Accounting Training
2014 - 2015
Two types of CSE Student Organization Accounts:

1) 30 Account - Registered and Sponsored

2) 19 Account - Sponsored Orgs. Only

- Deposits
- Balance Sheets
- Purchases
- Reimbursements
# Student Organizations’ Money

<table>
<thead>
<tr>
<th>REGISTERED</th>
<th>vs</th>
<th>SPONSORED</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All <strong>gift</strong> monies must be deposited in a UT Austin account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cash and checks are accepted.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Checks must be made payable to “The University of Texas at Austin.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Mailing Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The University of Texas at Austin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2407 Speedway, C2108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESS 123</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Austin, TX  78712</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Per UT Austin rules, **all monies raised** (dues, fundraisers, etc.) on and off-campus by **registered** student organizations should be deposited into off-campus accounts at the financial institution of their choice.

Per UT Austin rules, all UT Austin **sponsored** student organizations monies (dues, fundraising, gifts, etc.) **must** be deposited and managed through a University of Texas at Austin account.
**BOTH 30 and 19 Accounts:**

- No check writing capability.
- Funds are tax exempt.

**PLEASE NOTE:**

➤ *Overdrafts are not allowed on either account.*

➤ *Money cannot be transferred between the 30 Account and the 19 Account.*

*UT Austin business rules, polices and procedures must be followed on both accounts.*

Have additional questions? Check [https://austin-utexas.custhelp.com/](https://austin-utexas.custhelp.com/)
Deposits
30 Account – Gift Money

► All GIFT money MUST be processed through ESL and deposited into the 30 account.

► Thank you letter / e-mail*  No Exceptions!

► The University Development Office sends tax credit information.

*If corresponding via e-mail okay to copy Susan.

A thank you letter template and sample are available on the ESL website under Corporate Relations.
The University of Texas at Austin is not tax exempt under IRC Section 501(c)(3). Rather, the university is exempt because it is a branch of the State of Texas and as such is exempt from federal taxation under the constitutional doctrine of intergovernmental tax immunity.

Provide the company name, address, phone number, contact name, contact e-mail address and I can request the W-9 form be sent to the company.
19 Account - Sponsored Organizations Only

- All monies deposited into University accounts.
- Money must be deposited within 48 hours of collection.
- Excessive amount of coins must be rolled with organization name written on them.
- ESL hours 8:00am – 12:00 noon and 1:00 – 5:00 pm. No monies accepted after 3:00 pm.
- Checks must be made payable to “The University of Texas at Austin”.
- Sales tax must be collected on taxable items and reported on deposit slip.
- 8.25% sales tax is deducted on taxable items (t-shirts, food).
- All university rules and regulations apply to this account.
**Balance Sheet**

**Balance Sheet** – What has been donated; how much has been spent, and to whom. These are provided monthly, but may be ordered upon request.

