

## ON CAMPUS CHARGES AND EXPENSE TRANSFERS FOR REGISTERED STUDENT ORGANIZATIONS

*Registered Student Organizations must have a current registration in order to reserve and/or pay for facilities use. It is the reserving department's responsibility to verify RSO eligibility at the time of reservation. Eligibility can be verified through [hogsync.uark.edu](http://hogsync.uark.edu) or by contacting the Office of Student Activities at 479-575-5255. RSO's are advised to have money in their RSO checking account at the time of the reservation to allow departments the ability to verify ability to pay prior to reservation. Also, if you have a building reservationist who does not currently receive regular emails about RSO policy from office, please email [osa@uark.edu](mailto:osa@uark.edu) with the request and the name of the reservation location you manage.*

There are only two ways that money in an RSO Agency (AG#####) account can be accessed by a department:

- An Internal Service Delivery 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 Accounting Adjustment in which particular expenses incurred by the department can be transferred to the Agency account. The RSO would need to approve this as well, either by going to the Student Accounts office or via email to [Jason Rankin](mailto:Jason Rankin) before the transfer could go through.

Registered Student Organizations are unable to approve charges in Workday 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](mailto:jodyp@uark.edu).)

### **RSO Payments to departments that utilize Internal Service Deliveries**

Department should obtain RSO Worktag 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 HogSync. 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, the department should email Jason Rankin ([jar035@uark.edu](mailto:jar035@uark.edu)) for non-Greek Life organizations, or Helene Wommack ([hwommack@uark.edu](mailto: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 in the ISD. Charges will then be approved.

### **RSO Payments to departments that utilize Accounting Adjustments**

RSO should obtain a written cost quote from the department. This quote should be taken to the Student Accounts Office in Union 214 by an officer or advisor with checkwriting privileges. The officer or advisor will then request an Accounting Adjustment 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 adjustment 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.