

2015

# Student Activity Fee Manual

Nova Southeastern University

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NOVA SOUTHEASTERN  
UNIVERSITY

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# STUDENT ACTIVITY FEE MANUAL

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Student Activity Fee Accounts Office  
Office of Student Affairs  
Student Affairs Building, Room 107  
3301 College Avenue  
Fort Lauderdale, FL 33314  
Phone: (954) 262-7290 • Fax: (954) 262-3526

<http://www.nova.edu/cwis/studentfeeacct>

This student activity fee manual is comprised of information pertaining to student organizations at NSU. Students and/or advising faculty/staff are bound by the policies in the most recently published version of the catalog. NSU Student Affairs reserves the right to change terms, structure, guidelines, and policies during the life of this publication. However, adequate notice of anticipated changes will be given to the student, whenever possible. The failure to read this student manual does not excuse students from the rules, policies, and procedures contained in it.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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## 1.1 OFF-CAMPUS ACCOUNTS

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When a student club and/or organization (undergraduate and/or graduate) is chartered and formally recognized by Nova Southeastern University (“University”), it becomes an entity of the University.

Funds used by a student club and/or organization are funds of the University, and must be used by students for student events. As a result, all monies raised or expended by the student organization shall be managed through the Accounts Office in accordance with the financial operations and guidelines of the University.

Therefore, student organizations shall not open off-campus accounts, including but not limited to bank accounts, credit accounts or corporate accounts (i.e. Costco, Publix, etc.). All student club and organization advisors, faculty, staff or administrative personnel are subject to this regulation. **Any violation of this regulation may result in student conduct code violation or employee sanctions.**

With an approved charter or constitution, student organizations are allowed to fundraise, solicit donations and collect dues. All funds raised will be deposited into the organization’s account managed by the Accounts Office. Similarly, the Accounts Office will assist all student organizations with the expeditious process of check requests, travel advances and/or reimbursements, purchase orders, and more.

In addition, it is against University policy to support organizations that choose to incorporate. Consequently, once incorporated, the organization shall not have access to: (1) the use of University facilities, (2) funds from student service fee, as a student organization, and (3) the use of the University’s tax exempt status.

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## 1.2 GIFT CERTIFICATES

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Student organizations (or their individual members therein) will NOT be reimbursed for the purchase of gift certificates or gift cards.

If gift certificates or gift cards are to be used for any authorized purpose, a university check must be made payable to the business that will be providing the gift card or gift certificate to your organization. Furthermore, the intent of the gift certificate or gift card must be reviewed and approved in advance by the Accounts Office to ensure that it complies with university standards and policies.

Students can request Barnes and Noble and Starbucks through the Student Activity Fee Accounts Office **only**. A list of the recipient names, N numbers and/or W-9 may be required.

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## 1.3 CONTRACTS

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All contracts for services, products, or venues submitted to NSU student governments, clubs or organizations require ADVANCE approval and signature from the Legal Department in NSU. When presented with a contract, please submit the contract to the Student Accounts Office via interoffice mail, facsimile, or email for review, approval, and signature.

Contracts for services on campus	Ten (10) days in advance
Contracts requiring a deposit	forty five (45) days in advance
All other contracts	forty five (45) days in advance

University policy dictates that an authorized representative of NSU must sign the contract on behalf of NSU. Therefore, in order to receive payment for the contracted services from the student activity fee account, the contracts must contain an authorized and approved signature from the Accounts Office only.

The University will not provide payment under any circumstances for any contract bearing an unauthorized signature. Please contact the Accounts Office with any and all questions regarding contracts.

Memo will be required (see example) by the student submitting the contract.

**MEMORANDUM**

**To:** Jacqueline A. Travisano, Executive Vice President and COO

**CC:** Joel Berman, Vice President for the Office of Legal Affairs

**From:** Brad Williams, Ed.D., VP Student Affairs, Dean College of Undergraduate Studies

**Date:**

**Re:**

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**Project Name:**

**Requested by:**

**Description:**

**Notes:**

**Cost/Budget Issues/Funding:**

SAMPLED MEMO

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**1.4 ALCOHOL POLICY**

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Under NO circumstances shall Student Activity Fee monies be used to pay for alcohol.

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TREASURER PROCEDURES

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## 1.5 ARTWORK/LOGO and DESIGN APPROVAL

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### ARTWORK/LOGO AND DESIGN APPROVAL PROCESS

If your organization is to order any promotional items\* (e.g., t-shirt, mugs, pens, backpack, etc.) and the funding for the order of these items is to be paid from your student activity accounts budget (a.k.a. student organization budget), all artwork(s) and design(s) including the use of any logo (organization's or university's) **MUST BE REVIEWED and APPROVED** by the Student Affairs' office of administrative services and marketing.

