5 Accounting, Printing and Purchasing

**Student Organization Accounting Procedures**
Cockrell School of Engineering (CSE) Student Organizations MUST observe and follow University of Texas at Austin Accounting Procedures. Proper procedures MUST be followed in order to ensure a swift reimbursement or payment.

PLEASE NOTE: NO LAST MINUTE ARRANGEMENTS, PAYMENTS OR REIMBURSEMENTS WILL BE MADE!
ALL ARRANGEMENTS MUST BE MADE IN ADVANCE!

Contact: Susan Higginbotham
Phone: (512) 232-5778  
Fax: (512) 232-6443
Office: ECJ 1.224  
E-mail: shiggy@mail.utexas.edu

**Engineering Student Organization Gift Account**
*CSE Account* - An account is available for all CSE Student Organizations as long as they have “gift money” to put into the account. This account is managed and processed by Engineering Student Life (ESL) and the CSE Accounting Office.

- Gift Money - All checks coming in from a company or individual designated as a donation, gift or “in support” of a program, meeting or event made to The University of Texas at Austin for an engineering student organization.

- Deposits – A thank you letter **must** accompany the check before it will be deposited. A sample thank you letter is on page _______.

- Account can be used for:
  - Office Supplies
  - Reimbursements of food items ONLY
  - Online orders
  - Conference Registrations
  - Hotel Rooms
  - Airline Tickets
  - On-Campus IDTs (internal departmental transfer)
    - Union Underground Bowling
    - Recreational Sports
    - Copy Centers

- Account does not have check writing abilities.
- Account IS tax exempt.
PLEASE NOTE: All gift money MUST be deposited into the CSE account to be processed by ESL in order for the donor to receive tax credit.

If you want to know about your CSE student organization account, please make an appointment with ESL to discuss any of the following:

• **Balance** – what has been donated; how much has been spent, and to whom.

• **Tax Exempt Forms** – As a registered student organization in the CSE, your organization is tax exempt. See ESL prior to your event to obtain a tax exempt form. If necessary, ESL can fax the tax exempt form to the vendor. Please note that there are certain items that will not be approved for purchase.

**Thank You Letters for Gifts Received**

It is good stewardship to thank a donor (company or individual) for gifts they have given to you. And besides that, the CSE requires it!

For all gifts received by your organization, a thank you letter needs to be written to the company contact or individual. A copy of this letter MUST be provided with the check to Susan Higginbotham. The check will not be deposited unless the thank you letter is provided.

Following is a sample letter. Please use this as a starting point, but make it interesting and give the donor a good feeling about having donated to your group. The ESL is happy to assist you in composing a letter.

The University of Texas at Austin
Your Student Organization's Letterhead
Student Organization Name
Cockrell School of Engineering
Street Address
City, State, Zip
Phone Number
Fax Number

Date of Letter

Company Contact Name
Contact Title
Company Name
Street Address
City, State, Zip Code

Dear [Company Contact Name]:

On behalf of the [student organization name] at The University of Texas at Austin, I would like to thank you for your role in [company name]’s recent gift of $[dollar amount] in support of [event or activity name]. [State how this event or activity will benefit your group, and how previous support has made a difference and contributed to the success of the event, e.g. This money will allow us to increase our membership and ultimately benefit more students in the Department of <dept name>.]
Thank you again for your support. We appreciate your interest in the [student organization name]. If you have any questions, please feel free to contact me at [phone number] or [email address]. We look forward to working with you in the future.

Sincerely,
Your name
Your title

Dean of Students – Student Organization Bank

SALD Account – Most organizations have an account in the Office of the Dean of Students - Student Activities & Leadership Development Office (SALD). This account is completely separate from the CSE account and will be co-managed by a financial officer in SALD.

• Account is for dues or revenue from items sold by the organization.

• Account has check writing capabilities and authorized organization members can immediately procure funds with proper documentation.

• Account has check writing capabilities and authorized organization members can immediately procure funds with proper documentation.

• Account is not tax exempt.

• ESL does not have access to this account.

PLEASE NOTE:

The SALD bank will close December 23, 2010.

Please contact the SALD office for assistance using this account.

PLEASE NOTE: The SALD account is strictly for dues or revenue from items sold by the organization.

If a check from a donor or company is made out to the name of the organization and is deposited into this bank account, the donor or company who sent it will not be notified that the check was received nor will the check be tax exempt for the individual or company. ESL does not have access to this account.

