



## **Fraternity & Sorority Life SAFAC Funding Procedures, FY2009/2010**

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### **SAFAC Committee Mission Statement**

The Student Activity Fee Allocation Committee (SAFAC) exists to support the initiatives, goals, and activities of Drexel student organizations and Student Life by allocating student activity fees. SAFAC applies consistent unbiased funding decisions to represent the interests of Drexel undergraduate students and enhances campus life by supporting the educational mission of Drexel University.

### **SAFAC Committee Goals**

- To help student organizations achieve their financial goals
- Maintain a fair and reasonable level of funding to student organizations with a viewpoint neutral stance
- Review policies and procedures to ensure contemporary practices in meeting student needs
- Promote open communications with all student organizations on campus
- Work cooperatively with Student Life and USGA to enhance the undergraduate student experience

**Fiscal Year** - The fiscal year of the Drexel University Student Activity Fee Allocation Committee (SAFAC) shall be the same as Drexel University's Institutional fiscal year [July 1 to June 30].

**SAFAC Funding** - All transactions related to SAFAC funding will occur through an organization's 17-SAFAC Account. This is one of two accounts created for all student organizations. The account will consist of a six digit fund number and a four digit org number. Example: 170252 - 3554

At the end of the fiscal year any unused money in an organization's 17-SAFAC account will roll back into SAFAC for redistribution.

Student organizations must be fully recognized in the fiscal year in which they wish to access their funds. Any organization not fully recognized will be unable to access their account until full recognition is complete.

**Annual Allocations** - Annual Allocations is the process in which student organizations submit a fiscal year operational budget by the designated deadline to receive a portion of the available Student Activity Fee funds. These monies are used to fund conferences, promotional items, capital expenditures, and events open to all registered students at Drexel University.

## **Fraternity & Sorority Life SAFAC Funding Procedures**

All fraternity, sorority, and governing councils will apply for funding through the FSL Funding Council which is overseen by the Office of Fraternity & Sorority Life.

**Background** – In FY 2008/2009, SAFAC made the decision to allow all fraternity/sorority chapters and councils the opportunity to apply for SAFAC funding following the same procedures as student organizations recognized through the Office of Campus Activities. Previously this opportunity was only granted to the governing councils and not the individual chapters. SAFAC granted this opportunity with the request that the fraternity and sorority community would file one comprehensive application for FY2009/2010. From this point on, Fraternity & Sorority Life will be considered a line item within the SAFAC Annual Allocation.

The fraternity and sorority community will be awarded a single allocation that will be dispersed among the Fraternity & Sorority Life office, Greek chapters and councils. The FSL Funding Committee will be charged with reviewing individual department, chapter and council applications for the purpose of dispersing the funding throughout the community.

**FSL Funding Committee** – The FSL Funding Committee will be composed of individuals from each of the three governing councils. The appointment of these individual representatives will be determined through each individual governing council. The FSL Funding Committee will be comprised of the FSL SAFAC Liaison (Committee Chair), 3 Interfraternity Council representatives, 2 Multicultural Greek Council representatives, and 2 Panhellenic Council representatives. The Council Treasurers for all three governing Councils will also serve as part of the committee. The Director of Fraternity & Sorority Life will serve as an advisor to the process and a non-voting member of the committee.

**FSL SAFAC Liaison** – The FSL SAFAC will serve as the SAFAC Liaison to all fraternity and sorority chapters as well as governing councils. The FSL SAFAC Liaison will serve as the Chair for the FSL Funding Committee. Additional responsibilities of the FSL SAFAC Liaison are as follows:

- Attend SAFAC's regularly scheduled term meetings (weekly commitment)
- Attend Member Training and Orientation
- Attend SAFAC Annual Allocation Deliberations
- Attend Appeals Deliberations
- Be knowledgeable of and adhere to SAFAC and other university policies
- Keep all information related to the decisions of individual organizations confidential only to be released to that specific organization and not in a public forum.
- Present and represent SAFAC's financial decisions to the Office of Fraternity & Sorority Life, as well as the individual chapters and governing councils
- Serve 1 office hour per week in the SAFAC Office

## **FSL SAFAC Spending Procedures:**

**Financial Policies** – Fraternity and sorority expenditures are to follow the financial policies set forth in the *SAFAC Operational & Financial Policies and Procedures Manual*, <http://www.drexel.edu/safac/downloads/SAFACPoliciesManual.pdf>

**Fraternities & Sororities (In Addition to General Policies)** - Fraternity, sororities, and governing councils will need to have the approval of the Office of Fraternity and Sorority Life for all purchase requests and reimbursements.

*Note: The SAFAC Advisor, Assistant Dean for Campus Engagement and Director of Fraternity & Sorority Life reserves the right to deny any purchase request or reimbursement from this account which may violate SAFAC policies, Drexel Institutional policies, state and/or federal laws.*

**I. SAFAC Account Debt Process** - Student organizations go into debt when their yearly purchases exceed actual available money in their 17-SAFAC account.