#### **How to send your artwork/design for review and approval:**

- a) Send email of the mock up proof with your design and artwork shown on the product you plan to order to [stumedia@nova.edu](mailto:stumedia@nova.edu).
- b) If your design is approved, you will receive an email approval in writing via email within 24–48 business hours. Please then forward the approval email along with your copy of the request for funds and any applicable invoices or receipts to [studente@nova.edu](mailto:studente@nova.edu). Without the email approval attached, the student activity fee accounts office will not process your request for funds.
- c) If your design is not approved, an instruction will be given on how to make correction.
- d) After correction is made, please ask your vendor or designer to provide you with new proof and resubmit the new proof to [stumedia@nova.edu](mailto:stumedia@nova.edu).
- e) Any modification to the artwork or design after the approval was given, needs to be sent back to [stumedia@nova.edu](mailto:stumedia@nova.edu) for new approval again.
- f) It is **IMPORTANT** to note that each approval is only applied to the proof for which it was sent. Even though the same design/artwork is to be used again on different item(s), different order, or on any future order, **a new approval needs to be given every time**. This is to ensure the correct usage (i.g. placement) of the art, especially that of the logo.

Please refer to logo usage guidelines for additional and related information.  
[http://www.nova.edu/asm/forms/logo\\_approval\\_guideline.pdf](http://www.nova.edu/asm/forms/logo_approval_guideline.pdf)

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## 1.6 DETAILED RECEIPTS

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For every reimbursement or payment to a business or independent contractor, an original detailed receipt or invoice must be submitted to the Accounts Office. No copies or faxes are acceptable.

A detailed receipt or invoice must provide the following information:

- 1) Name of business
- 2) Address, state and phone number of business
- 3) Quantity of items purchased
- 4) Description of items purchased
- 5) Cost of each item purchased
- 6) Total amount of the purchase
- 7) Date of Purchase

In addition to the detailed receipt requirements listed above, if you paid out of pocket and need to be reimbursed, the invoice or receipt must provide the method of payment and state that \$ 0.00 amount is owed. The invoice must also provide the method of payment will note the payment method as:

- Cash
- Check – If receipt or invoice does not provide typed information of the check (i.e. check number and amount), a copy of the cancelled check will be required
- Credit card – If the receipt does not provide the last four digits of the credit card number, a copy of the charge statement will be required.
- The reimburse will be issued to the individual who's name appear on the receipt.

Examples of unacceptable receipts and invoices for payment or reimbursement are:

- Hand written invoice
- Copy of a receipt
- Faxed invoice
- Faxed receipt
- Signed charge slip
- Copy of a charge statement

NOTE: All documentation must be legible. When submitting an original receipt:

- ❖ Do NOT staple
- ❖ Do NOT highlight
- ❖ Do NOT tape receipts
- ❖ Do NOT write over any part of the receipt

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## 1.7 CATERING, DELIVERY & TAKE-OUT POLICY

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Due to the contractual relationship between Nova Southeastern University and NSU Catering, Inc. (i.e. University Dining Services), when student organizations are hosting an event on campus for which they are providing food, the student organization must afford NSU Catering the first right of refusal for any catering agreement that exceeds \$1,000.00. In other words, the student organization must receive a quote from NSU Catering for comparable food services (both quantity and quality) for any food services that exceeds \$1,000.00.

The student organization is not required to use NSU Catering services if and only if the quote provided by NSU Catering for comparable food is significantly higher than the catering quote obtained by an outside food vendor. Proof of the NSU Catering quote or a statement that NSU Catering is unable to provide the student organization with the food service must be submitted to the Accounts Office prior to the event hosted by the student organization. Any student organization that violates this policy will NOT receive funding for the food services provided by an outside vendor.

Furthermore, an organization ordering food from an outside vendor under \$1,000.00 as catered; delivery or take-out will NOT tip more than 10% of the total cost of the bill. If there is a service fee incorporated into the bill that amounts to 10% of the total cost of the bill, then no tip is permitted. In other words, the service fee plus the tip shall not exceed 10% of the total cost of the bill.

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## 1.8 TRAVEL

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All student organizations who are sponsoring student travel to conferences, presentations, etc. must register any and all student travel with the Accounts Office.

**AIRFARE:** If a student organization has allocated and approved funds for any student airfare, the student must contact the Accounts Office to make the travel arrangements (i.e. flight booking) IN ADVANCE OF THE FLIGHT (minimum of five (5) days in advance of the flight). The Accounts Office will coordinate the travel arrangements with the University Travel Office. NOTE: If the student pays for their airfare out-of-pocket, they will NOT be reimbursed by the University.

**CAR RENTAL:** If a student organization has allocated and approved funds for any student ground transportation, the student must contact the Accounts Office to make the travel arrangements (i.e. car rental) IN ADVANCE OF THE travel (minimum of seven (7) days in advance). The student is permitted to use their own vehicle for ground transportation so long as they are NOT traveling more than 100 miles roundtrip. If the student is traveling more than 100 miles roundtrip, they must seek a rental car or University van through the Accounts Office. The Accounts Office will coordinate the travel arrangements with the University Travel Office. NOTE: If the student pays for a car rental out-of-pocket or travels more than 100 miles roundtrip in their own vehicle, they will NOT be reimbursed.