REGISTERED ORGANIZATIONS

Student organizations that are registered will have all their monies in an off-campus bank, following the policies and procedures provided by the Student Activities and Leadership Development Office located in the Dean of Students Office.
SPONSORED ORGANIZATIONS

Student organizations sponsored by the Cockrell School of Engineering will have all their monies managed through the Cockrell School Engineering Student Life Office (ESL). Currently, all Cockrell School sponsored student organizations’ gift money is deposited in a “30 Account” and the established processes for this account will not change.

Sponsored student organizations’ funds transferred from the Student Organization Bank will be deposited in a Cockrell School of Engineering “41 Account.”

About the 41 Account:

1) Checks to be deposited to the 41 Account must be payable to the sponsored student organization, not The University of Texas at Austin.

2) Overdrafts are not allowed on the 41 Account. Student organizations must at all times have enough funds in the 41 Account to cover expenditures.

3) The 41 Account has no check writing capability.

4) Anything that requires payment in advance must be invoiced.

5) Items may be purchased for re-sale using 41 Account funds.

6) Items purchased using 41 Account funds will be charged State of Texas sales tax, but sales tax can be reimbursed from the 41 Account.

7) The Cockrell School student organizations’ established policies and processes for reimbursements must be followed (receipts received within seven working days of date of receipt, Official Occasion Expense Form, Reimbursement Form, etc.).

8) Gift cards may be purchased using 41 Account funds. Recipients’ names and UT EID (or Social Security number if non-UT) must be provided to ESL.

INVOICES, RECEIPTS and REIMBURSEMENTS

Acceptable documentation must be provided to ESL before allowable expenses incurred (receipt) can be reimbursed and/or ESL can pay allowable charges (invoice).

The University Accounting Office has notified all departments that the credit card receipt alone is not sufficient for reimbursement. An itemized receipt is also required. This has always been the policy but it is now strictly enforced.

Invoice: Verification of an item/service to be or already purchased.

An invoice indicates that payment is due to a vendor for an item or a service.

The invoice MUST contain:

• The name and address of the vendor

• The date of delivery

• The item/service provided

• The total cost including shipping, handling or delivery charges

• If sales tax is included, it will not be paid.
Receipt: Verification of Payment

• An original receipt for an allowable item/service is required before you can be reimbursed.

• An Official Occasion Expense Form is required for all food purchases and social events (i.e. Austin Park, Chaparral Ice).

• A Reimbursement Form must be completed and signed by the individual being reimbursed.

• **15% tip** at restaurant is allowed and reimbursable.

• Sales tax will not be reimbursed.

You may get these forms from the ESL website: [http://www.engr.utexas.edu/studentlife/](http://www.engr.utexas.edu/studentlife/) If the receipt is from a restaurant, a 15% tip is allowed. Tax will not be reimbursed.

The receipt must show an item has been paid in full. As long as the receipt contains a clear indication that the vendor has received payment for the item or service, it will be considered a valid receipt.

All forms are available on the ESL website: [http://www.engr.utexas.edu/studentlife/resources/forms](http://www.engr.utexas.edu/studentlife/resources/forms)

Reimbursements

Can only be processed for personal money spent on food/social event for an organization program/event.

• The **ORIGINAL** receipt along with proof of payment must be submitted to ESL within seven (7) working days of the date of receipt to receive a reimbursement.

• Receipts must be itemized and show proof of payment (shows paid with credit/debit card, etc).

• Proof of payment is: a copy of credit card or bank statement showing the charge or a copy of the front and back of a canceled check.

• If paid with cash, the requestor must provide a signed memo stating cash was paid.

An “Official Occasion Expense Form” must be filled out and turned in with receipts. The form is available outside ESL (ECJ 1.224) and on the ESL website: [http://www.engr.utexas.edu/studentlife/resources/forms](http://www.engr.utexas.edu/studentlife/resources/forms)

**PLEASE NOTE:** Reimbursements usually take two weeks if everything is processed without any problems.

You will not be reimbursed unless all UT Austin accounting requirements are met. Please ask ESL for assistance/guidance **PRIOR** to purchasing, ordering food, or even traveling. Please refer to Accounting Procedures for Student Organizations for requirements.

When turning in forms and receipts, **PLEASE:**

• **DO NOT** use colored paper for any form. This is unacceptable to the University Accounting Office.

• **DO NOT** highlight the amount on your receipt. It erases the type in some cases.

• **DO NOT** tape over the text. It may make the ink disappear. Just tape the receipt (top and bottom) to a blank sheet of white paper – please do not staple.