<table>
<thead>
<tr>
<th>STUDENT GROUP</th>
<th>ACCOUNT NUMBER</th>
<th>TYPE</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALEC</td>
<td>19-3095-3750</td>
<td>EX</td>
<td>03/29/12</td>
<td>1300</td>
<td>AUSTEX PIZZA LLC</td>
<td><strong>ACH TRANSMISSION DATE: 04/06/12 SETTLEMENT DATE: 04/1</strong></td>
</tr>
<tr>
<td></td>
<td>19-3095-3795</td>
<td>TR</td>
<td>02/21/12</td>
<td>7495</td>
<td>LP2-SMREXPO STU ORG 2012</td>
<td><strong>ACH TRANSMISSION DATE: 11/10/11 SETTLEMENT DATE: 11/1</strong> FALL 2011 APPROPRIATIONS FALL 2011 PUMPKIN CONTEST</td>
</tr>
<tr>
<td></td>
<td>19-3095-4250</td>
<td>EX</td>
<td>11/01/11</td>
<td>1309</td>
<td>SCHLOTZKY’S STORES LLC</td>
<td><strong>ACH TRANSMISSION DATE: 06/16/12 SETTLEMENT DATE: 06/1</strong></td>
</tr>
<tr>
<td></td>
<td>19-3095-4295</td>
<td>TR</td>
<td>10/20/11</td>
<td>7495</td>
<td>LP2-PUMPKIN CONTEST</td>
<td><strong>ACH TRANSMISSION DATE: 06/16/11 SETTLEMENT DATE: 06/1</strong></td>
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<tr>
<td></td>
<td>11/01/11</td>
<td>1309</td>
<td>7495</td>
<td>150.00</td>
<td><strong>ACH TRANSMISSION DATE: 06/16/11 SETTLEMENT DATE: 06/1</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>02/08/12</td>
<td>7495</td>
<td>100.00</td>
<td>LP2-GROCERY BAG DESIGN</td>
<td><strong>ACH TRANSMISSION DATE: 06/16/11 SETTLEMENT DATE: 06/1</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/14/12</td>
<td>7495</td>
<td>95.00</td>
<td>LP2-4 BOXES BEEF PATTIES</td>
<td><strong>ACH TRANSMISSION DATE: 06/16/11 SETTLEMENT DATE: 06/1</strong></td>
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<tr>
<td>subtotal for account number 19-3095-37</td>
<td>for student group ALEC</td>
<td>1s</td>
<td>244.25</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ALEC</td>
<td>30-2116-8051</td>
<td>DI</td>
<td>06/06/11</td>
<td>1723</td>
<td>110239 BOWLING &amp; SHOES</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
</tr>
<tr>
<td></td>
<td>06/06/11</td>
<td>1309</td>
<td>329.19</td>
<td>110239 PIZZA &amp; DRINKS</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/08/11</td>
<td>1309</td>
<td>1,000.00</td>
<td>TAVISTOCK TREEBIRD LLC</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/09/11</td>
<td>1753</td>
<td>500.00</td>
<td>REC SPORTS IN ENTRY FEE</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
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<tr>
<td></td>
<td>09/12/11</td>
<td>1309</td>
<td>220.00</td>
<td>PLUCKER’S WING BAR</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/11/11</td>
<td>1403</td>
<td>385.00</td>
<td>PROCORD / AUSTIN SCREEN P</td>
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<td></td>
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<tr>
<td></td>
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<td>1836</td>
<td>77.95</td>
<td>PROCORD / EMVENDO MAGNETS</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
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<tr>
<td></td>
<td>10/11/11</td>
<td>1443</td>
<td>13.92</td>
<td>PROCORD / ALL SPECTRUM EL</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/01/11</td>
<td>3340</td>
<td>1,300.00</td>
<td>Procter &amp; Gamble Company</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/08/11</td>
<td>3340</td>
<td>1,200.00</td>
<td>Schlumberger Technology C</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
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<tr>
<td></td>
<td>09/12/11</td>
<td>3340</td>
<td>500.00</td>
<td>COR. KONIC98519 C857948</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/07/11</td>
<td>3340</td>
<td>500.00</td>
<td>IBM Corporation</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/08/11</td>
<td>3340</td>
<td>500.00</td>
<td>Procter &amp; Gamble C</td>
<td><strong>CHECK PRINT DATE: 06/16/11</strong></td>
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</tr>
<tr>
<td></td>
<td>11/08/11</td>
<td>3340</td>
<td>500.00</td>
<td>Exxon Mobil Corporation</td>
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<td></td>
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<tr>
<td>subtotal for account number 30-2116-80</td>
<td>for student group ALEC</td>
<td>1s</td>
<td>288.93</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REMAINS BALANCE for Student Group ALEC** | 1s | 807.86 |
**Balance Sheet con’t**

**Sponsored Student Organizations** – Dues and fundraiser monies.

<table>
<thead>
<tr>
<th>STUDENT GROUP</th>
<th>ACCOUNT NUMBER</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>ALEC</td>
<td>19-6000-0250</td>
<td>10/24/11 EX</td>
<td>1309</td>
<td>387.18-</td>
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<tr>
<td></td>
<td>03/14/12 EX</td>
<td>1309</td>
<td>320.46-</td>
<td>PROCARD / LA MORELIANA ME</td>
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<tr>
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<td>03/14/12 EX</td>
<td>1309</td>
<td>106.83-</td>
<td>PROCARD / WAL-MART #1185</td>
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<tr>
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<td>03/14/12 EX</td>
<td>1309</td>
<td>36.85-</td>
<td>PROCARD / PANADERIA TAVIRA</td>
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<tr>
<td></td>
<td>03/14/12 EX</td>
<td>1402</td>
<td>8.49-</td>
<td>PROCARD / DIFFOS DEPOT #2</td>
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<td>04/10/12 EX</td>
<td>1309</td>
<td>36.85-</td>
<td>PROCARD / PANADERIA TAVIRA</td>
</tr>
<tr>
<td></td>
<td>05/23/12 EX</td>
<td>1309</td>
<td>126.00-</td>
<td>PROCARD / WAL-MART #1253</td>
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<td></td>
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<td>1309</td>
<td>232.90-</td>
<td>PROCARD / LAS DELICIAS</td>
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<td>08/01/11 BF</td>
<td>8010</td>
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<td>08/20/11 IN</td>
<td>3764</td>
<td>736.00</td>
<td>MEMBERSHIP DUES</td>
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<td>08/29/11 IN</td>
<td>3764</td>
<td>220.00</td>
<td>MEMBERSHIP DUES</td>
</tr>
<tr>
<td></td>
<td>09/29/11 IN</td>
<td>3753</td>
<td>880.90</td>
<td>FOOD SALES</td>
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<td>09/29/11 AL</td>
<td>6032</td>
<td>79.20</td>
<td>TAX FOOD SALES</td>
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<tr>
<td></td>
<td>09/30/11 AL</td>
<td>6040</td>
<td>79.20</td>
<td>TO 1101800201508</td>
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<tr>
<td></td>
<td>10/08/11 AL</td>
<td>6040</td>
<td>4.96-</td>
<td>TO 1101800201508</td>
</tr>
<tr>
<td></td>
<td>10/10/11 IN</td>
<td>3780</td>
<td>55.96</td>
<td>T-SHIRT SALES</td>
</tr>
<tr>
<td></td>
<td>10/10/11 AL</td>
<td>6032</td>
<td>4.96-</td>
<td>TAX T-SHIRT SALES</td>
</tr>
<tr>
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<td>10/10/11 IN</td>
<td>3754</td>
<td>170.00</td>
<td>MEMBERSHIP DUES</td>
</tr>
<tr>
<td></td>
<td>02/15/12 IN</td>
<td>3754</td>
<td>40.00</td>
<td>MEMBERSHIP DUES</td>
</tr>
<tr>
<td></td>
<td>02/29/12 IN</td>
<td>3738</td>
<td>588.80</td>
<td>SHPE SPECIAL EVENT</td>
</tr>
</tbody>
</table>

