such as tee-shirts, jackets, etc. you must submit the cash collections to the treasurer before final payment is issued. Your payment cannot be processed without the cash deposit or the payment will be processed for the amount of your item minus the cash collected.

Inter-organization Council (IOC)

Generally, most student organizations are eligible to petition SGA for funds to sponsor a particular event. These funds are awarded to campus organizations that have been recognized and approved through Inter-organizational Council (IOC). Funding requests by IOC organizations must be submitted with a check request using the same process above and must match the approved IOC budget.