

University of Illinois College of Medicine at Peoria Office of Student Affairs
***Spending Guidelines for Student Group Allocations
(SGA, SIGs, and Special Programs)***

Student fees are managed in accordance with State of Illinois policies. The rules governing the use of state funds are complex and subject to change. To get what you want: **PLAN AHEAD. PLAN FAR AHEAD.** All ordering and purchasing must be handled by Student Affairs staff in accordance with these policies. **STUDENTS WILL NOT BE REIMBURSED FOR OUT OF POCKET EXPENSES.**

How to Buy Something for Your Group: Whenever a group is contemplating a purchase, the President or Treasurer must contact staff in Student Affairs **well in advance** to make arrangements for the purchase. **What does “well in advance” mean?** It means consulting with us at least two business days ahead for a simple food order, and two or three weeks ahead for other purchases, such as event registrations, facility rentals, or the purchase of supplies or services.

The most common purchase by Interest Groups is food for meetings. All events involving food purchases must be documented with attendance records.

HOW TO PLACE A FOOD ORDER

1. Consult with a staff member in student affairs (309-671-8411) as necessary *in advance of the event* to determine that the expense will be accepted and to obtain the University of Illinois tax exempt documentation.
2. Have the SIG President or Treasurer call the vendor and state: “I would like to place a tax-exempt food order.” Make all ordering arrangements with the vendor and let the vendor know that someone from UICOMP will call with payment information.
3. Call back to student affairs **AFTER** the order is placed with the vendor name & phone number. The staff member will call the vendor and make payment arrangements.
4. If the food is to be delivered to UICOM-P, go to the link below, complete the form, **print it out and take it to the front desk.**
http://peoria.medicine.uic.edu/UserFiles/Servers/Server_442934/File/Peoria/Departments%20and%20Programs/Admin%20Affairs/Purchasing/Catering%20Form.pdf
5. Assign a member of the SIG to be at front desk to take delivery and sign the receipt. Front desk staff cannot sign for you!
6. **VERY IMPORTANT:** Obtain a detailed receipt showing all items ordered and no tax. Turn in the receipt and the attendance list for the event (include students & faculty) to Student Affairs immediately after the activity. After-hours, the receipt and attendance list may be left with the UICOMP security guard for delivery to Student Affairs. Be sure that the attendance list clearly identifies the name of the group.
7. Student Affairs staff hours are 8:00 am – 4:30 pm Monday through Friday, so plan your ordering and arrangements accordingly.
8. Failure to follow these procedures and/or to turn in proper receipts in a timely fashion may result in forfeiture of the remainder of the group’s funds.

Important Regulations for Using State Funds

1. Student fee money *cannot* be used to purchase alcoholic beverages.
2. Student fee money *cannot* be used for community service projects, donations or gifts to non-student individuals, groups or organizations – charitable or otherwise.

3. Student fee dollars *cannot* be used to provide food, goods or services to non-students, *except* food for invited speakers, guests and faculty advisors at events where the majority of attendees are students.
4. Student fee money *cannot* be used for curricular or instructional programs or purposes, such as textbooks, parking, co-op notes, teaching assistant stipends, AV equipment for classes, expenses associated with away rotations, etc.
5. Funds *can* be used for refreshments and food for students and advisors who attend group events and meetings.
6. Funds *can* be used for honoraria for non-University speakers, equipment, room rental, printing, artwork, postage, and supplies.
7. Funds *cannot* be used for gift cards or gift certificates except in special circumstances; see Student Affairs for more information
8. We can purchase only from vendors who honor the University's IL tax-exempt status. We have an official letter that can be given for that purpose.
9. For many kinds of purchases, prospective vendors must be registered with the State of Illinois.
10. Cash advances are not available.
11. The state's fiscal year is July 1 – June 30.

Student Interest Groups

1. The Budget Advisory Council makes annual recommendations for student fee allocations to approved SIGs.
2. SIG expenditures should be related to the stated purpose of the group.
3. SIGs may apply to the BAC for additional funding for special projects and programs. Applications will be considered on a case-by-case basis so long as funds are available.
4. Funds may not be transferred from one SIG to another.
5. A single purchase or expense will not be split up among two or more SIGs.
6. SIG funds unused or unencumbered by May will be released to the SGA and BAC for reassignment to projects and programs of general student interest.
7. SIG funds must be expended by June and will not "roll over" from one fiscal year to the next.
8. SIG treasurers are responsible for maintaining an accurate up to date account of the group's expenditures. Failure to do so may result in forfeiture of the group's funds.

Community Service Projects

1. A special University of Illinois Foundation account, the Medical Student Community Outreach Fund, has been established to accept and disperse donations and funds raised expressly for community service projects conducted by student groups. The account is managed by the Office of Student Affairs.
2. Donations received by SIGs for the purpose of Community Service Projects may be deposited into this account. Such donations cannot be deposited into a SIG's student fee allocation account.
3. If there happen to be "general use" funds in the account, SIGs may apply to Student Affairs for funding to support community service projects.
4. Because there are strict state and university guidelines related to use of Foundation account monies, groups interested engaging in community service activities must consult with the Assistant Dean for Student Affairs and/or the UICOM-P Office of Advancement before embarking on any project that involves funding or fund-raising through this account.

IN SUMMARY: PLAN AHEAD, Work Closely with Student Affairs, and, when in doubt, ASK. The Student Affairs Office wants you to use *your* fee money wisely and well. We know that state accounting rules can be a bit daunting, but we're here to help if you give us sufficient time to do so. Call 309-671-8411 or email the Assistant Dean for Student Affairs (Dr. Rowe) or the Office Support staff for Student Affairs (Judy Heffernan and Jamie Hassall) with your questions.