Subtotal for account number 19-6000-02 for student group **ALEC** is **970.92**
Purchases
Types of Purchases

- **Office Supplies**
- Project Supplies
- On-line Orders
- T-shirts / Promotional Items
- Ordering Food / Restaurants
- Contracts / Rental Agreements
- Conferences and Competitions
- Travel Related
- On Campus

Overdrafts are NOT allowed!

**This card can now be used at Office Depot**
Purchasing

Purchases may be made:

- Procurement Card (Procard – university credit card)
- Purchase Order
- Personal funds
- All on campus purchases MUST be made via Interdepartmental Transfer (IDT).

- Presidents – designate three to five members to check out Procards / make purchases on behalf of their organization.

Complete the online ProCard Authorizations form on the Student Life website, http://www.engr.utexas.edu/studentlife/resources.
How to use a Procurement Card (Procard)

- Check-out Procards from ESL

- May be checked-out over night and weekends.

- Procards MUST be returned by 10:00 am the following business day with all receipts. No exceptions!

- Procard purchases must be made in a staffed check-out line. **DO NOT** use self check-out!

Note: During busy times (like E-Week and Explore UT) check out times may be limited.

*If the Procard is not returned on time and ESL is not notified that it will be turned in late, the individual who checked out the card and your organization may be suspended from future use of the Procard!*
Credit and Returns

• By rule of the Texas Comptroller, cardholders are not allowed to receive a cash refund for returned merchandise.

• All credits or refunds must be applied to the same cardholder account that was used for the original purchase.

Sam’s Card

Student Life has a Sam’s Card available for check-out. It will follow the procard check-out policy.

Computer and Electronic Purchases

Computers and electronic equipment purchased with University funds over $500 MUST be tagged by ITG for inventory purposes.
Disallowed Purchases

The below list is not comprehensive but lists typical disallowed purchases.

- Alcoholic beverages
- Ammunition
- Animals
- Cash advances
- Communication design services, Consulting services
- Controlled substances
- Cylinder gases
- Entertainment
- Gasoline
- Hazardous chemicals
- Leases and any usage or maintenance charges associated with leases
- Flowers
- Gift cards
- Liquid nitrogen
- Personal items
- Plants
- Purchases involving the trade-in of university equipment
- Radioactive materials
- Software purchases greater than $1000.00
- Travel
- Tuition
- TXTag toll road tags
- University parking permits
- Weapons
- Class 3B and 4 Lasers
Disallowed Vendors

Purchases from certain types of vendors are not allowed on the Procard. These examples of vendor types that are disallowed, and any Procard charge for these types of vendors will be rejected at the retailer site:

- Airlines
- Airports
- Bars, taverns, nightclubs
- Duty-free stores
- eBay
- Hotels, lodging, campgrounds
- Package stores, beer, wine, liquor
- Personal services providers: laundries, barbers, funeral services, dating services, health spas
- Professional services
- Doctors, hospitals, schools
- Restaurants
- Service providers: financial institutions, insurance
- Transportations services; boat rentals, cruise lines, marinas, steamships
- Travel agencies
Many restaurants will invoice us for an order placed.

A partial list of vendors is on the ESL web site under “related forms”:
http://www.engr.utexas.edu/studentlife/resources/accounting

**REMEMBER:**

- The person ordering food should **ALWAYS** tell the vendor their name **AND** phone number and have them put it on the invoice!