• **Do not staple or tape receipts to an attachment.**
Again, sales tax **WILL NOT** be reimbursed. If necessary, ESL can fax a tax exempt form to a vendor. Please provide ESL the vendor name, contact person, phone number and fax number.

Thank you for following the above guidelines. This will make all your student organization’s transactions flow smoothly. Please feel free to contact ESL if you have any questions or to schedule an appointment to discuss your future events and plans.

**Procurement Card (“ProCard”)**

The ProCard is a University of Texas at Austin credit card used for authorized purchases.

- ProCards are available to be signed out from the ESL during regular business hours and may be kept overnight. Cards **MUST** be returned by 10:00 am the following business day, along with receipt(s). **NO EXCEPTIONS.**

- If the ProCard is not returned on time and the ESL is not notified that it will be turned in late, your organization may be suspended from future use of the ProCard.

- Student organizations must designate **three (3)** persons within their organization to be authorized to sign out the ProCard. Only those designated persons will be allowed to sign out a ProCard. The student organization president must submit designated representatives’ names, UT EIDs and phone numbers via e-mail to studentlife@ engr.utexas.edu by September 1 (fall) and February 1 (spring).

- The University ProCard **MUST** be used to purchase anything other than food and office supplies for your organization, per the CSE Reimbursement Policy effective September 21, 2007. A copy of this policy is in this handbook. You **cannot** use your personal credit card to purchase equipment, material or supplies then seek reimbursement.

- There are restrictions to using the ProCard and this will be reviewed when the ProCard is signed out. ProCard policy is listed below.

**PLEASE NOTE:**

- The University of Texas is **tax exempt** and will not pay or reimburse sales tax. Be sure to check your receipts BEFORE departing the vendor to ensure that sales tax is not included. If sales tax is on the receipt, you **MUST** have it removed prior to turning in receipts to ESL.

- There are times during the academic year when many CSE student organizations want to use the ProCards (i.e., start of fall classes, Explore UT). During these times the length of time that a ProCard can be signed out may be shortened due to the heavy volume of use. The ESL strongly encourages CSE student organizations to plan ahead for these events.

- When a card is signed out, it **MAY NOT** be given to someone else to make a purchase. The person signing out the card **must** be the person using it and returning it to ESL.

- ProCards **ARE** authorized for: HEB, Wal-Mart, conference registrations, t-shirts.

- ProCards **ARE NOT** authorized for: restaurants, hotels, rental cars, airline tickets, eBay, PayPal, gift cards.

- Gift cards can no longer be purchased using the ProCard.
**ProCard Policies**

I understand by checking out the ProCard that I am only authorized to make approved purchases.

I will not give the ProCard to another individual to make purchases.

All purchases are tax exempt.

I understand that the ProCard must be returned to ESL by 10:00 am the following business day along with all receipts. If I fail to return the ProCard on time and do not notify ESL that the ProCard will be late, I understand my organization may be suspended from future use of the ProCard.

UT Austin Tax Exempt # 74-6000203   ESL. (512) 232-5778

Non-Approved Vendors/Purchases

<table>
<thead>
<tr>
<th>Office Max</th>
<th>Restaurants</th>
<th>Hotels</th>
<th>Boat Rentals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Tickets</td>
<td>eBay/PayPal</td>
<td>Rental Cars</td>
<td>Gift Cards</td>
</tr>
</tbody>
</table>

| Social outings  (Austin Park, Chaparral Ice, Bowling, etc.) |

**Office Supplies**

All office supplies MUST be ordered through Engineering Student Life. **No exceptions!**

Because UT Austin has a contract with Office Depot, all CSE student organizations MUST order any type of office supplies through ESL.

To place your order:

1) Decide upon what items you would like to order, making note of the six digit item number. The Office Depot catalog is available in ESL (ECJ 1.224), the SEC office (ECJ 1.222), and on-line at [http://www.officedepot.com](http://www.officedepot.com)

2) Come by ESL, ECJ 1.224, during business hours. Be sure to bring your item numbers with you!

3) The order will be placed by ESL Staff and you will be given a receipt for your organization.

The order will be delivered to ESL, ECJ 1.224, generally the following business day and must be picked up within two working days.

**PLEASE NOTE:** Office supplies purchased with personal funds or from places other than Office Depot WILL NOT be reimbursed.

Some items are restricted – if you have any questions, check with ESL.