1. Student Organizations will receive a formal letter via e-mail notifying them of any debt accrual in their 17-SAFAC Account. Debt in the 17-SAFAC account is grounds for placement on the interim recognition suspension list.
2. Student Organizations will have 30 days to contest any charges to their accounts. After 30 days all charges to the account will be assumed accurate and the debt real.
3. Should a student organization have sufficient funds in their 71-Rollover account, SAFAC is able to transfer the amount owed from the 71-Rollover account to the 17-SAFAC account. A chapter or council check may also serve to satisfy the debt on the 17-SAFAC account.
4. Once the debt is paid in full the organization will be removed from interim recognition suspension and be able to operate at full recognition ability. Failure to repay the debt will keep your organization on recognition suspension until the debt is paid.

**II. SAFAC Account Deposits Process** - Student organizations will deposit money into their 17-SAFAC account *only* if SAFAC funds were used to cover the expenses for fundraising activities and *only* the amount funded from the 17-SAFAC account will be deposited back into the 17-SAFAC account.

### **Deposit Process**

1. Student organizations will complete and Student Organization Deposit Form.
2. Student organizations must submit the deposit form along with all checks, cash, and/or money orders to the Fraternity & Sorority Life Office, Creese 215.
3. All deposits will be made by the Friday of each week. It will take approximately 2-3 business days for all deposits to clear a student organizations account.

**III. SAFAC Account Purchasing Process** - Student organizations have three options in accessing their 17-SAFAC account:

1. Students can request to have purchases made on the SAFAC Advisor's credit card
2. Students can request to have a check processed from their accounts and mailed to pay for merchandise or services.
3. Students can pay for the services or merchandise and get reimbursed from their accounts.

***Fraternities & Sororities - All purchase requests and reimbursements from fraternities, sororities, and governing councils must be signed and approved by the Office of Fraternity & Sorority Life before they can be processed. This includes cash reimbursements, check requests and purchase orders.***

***I. SAFAC Account Cash Reimbursements*** - Students who choose to pay for merchandise or services and use cash up to \$100.00 can be reimbursed cash.

#### **Cash Reimbursement Process**

1. Students must complete a "Student Organization Purchase Form".
2. The form must be signed by the President and/or the Treasurer.'
3. The completed Student Organization Purchase Form must be submitted to the Director of Fraternity & Sorority Life, Creese 215, along with all original receipts.
4. Students will receive notification within 1-2 business days to pick up their completed and signed Cash Reimbursement Form.
5. Students will need to take the completed Cash Reimbursement Form to the Cashier's Office and will receive their cash on hand.

***II. Check Request Process*** - Check Requests are used to reimburse students for purchases made with credit or debit card or cash over \$100.00. Check Requests are also used to pay for merchandise and services where credit card is not accepted and students do not want to pay out-of-pocket.

#### **Check Request Process**

1. Students must complete a "Student Organization Purchase Form".
2. The form must be signed by the President and/or Treasurer. [Purchases over \$500 require Advisor signature].
3. The completed Student organization Purchase Form must be submitted to the Director of Fraternity & Sorority Life along with all necessary documentation:
  - a. Original Receipts [receipts should be taped to a sheet of blank paper 1-sided]
  - b. Invoices [Accounts Payable does not accept statements]
  - c. Credit Card Statement [only if the student does not have the original receipt. All information should be blacked out with the company name and purchase amount the only readable information]
  - d. Copies of cashed checks. If a payment was made with a check, a copy of the front and back of the cashed check is required by Accounts Payable. Online bank print-outs are acceptable.
  - e. OCA completed signed vendor contract
4. The Director of Fraternity & Sorority Life will process the check request within 1-2 business days after receipt. The completed request will be sent to SAFAC and then to Accounts Payable located in 3201 Arch St.
5. Accounts Payable will cut a check within 7-10 business days after receiving the request. The check will take an additional 5-7 business days to receive in the mail.

*Note: If a check is not received within 15-17 business days the SAFAC Advisor should be contacted and informed.*

***III. Purchase Order Request Process*** - The SAFAC Advisor has a credit card which is used to purchase services, travel arrangements, and merchandise for student organizations. It is highly recommended student organizations take advantage of this resource to limit the amount of out-of-pocket expenses students cover.

## **Purchase Order Process**

1. Students must complete a "Student Organization Purchase Form".
2. The form must be signed by the President and/or Treasurer. [Purchases over \$500 require Advisor signature].
3. The completed Student organization Purchase Form must be submitted to the Director of Fraternity & Sorority Life, Creese 215, along with all necessary documentation:
  - a. Quotes
  - b. Statements
  - c. Invoices
  - d. Online Printouts
  - e. Log-in Information for Registration Sites
4. The SAFAC Advisor will process the order and payment within 1-2 business days after receipt.
5. All merchandise will be shipped to your organizations' name at the office of Fraternity & Sorority Life

*Note: Any order between \$2,500 - \$4,999 will require one additional competition quote. Any order over \$5,000 will require two additional competition quotes. Failure to submit competition quotes along with your order will cause your order to be unprocessed.*

**SAFAC Account Unprocessed Orders** - If a cash reimbursement, a check request, or a purchase order cannot be processed the student organization will receive an email with an attached cover sheet and a copy of their request detailing why it cannot be processed.

Common Reasons:

1. Missing documentation
2. Accounts Payable Requests More Information
3. Errors on original submitted paperwork

Once an unprocessed request email is sent, the request will be placed in a holding folder until the organization supplies the information requested in the cover letter.