- **ALWAYS** put your organization name next to your signature when receiving your order.

- All food orders/social events require an Official Occasion Expense Form.

- The “On-line Food Order Form” can substitute for the OOEF.
Reimbursements
Reimbursements

In order to be reimbursed:

• The *ORIGINAL* receipt along with proof of purchase must be turned in to receive a reimbursement.

• Receipts and required forms must be turned in to ESL within **SEVEN** business days of the *date on the receipt*.

• Receipts over sixty days:
  
  • Due to Internal Revenue Service (IRS) regulations and the Safe Harbor rules, expenses older than 60 days require a written explanation as to the reasons for the lateness. These late reimbursement requests will also require additional levels of approval and may even run the risk of being disallowed entirely or reported as taxable income to the payee. For exceptions to this policy, contact Travel Services.  
Reimbursements con’t.

- A Reimbursement Form must be completed and submitted with all receipts.
- An “Official Occasion Expense Form” is required for all entertainment purchases (i.e., food, social events, broomball, bowling, etc.)
- [http://www.engr.utexas.edu/studentlife/resources/accounting](http://www.engr.utexas.edu/studentlife/resources/accounting)
- Receipts must be itemized.
- Proof of Purchase must accompany receipt.

Reimbursements *usually* take two – three weeks if everything is processed without any problems.
Sample Receipts

Store #5590
TEXAS DAILY MEAL DEALS
ONLY $2.99
THANK YOU! COME BACK
512-333-9501
Ticket #: 22

05/09/2011
Merchant ID: 0000000001961264
Terminal ID: 224176223994

POPEYES CHICKEN 5590
2320 E RIVERSIDE DR
AUSTIN, TX 78747

CREDIT CARD
VISA SALE
CARD #: X0000000000000
INVOICE: 0003
Batch #: 000041
Approval Code: 02566A
Entry Method: Swiped
Approved: Online

SALE AMOUNT: $349.83

I agree to pay above total amount according to card issuer agreement. (Merchant agreement if Credit Voucher)

X_________________________

Subtotal: 349.83
Tax: 0.00
Total: 349.83

Register 2
Mon, May 9 2011
11:25:25 AM
Cashier: ESMERALDA H

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>60 2 PC MIX ML</td>
<td>1</td>
<td>3.16</td>
<td>179.40</td>
</tr>
<tr>
<td>MILD W/ CORN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/ 1 BISCUIT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70 2 TENDER SNACK</td>
<td></td>
<td>3.06</td>
<td>209.30</td>
</tr>
<tr>
<td>70 MILD STRIPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/ MASH/CAJUN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RANCH SAUCE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W/ 1 BISCUIT</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1 TAX EXEMPT</td>
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<tr>
<td>10 % DISCOUNT</td>
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<td>-3.87</td>
<td>(38.87)</td>
</tr>
</tbody>
</table>

Itemized

No Tax
Sample Receipts

Schlotzsky's Deli #1222
1915 Guadalupe
1915 Guadalupe St.
Austin, TX 78705
Phone 512-457-1129

UT CIVIL ENGINE
Host: TERM 3 AM 03/02/2011
UT CIVIL ENGINE 5:22 PM
REPRINT# 2 30062

3m Original Box (15 $6.99)
(15) Sourdough
(15) Box Lunch Cookie 3"
(15) Oatmeal Raisin
3m Smoked Turkey Preg Box (12 $5.99)
(12) Sourdough
(12) Box Lunch Cookie 3"
(12) Oatmeal Raisin
3m Fresh Veggie Box (3 $6.99)
(3) Wheat
(3) Box Lunch Cookie 3"
(3) Oatmeal Raisin

DELIVERY TIME
NON

CATER OPEN $ -59.70
Subtotal 150.00
Tax Exempt #R 0.00
Tax 0.00
CATER Total 150.00

VISA 150.00
Auth: 087148

Thank you and have a great day
Win a 2011 CAMARO!!!
Enter to Win at
www.PickYourChickes56.com
Helpful Accounting Terms to Remember

- **30 Account**: Gift monies in CSE student organizations’ account received from companies or individuals. Tax exempt.

- **19 Account**: Monies in sponsored student organizations’ account in CSE received from dues or fundraising. Tax exempt.

- **Gift Money**: Any money received from a company or a private donor; must be deposited in CSE Gift Account.

- **Pro Card**: UT Austin credit card used for authorized purchases; 30 or 19 Account. Purchases are tax exempt.

- **IDT**: Interdepartmental Transfer; on-campus only.

- **Official Occasion Expense Form**: Form required any time that food is served and/or all social events.

- **Food Order Form**: On-line form on ESL website used whenever food is ordered.

- **Reimbursement Form**: Form required for reimbursement.
Questions?