**HOTEL:** If a student organization has allocated and approved funds for any hotel stays for a student or group of students, the student (or group of) should make the reservations at the hotel in advance of their stay. Once they receive their confirmation/reservation number, they should request a printed form indicating the cost of their stay based upon their reservation. The student organization can then submit an online request for funds seeking a check (indicate “hold check” on the request for funds) in advance (minimum of thirty (30) days in advance) of their stay submitting the confirmation form with their request for funds confirmation number. Once the check is received by the Accounts Office, the student (or group of) can pick up their check prior to their hotel stay so they do not have to pay for the hotel out-of-pocket. NOTE: if a group of students are attending a conference and hotel stay is required or requested, there must be sufficient number of rooms to accommodate both males and females (i.e. females and males cannot share hotel rooms).

**MEALS:** Students may receive reimbursement for food purchases while traveling, but are subject to the following conditions:

- Students must provide detail receipts for every meal.
- Students will not be reimbursed more than \$50 per day, and more specifically, they will be reimbursed up to \$10 for breakfast, up to \$15 for lunch, and up to \$25 for dinner.
- On the date of travel and the date of return, the reimbursement of meals is limited to the time traveling.

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**TRAVEL AWARDS:** Student Government Associations and/or Organizations seeking to award travel funds to students who attend conferences for the purpose of professional development, can only do so in the form of a travel reimbursement requiring all corresponding receipts (i.e. hotel, registration, meals, etc.). Travel scholarships or grants are not permitted. As such, reimbursement of travel awarded after travel is completed precludes the reimbursement of airfare, rental car or mileage beyond 100 miles (due to the policies set forth above). Travel awards granted in advance of travel are preferable in that the Accounts Office can coordinate the advance travel for the students.

All student organizations are subject to the University's guidelines and policies for travel which can be found at <http://www.nova.edu/cwis/hrd/emphanbk/travel.html>. Please note that there are cost savings for student organizations to book their travel arrangements more than thirty (30) days in advance.

- ❖ **If the student needs to cancel the trip, make any changes to the airfare or the rental car they MUST contact the NSU travel office at 954-262-8888 immediately.**

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## 1.9 FUNDRAISING

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When a student club and/or organization (undergraduate and/or graduate) is planning to raise any funds for their organization (i.e. bake sales, selling t-shirts, book sales, charging admission to events, etc.), the organization **MUST** register the fundraising with the Accounts Office five (5) days **PRIOR TO** the commencement of the Fundraiser.

An organization can register their fundraiser by completing the fundraiser form and submitting it to the Student Accounts Office. Below is the link to the fundraiser form for student clubs/organizations.

[http://www.nova.edu/cwis/studentfeeacct/forms/secure/fundraiser\\_request.html](http://www.nova.edu/cwis/studentfeeacct/forms/secure/fundraiser_request.html)

Deposits received from fundraising activities must be clearly identified as fundraising and must be submitted to the Student Accounts Office by the following business day. Below is the link to the charity/fundraiser deposit form to be used by student clubs/organizations.

<http://www.nova.edu/cwis/studentfeeacct/forms>

Organizations raising funds are tangential to and reflect upon the name and reputation of Nova Southeastern University. Resultantly, the University requires that student organizations register all fundraising projects with the Accounts Office.

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**1.10 ORGANIZATION CONSTITUTIONS**

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All student government associations, student associations, and student organizations (undergraduate and graduate) MUST file a copy of their Constitutions and/or Bylaws (electronic or hard-copy form) with the Accounts Office within one (1) week of receiving Treasurer Training.

Presidents of all student organizations must also provide the Accounts Office with an up-to-date list of their Executive Board members within ten (10) days of their elections.

If any changes have been made to the organization's Constitution and/or Bylaws over the past academic year, then the organization should file an updated copy of the Constitution/Bylaws within thirty (30) days of the changes in conjunction with a copy of the organization's minutes ratifying the changes to the Constitution.

Please note: student organizations may reserve the right to adopt the constitution of their respective Student Government Associations.

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**1.11      INACTIVE ORGANIZATIONS**

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When a student club and/or organization (undergraduate and/or graduate) has no activity on their account statement for more than one fiscal year (July-June), the organization will be considered an inactive organization. The organization's account will be closed and the account balance will be swept into the Master Student Activity Fee Account.

If the organization becomes active after the account balance is swept, they must submit their Constitution and a list of Executive Board Members to the Accounts Office. Once received, the Accounts Office will set a date and time for Treasurer Training and open an account statement for the organization.

