

ON CAMPUS CHARGES AND EXPENSE TRANSFERS FOR REGISTERED STUDENT ORGANIZATIONS

There are only two ways that money in an RSO 1102 account can be accessed by a department:

- An II (internal invoice) initiated by the department for goods and services, which the RSO has to approve via the processes set up in the policy below; or
- We recognize that at times, the department might make a large purchase which the RSO is expected to contribute toward (such as airfare for a conference which is being split between the RSO and department). An expense transfer in which particular expenses incurred by the department can be transferred to the 1102 account. The RSO would need to approve this as well, either by going to the Student Accounts office or via email to [Jo Ann Pepper](mailto:JoAnn.Pepper@uark.edu), before the transfer could go through.

Registered Student Organizations are unable to approve charges in BASIS or create Purchase Orders. As such, the following procedure is established for RSO's whose events are NOT funded by ASG fee monies. (For fee-funded events, contact Jody Preece, jodyp@uark.edu.)

RSO Payments to departments that bill Cost Centers

Department should obtain RSO "checking account number" (CCN) at the time of reservation. The department should obtain in writing or via email RSO approval of any anticipated charges. This approval can be given by an RSO officer or advisor as listed in the List of RSOs on the OSA website. If charges exceed the approved amount, the department should make (2) written attempts (email to advisor and treasurer recommended) to contact the RSO to obtain approval for the additional amounts.

Upon submitting charges in BASIS, the department should email Jo Ann Pepper (jpepper@uark.edu) for non-Greek Life organizations, or Helene Wommack (hwommack@uark.edu) for Greek Life organizations, with a copy of the approved amount. If emails to approve additional amounts were not answered, the department should provide a copy of the emails sent. Charges will then be approved.

RSO Payments to departments that do not bill Cost Centers

RSO should obtain a written cost quote from the department. This quote should be taken to Ruby Rowe in the Student Accounts Office in the Union (room 214) by an officer or advisor with checkwriting privileges. The officer or advisor will then request an Expenditure Transfer (ET) for the amount of the quote, and purchase of the product or service can proceed. We recommend that the RSO request a copy of the ET and retain that along with a copy of the quote.

What about fundraisers?

- Departments cannot purchase anything for an RSO to sell in a fundraiser.
- Fundraised money cannot be put into a departmental account.
- Funds cannot be transferred from RSO (1102) accounts into 0392 foundation accounts.
- RSO's cannot "donate" to a department (from a fundraiser or otherwise) .

When in doubt remember the cardinal rule – RSO's are not the University. There are ways to incorporate partnerships between RSO's and departments, but all funds are handled separately through established processes and procedures.