If you want to order any office equipment, ie, fax machine, telephone, printer, etc., you MUST FIRST check with ESL.
**Bulk Mail**

The following policy is from the Director of the Office of University Services regarding University Mail Services:

The United States Postal Service (USPS) has notified University Mail Service that The University of Texas at Austin needs to be in compliance with postal regulations regarding the proper format of the return address on Permit 391 mailings. University Mail Service owns, operates, and processes all Permit 391 mailings for departments mailing at the First Class Presort or Standard Rate (non-profit bulk mail rate). In order to qualify for these reduced rates the USPS has stated the name of the permit holder must be on the first line of the return address. It should be noted that The University of Texas at Austin is officially listed as the permit holder, and should be listed on the first line of the return address.

Examples of the proper format required by the USPS are:

| The University of Texas at Austin | The University of Texas at Austin |
| Office of University Services | Chemistry Department |
| 1 University Station E3500 | Austin, TX  78712 |
| Austin, TX 78722-2550 | |

You can save money if you get the right advice and take the right approach. First class is the fastest and most expensive, and is used primarily for individual or small mailings. Most large mailings (200 or more identical pieces) are sent bulk rate because it is significantly less expensive. But, not all bulk rates are the same and the difference is significant in large mailings. For instance, the difference between letter-size automation/machineable Nonprofit Standard Bulk Mail (lowest cost) and Regular Standard Bulk Mail (next lowest cost) is .101 cents per piece. For a 5,000-piece mailing that’s $505.00 difference! To qualify for the lower rate the piece must qualify to use the non-profit UT permit.

[http://www.utexas.edu/documentsolutions/mail/tips](http://www.utexas.edu/documentsolutions/mail/tips)

If you should have any questions regarding this requirement please call (512) 471-6523 or e-mail hbb-j@mail.utexas.edu.

Hamon Barlow, Interim Supervisor
Office of University Services
The University of Texas at Austin
1 University Station E3500
Austin, Texas 78722-2550
REIMBURSEMENT FORM

**PLEASE PRINT ALL INFORMATION.**

**Name** of Person to be reimbursed: __________________________________________________________

EID: ______________________________

**Signature** of Person to be reimbursed: _______________________________________________________

Student Organization: ______________________________________________________________________

Contact Information: (in case there are accounting questions)

Phone/Cell: ____________________________ Email: _____________________________________________

Date of Request: ________________________ Date of Purchase: _____________________________

Vendor: ____________________________________________

Amount of Purchase: ______________________________

(This does not include tax in most cases. If in doubt, please ask.)

Method of Payment: (i.e. cash, credit card, etc.) _______________________________________________

* If credit card was used, please include credit card receipt and itemized receipt

Please describe items purchased if not clearly itemized on receipt: _______________________________

_____________________________________________________________________________________

Describe how the purchase will be used: (this is for coding purposes) ___________________________

_____________________________________________________________________________________

Please remember the following:

- **DO NOT** use colored paper for any form!
- **DO NOT** highlight the amount on your receipt! It erases the type in some cases.
- **DO NOT** tape over the text! It may make the ink disappear. Just tape the receipt (top and bottom) to a blank sheet of white paper – **please do not staple.**

Office of Student Life
ECJ 1.224
(512) 232-5778
Official Occasion Expense Form

(To prevent a personal tax liability, each occurrence must be documented by receipts for expenses and the following written statement must accompany the payment voucher for processing within 60 days of the occurrence.)

This is to report that Official Occasion Expenses were incurred as follows:

Date: __________________________

Location/Place: __________________________________________

Names of Participants  (Required if 10 or less)  Title  Affiliation

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Group Attending:__________________________________________

The purpose of this meeting was:

____________________________________________________________________

____________________________________________________________________

The benefit to The University is stated as follows:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Payee/Departmental Official Certification  Date
Policy Regarding Reimbursements

Date: September 21, 2007

To: Cockrell School of Engineering Faculty, Staff, and Students

From: David S Dolling

This is a reminder that all equipment, material, and supply purchases for research, teaching or any other work-related activities must be made using a University Procard, or via Office Depot or standard purchase order. You cannot use your personal credit card to purchase these items and then seek reimbursement. Accounting does not permit this...no exceptions. The only reimbursements that can be made for personal credit card purchases are for official travel and official entertainment related expenses/purchases.

Thanks for your cooperation.

D.S. Dolling

David S Dolling
Associate Dean for Academic Affairs
Cockrell School of Engineering
Ernest Cockrell Hall Jr., 10.326
1 University Station C2100
Austin, Texas 78712-1080