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**1.12      NEGATIVE BALANCES/FLOATING FUNDS**

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Student organizations must have sufficient funds in their accounts in order to receive funding for their requests. The Accounts Office shall not “float” funds for a student organization resulting in a negative account balance in anticipation of deposits.

If an organization has a negative balance (in the RED) by the end of the year, the organization will not be eligible to receive additional funding until the negative balance is cleared.

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## 2.1 TREASURER EXPECTATIONS

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- 1) All registered Treasurers must be trained by the Accounts Office. It is the responsibility of your organization to submit executive board changes to the Accounts Office and request treasurer training, when needed. NOTE: The Accounts Office will NOT process any transactions/request for funds until the Treasurer of the student organization has been trained.
- 2) Treasurers will maintain a record of all transactions in a ledger for their organization and maintain documentation for their organizations historical records. Instructions on how to maintain a ledger is provided in treasurer training as well as the treasurer's manual.
- 3) Treasurers will reconcile their organization records every thirty (30) days with the account statements available from the Accounts Office. Account statements shall be provided to all Student Government Treasurers by the fifteenth (15<sup>th</sup>) of every month.
- 4) Treasurers will ensure that a "Request for Funds" form is processed for all transactions that require funds to be taken from their organization account. All transactions that require a Request for Funds form are outlined below. Without a completed Request For Funds form, any and all of the transactions below will NOT be processed:
  - Reimbursements
  - Travel Expense (i.e. conference, seminars, mileage require an Expense Travel Form)
  - Vendor Payments (i.e. businesses)
  - Independent Contractor payments (i.e. payments to individuals or sole proprietors)
  - Payment for University Services (i.e. NSU copy center, Radio X, *The Current*, NSU Catering, Einstein's, The Student Union, University Publications, Physical Plant, University Travel, and all other university services)
  - Stipend Payments (i.e. payments to student leaders)
- 5) Treasurer will be responsible for making sure that requests are processed according to the following timeline:

10 business days	Check Requests for reimbursements, travel, vendor payments and independent contractor payments
10 Business days	Expense Reimbursements
30 Business days	Hotel Prepayment
30 business days	Reconciliation of account statements and organization record and notified the account office of any corrections

NOTE: All post-event Requests for Funds should be processed within ten (10) days of the event. I.R.S. Accounting Plan states that requests should be processed no later than 30 days after the event.

- 6) Treasurer will process all business transactions according to the fiscal year calendar. Fiscal year for the University is July 1st through June 30th. All transactions for the fiscal year must be submitted no later than June 15<sup>th</sup> of that fiscal year to the Accounts Office.

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- 7) Treasurers will deposit all fundraising proceeds, monies raised and receipts with the Accounts Office daily between the hours of 8:30 a.m. and 5:00 p.m. within 24 hours of receipt of the monies.
- 8) Treasurers will advise members of their organization on all financial requirements regarding reimbursements, payments, expenses, etc.
- 9) Treasurers will process "Request for Funds" for direct payments to vendors/business and independent contractors. **Basic principle: "If a product or service is provided by a business or person, the university check must be payable to that business or person."** All Independent Contract payments require an Independent Contract Form, W-9, and invoice for payment.
- 10) Gift card purchases are not reimbursable.
- 11) Treasurers will consult with the Accounts Office regarding organization accounts, policies and procedures. Additional training is available to all organizations upon request.
- 12) Treasurers will audit student organization account at the end of each term with the organization advisor and incoming treasurer (See Treasurer Transition Procedure).
- 13) Treasurers will not maintain cash boxes or hold organization funds at home or on their person.

As a Treasurer, your organization relies on you to manage and process transactions that are essential to the programming of your organization. The Treasurer position requires that all financial transactions by your student organization not only follow the laws of the Internal Revenue Service but also adhere to university accounting policy and university auditing standards.

The Accounts Office recognizes your academic obligations. To ensure effective and efficient processing, the Accounts Office will provide annual training to all treasurers. Additional training is available, anytime, upon request.

Because of the importance of the Treasurer position, if there are continual problems with the financial transactions of your student organization, it is in your organization's best interest to consider requesting additional training, appointing a new Treasurer or appointing a Co-Treasurer to assist with the duties.

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## 2.11 ADVISOR EXPECTATIONS

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The specific roles and responsibilities of an advisor vary depending on the organization and the advisor, but most student organization advisors have the following responsibilities:

- 1) Advisors are required to attend Treasurer Training. Advisors have the option of attending any of the scheduled Treasurer Training sessions offered by the Student Affairs Accounts Office. Training session dates and times are listed on the Student Accounts Office website at <http://www.nova.edu/cwis/studentfeeacct/training.html>. If unable to attend one of the scheduled training sessions, advisors can attend the online training on Blackboard and take a quiz. If the training is not uploaded to your Blackboard account, please contact the Student Accounts Office at 954-262-7290 or [studente@nova.edu](mailto:studente@nova.edu).
- 2) Advisors are responsible for reviewing all Requests for Funds and supporting documentation submitted by members of the organizations they advise. If the request is approved, advisors must state that they approve the request and **FORWARD** (do not reply) the request along with the supporting documentation to the Student Accounts Office at [studente@nova.edu](mailto:studente@nova.edu).
- 3) Work with the organization treasurer to assure accurate record keeping and budgeting.
- 4) Through personal interaction and program development, advisors play a significant role in developing members' leadership skills and personal growth and in identifying new leaders for the organization.
- 5) Advisors should meet regularly with officers and chairpersons to keep current on the projects and events they're planning, serving as a resource by pointing out new perspectives and guidance.
- 6) Enhance continuity of the organizations by orienting new officers and members to the history and purpose of the group and encourage creative brainstorming to help the organization generate new ideas.
- 7) Help students maintain a balance between academic and co-curricular aspects of student life and direct students to resources on campus.
- 8) Serve as a liaison between the organization and University, helping students connect with University and community resources. Advisors have a responsibility to both the University and the organization to keep the best interests of both in mind.
- 9) Attend organization meetings whenever possible.

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## 2.2 TREASURER TRAINING

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Treasurer Training is conducted by the Accounts Office. The training consists of an overview of any laws, policies and procedures that the treasurer needs to know for the financial operation of their student organization.

In order for the Accounts Office to conduct the training, a roster of all Treasurers must be received from all the colleges of the university within five (5) days of the new officers taking office. NOTE: The Accounts Office will NOT process any transactions/request for funds until the Treasurer of the student organization has been trained.

Training of these treasurers must be conducted within ten (10) days of treasurers taking office. Dates and times can be arranged and coordinated by any Student Government Association, Student Association and/or Student Bar Association.

The “Treasurer Expectations” is the general financial operating guideline for all student associations and student organizations. Student Associations and student organizations must contact the Accounts Office before any financial decisions are made on transactions that are not covered within these guidelines.

The expectations cover guidelines for policies and procedures on the following:

- Treasurer responsibility
- Treasurer Recordkeeping
- Treasurer Reconciliation of Accounts
- Request for Funds processing with regards to:
  - Reimbursement
  - Travel Expenses
  - Vendor Payments
  - Independent Contractors
  - University Services
  - Stipend Payments
  - Purchase Orders
- Processing timelines
- Fiscal Year processing
- Fundraising
- Vendor and Independent payment requirements
- Policy on gift card purchases
- Budgeting
- Deposit
- Nova Southeastern University policies with regards to:
  - Required support documentation
  - Cash boxes
  - Deposits
  - Purchase Orders
  - University Services
  - Stipend payments
  - Overload payments

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- Scholarship, awards and professional development
- Fiscal year financial processing

All policies and guidelines are reviewed and approved with the University's Financial Operation Offices and Business Service Offices.

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## 2.3 ONLINE REQUEST FOR FUNDS FORM

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<http://www.nova.edu/cwis/studentfeeacct/forms>

**PURPOSE:** The funds of the organization must be managed by the treasurer of the organization. The Online Request for Funds Form (“RFF”) was created to automate the management of expenses of an organization. This form allows the treasurers to inform their Advisors and the Accounts Office of pending expenditures of the organization.

Each section of the form is important for the posting of all financial processes to the student organization activity statements. The RFF provides information on how the expenditures should be reported on the organization account statements.

The Online Request for Funds Form also provides a means to obtain email approval of the advisor. This email approval process provides organization accountability for the management of the organization funds.

**No transactions will be processed without an Online Request for Funds Form.**

**Section 1:** This section directs the Accounts Office to initiate a deduction from the organization account. An expense has occurred and the payee information tells the Accounts Office who to distribute the organization funds to. The information in this section must be complete.

**Section 2:** This section tells the Accounts Office how to send the payment (i.e. direct deposit; mail check out; etc.)

NOTE: Do not forget to select the delivery option.

**Section 3:** This section provides the information required to process the expenditure on all necessary documents. All detailed documentation submitted for this request must support the type of event this was. For example, if you bought bulletin board supplies, the detailed receipt will list materials typically used for bulletin boards.

Make sure the Accounts Office is provided with the correct funding information. If the money for this expense is to be deducted from organization funds, please select organization funds. If your Student Governing body (SGA, Student Assoc., Student Bar Assoc.) has provided funds for this expense, select and indicate how much of the expense will be subsidized with student government money. There may be instances where the funds are split, you will select both boxes and provide amounts for both boxes.

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**Section 4:** This section provides the Accounts Office with your organization name and affiliation.

NOTE: For the organization name, please refrain from using acronyms. There are several organizations that share the same acronym. The affiliation is the school that issues your diploma. For example if you are undergraduate students, you will select Farquhar College of Arts and Sciences.

**Section 5:** This section is self-explanatory. Provide your treasurer and advisor names and contact information. Please make sure the email addresses are correct.

**Section 6:** Once you have completed all five sections above, you will be required to check the boxes that you viewed the Check Request Requirement List and that you read the Note. **You MUST attach the supporting documents to your request.**

Press the "Submit" button. You will then be provided with a confirmation number. As the Preparer of the Request for Funds form, an email confirmation will also be sent to the email address you provided on the form. Please make sure to retain the confirmation number. The confirmation number is important when referencing your request. The Request for Funds and supporting documents will be forwarded to your Advisor for review and approval. A copy will also be sent to the Treasurer. Please make sure that you enter the correct email addresses for the Advisor and Treasurer.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

## REQUEST FOR FUNDS

Note: All fields marked with a \* are required to submit your fund request.

### Section 1: Payee Information

Check Amount \*

100.00

Payable To \*

Jane Smith

Name

N

NSU ID#

Email Address

(954) 111-1111

Phone \*

Fax

Mailing Address

United States

Outside the United States

1234 Highway

Street \*

Ft. Lauderdale

City \*

Florida

State/Territory \*

33314

Zip \*

If payee is a NSU student, faculty or staff, please enter their N# and NSU email address.

### Section 2: Payment Information

Delivery Information \*

Mail Check Out

Select One...  
Direct Deposit  
Mail Check Out  
Mail w/Attached

### Section 3: Event Information

Event Name \*

Test Transaction

Event Date \*

12/12/2014

Fund

Organization

SGA

PanSGA

50.00  
Amount

50.00  
Amount

Description of Purchase and additional information \*

Supplies for event.

731 characters remaining

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NOVA SOUTHEASTERN UNIVERSITY  
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Section 4: College and Organization Information

Organization Name \*  Affiliation \*

**Please make sure you selected the correct affiliation. If you are not certain, please contact [studentactivityfee@nova.edu](mailto:studentactivityfee@nova.edu).**

Preparer  
  
Name \*

Daytime Phone \* Mobile Phone Email \*

- Select One...
- Center for Psychological Studies
  - College of Health Care Sciences
  - College of Dental Medicine
  - College of Medical Sciences
  - College of Nursing
  - College of Optometry
  - College of Osteopathic Medicine
  - College of Pharmacy
  - Fischler School of Education
  - Graduate School of Humanities and Social Sciences
  - H. Wayne Huizenga School of Business and Entrepreneurship
  - Oceanographic Center
  - Regional Campuses (formerly SECs)
  - Shepard Broad Law Center
  - Undergrad Organizations
  - Miscellaneous

Section 5: Club/Organization Authorization

Treasurer  
   
Name \* NSU Email \*

Advisor  
   
Name \* NSU Email \*

**Please make sure the Treasurer and Advisor email addresses are correct.**

Section 6: Document Submission

I have viewed the [Check Request Requirement List](#) \*

Attach Document \*

**Please Note:** You MUST attach supporting documentation. If you need access to a scanner, please visit The Source located in the second floor of the Rosenthal Building, or the Student Affairs Office if you are located at one of our Regional Campuses. For reimbursements, receipts must be ITEMIZED (detailed list indicating what was purchased) and show proof of payment (i.e. last 4 digits of the credit card, cash payment, and/or canceled check). Please make sure receipts are clear and fully legible when scanned. DO NOT write-over or highlight any part of the receipt. Under NO circumstances will alcohol be reimbursed. If dining outside the University, please include a list of attendees. For payments to vendors, please provide an INVOICE showing amount due. (Estimates, quotes, or statements will not be accepted.) If requesting a donation payable to an outside non-for-profit, a letter of intent from your organization and a W-9 for the receiving institution is required for processing. If this request is for promotional items (e.g., t-shirt, mugs, pens, backpack, etc.), please include the design approval. (Please refer to item 6 in the [Check Request Requirement List](#).)

**\*MUST read and check boxes.**

**\*MUST attach supporting documents to this email.**

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

## REQUEST FOR FUNDS CONFIRMATION

Thank you for completing our request for funds form. Your confirmation # is: **162**. Please find below a **RECEIPT** of what you submitted to our office.

Your request for funds will be processed pending receipt of:

1. Advisor's email approval
2. Supporting documents with itemized details. **Please write the confirmation number on all receipts and documents.**

If you need to send additional supporting documents to the Student Accounts Office, please write the confirmation number on all documents and send to:

▪ **via interoffice:**

Deliver to/Office Name: Student Activity Fee Accounts  
Departmental/Mail Code: SAF

▪ **via United States Post Office:**

Nova Southeastern University  
Student Activity Fee Accounts - Mail Code SAF  
3301 College Avenue  
Fort Lauderdale, FL 33314

• **Walk in:**

NSU Main Campus, Student Affairs Building, Room 107

• **To contact the Student Accounts Office by phone:**

(954) 262-7290

Once the required receipts and/or documents and email authorizations have been received, they will be matched to the request for funds and forwarded for check processing. If you have questions, call (954) 262-7290.

SECTION 1: PAYEE INFORMATION	
Check Amount:	100.00
Payable To:	Jane Smith
NSU ID:	
NSU Email Address:	
Phone:	(954) 111-1111
Fax:	
Mailing Address:	1234 Highway
City:	Ft. Lauderdale
State:	FL
Zip:	33314

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

Zip:	33314
<b>SECTION 2: PAYMENT INFORMATION</b>	
Delivery Information:	Mail Check Out
<b>SECTION 3: EVENT INFORMATION</b>	
Event Name:	Test Transaction
Event Date:	12/12/2014
Organization Fund:	on 50.00
SGA Fund:	on 50.00
PanSGA Fund:	50.00
Description of Purchase:	Supplies for event.
<b>SECTION 4: COLLEGE AND ORGANIZATION INFORMATION</b>	
Organization Name:	Test Dudes
Affiliation:	Miscellaneous
Preparer Name:	John Doe
Day Number:	(954) 222-2222
Cell Phone:	
NSU Email:	dcarmen@nova.edu
<b>SECTION 5: CLUB/ORGANIZATION AUTHORIZATION</b>	
Treasurer Name:	Jane Smith
Treasurer NSU Email:	dcarmen@nova.edu
Advisor Name:	Dr. John Smith
Advisor NSU Email:	dcarmen@nova.edu
<b>SECTION 6: DOCUMENT SUBMISSION</b>	
Check Request Requirement List:	I have viewed the Check Request Requirement List
Faster Reimbursement:	I have read the note concerning faster reimbursement.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
TREASURER PROCEDURES

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## 2.4 NON REIMBURSABLE ITEMS

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### Non-reimbursable Expenses

Non-reimbursable expenses include but are not limited to the following:

- Clothing, toiletry items, or personal care items
- Commuting between home and campus
- Corporate charge card delinquency assessments
- Magazines, newspapers, personal reading materials
- Movies
- Alcoholic beverages
- Personal expenses (such as entertainment, hotel room movies, theater tickets, prescriptions, over the counter drugs, hair services, massages, golf, health club facilities, etc.)
- First class or business class airfare upgrades vouchers
- Parking tickets, traffic violations and court cost
- Travel accident insurance premiums
- Charge incurred for failure to cancel hotel reservation ("no show" charges)
- Charge incurred for failure to cancel travel reservation ("no show" charges)
- Employee parking permits or fees
- Loss or damaged baggage
- Laundry, dry cleaning or pressing of clothes expenses (travel under 7 days)
- Airline Clubs
- Corporate charge card delinquency assessments (late fees) due to action of traveler
- Gifts to friends or relatives even in lieu of meals and lodging
- Personal portion of airfare, hotel or rental vehicle
- Expenses submitted for reimbursement more than 60 days after expenses were incurred
- Donations to charities
- Costs associated with receiving dependent care (such as childcare, eldercare and/or pet care) are not reimbursable

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

## 2.5 ORGANIZATION ACCOUNT STATEMENT

Each organization has an account with the Accounts Office. Account statements are forwarded to the treasurers and student service fee representatives on the 15<sup>th</sup> of every month as well as upon request. These statements are not the official records of any organization. It is the responsibility of the Treasurers to keep proper records and make sure the account balance on file are correct (See “Reconciliation POLICY” on the next page).

Treasurers are required to submit Budget Allocation Requests twice each year. The first budget allocation will be at the beginning of the Fall semester (no later than September 1<sup>st</sup>). For the Winter semester, Budget Allocation Requests should be submitted by December 15<sup>th</sup> (no later than January 2<sup>nd</sup>). These dates are subject to change. It is advised that the Treasurers be proactive in completing Budget Allocation Requests to avoid conflict with course projects and exams.

All funds listed in the Organization Account (not to be confused with the organization’s SGA account allocation) section belong to that organization and are not swept.

The funds of any organization must be managed like a business following regulations provided by the Internal Revenue Service combined with the accounting and auditing policies of Nova Southeastern University.

<b>Name of Group:</b>		<b>ABC GROUP</b>			
ORGANIZATION ACCOUNT					
Date	Name On Form	Event	Description	Debit	Credit
3/1/2005	Balance On Hand				\$30.00
<b>Total Debits:</b>				\$0.00	
<b>Total Credits:</b>					\$30.00
<b>TOTAL ORGANIZATION ACCOUNT</b>					<b>\$30.00</b>
SGA FALL ALLOCATION ACCOUNT					
Date	Name On Form	Event	Description	Debit	Credit
<b>Total Debits:</b>				\$0.00	
<b>Total Credits:</b>					\$0.00
<b>TOTAL SGA FALL ALLOCATION ACCOUNT</b>					<b>\$0.00</b>
SGA WINTER ALLOCATION ACCOUNT					
Date	Name On Form	Event	Description	Debit	Credit
<b>Total Debits:</b>				\$0.00	
<b>Total Credits:</b>					\$0.00
<b>TOTAL SGA WINTER ALLOCATION ACCOUNT</b>					<b>\$0.00</b>
<b>TOTAL ORGANIZATION ACCOUNT BALANCE</b>					<b>\$30.00</b>

Organization Balance available for approved organization expenses.

Funds allocated from SGA each fall. Funds are swept by December 21.

Funds allocated from SGA each winter. Funds are swept by April 1.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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## 2.6 RECONCILIATION OF RECORDS

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**PURPOSE:** The purpose of reconciliation is to ensure there is accountability among the members of the student organization, the organization's Treasurer, and the organization's Advisor.

**TIMELINESS:** The organization's Treasurer must reconcile the organization's records to the account statements every (15) days.

**NOTE:** Any corrections and/or discrepancies **MUST BE** brought to the attention of the accounts office within 15<sup>th</sup> days of the statements been issued.

**REQUIREMENTS:** Every Treasurer must maintain complete financial records of the student organizations. The supplies of the Treasurer are:

- Treasurer binder
- Treasurer money bag
- Receipt book

If your organization is audited, the Treasurer binder must contain:

- Ledger (maintained by the organization Treasurer)
- Copy of all transactions posted to the ledger which would include:
  - Copies of receipts
  - Copies of Internal Funds Transfer Forms
  - Copies of Journal Entries
  - Copies of Travel Expense Reports
  - Copies of Deposits

Copies of invoices from university services (see policy on "University Services")

**RECONCILIATION:** When reconciling the organization's records to the account statements, below are a couple examples of common discrepancies:

- 1) Items listed on an organization record are not reflected in the account statement.
- 2) Items listed in the account statement are not listed in the organization record.

*When an item is listed in the organization record, but is not reflected in the account statement:*

- 1) Make a copy of the transaction.
- 2) Forward copy to the Accounts Office.

*When an item is listed in the account statement, but is not reflected in the organization record:*

- 3) Email the Account Manager requesting a scanned copy of the transaction.

**NOTE:** When the discrepancies are resolved, request a corrected copy of the account statement for your organization.

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STUDENT ACTIVITY FEE

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## 2.7 PROCESSING TIMELINES

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Treasurers are responsible for timely processing of all transactions. The timelines provided take into consideration the volume of requests processed by the Accounts Office, as well, as any foreseeable situations that delay the processing of your transactions.

Treasurer will be responsible for making sure that requests are processed according to the following timeline:

10 business days	Check Requests for reimbursements, travel, vendor payments and independent contractor payments
10 Business days	Expense Reimbursements
10 Business days	All disbursements that are funded by a Student Association must be submitted
30 Business days	Hotel Pre-payment
30 business days	Reconciliation of account statements and organization record and notified the accounts office to any corrections
30 Business days	All reimbursements must be submitted within thirty (30) days of purchase

NOTE: All post-event Requests for Funds should be processed within ten (10) days of the event. I.R.S. Accounting Plan states that requests should be processed no later than 30 days after the event.

### FISCAL YEAR DATES – July 1st through June 30<sup>th</sup>

Treasurer will process all business transactions according to the fiscal year calendar. Fiscal year for the University is July 1st through June 30<sup>th</sup>. All transactions for the fiscal year must be submitted no later than June 15<sup>th</sup> of that fiscal year to the Office of Student Engagement. NOTE: Any transactions or receipts submitted after June 15<sup>th</sup> may result in nonpayment from the student activity fee accounts.

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NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

## 2.8 DEPOSITS

**PURPOSE:** The Accounts Office has established an account for each recognized student organization. The purpose of the deposit slip is to provide an accounting method for tracking money that needs to be credited to your organization account.

University policy mandates: money is not to be stored in advisor or faculty offices. Money is not to be stored at the home of any student. **Within twenty-four (24) hours of receipt, all monies must be deposited with the Accounts Office.**

The organization deposit slip is like that of the bank deposit slip. For the same reasons that the bank will not complete your deposit slips for you, neither is office staff to complete the deposit slip for you.

Cash – this line is provided to list the paper currency that is being deposited

Coin – this line is provided to list the coin that is being deposited

Checks – list each check to be deposited. Batch checks in the same amount.

Inform all check writers to make checks payable to: Nova Southeastern University (DO NOT write the name of your student organization or a member's name).

You will need to complete a separate deposit slip for each activity or event. Example, if you have funds for dues and a fundraiser, two separate slips must be completed.

For regular **Deposit**, use the green deposit slip; for **Charity and Fundraisers**, use the lavender deposit slip and for **Donations**, use the red deposit slip. Donations must have the contact information for the donor such as name, title, address and phone.

You will need to complete a separate deposit slip for each donation given to your organization. **Please include the name, title, address and phone number for each donor, along with the purpose for the donation on the deposit slip.**

Do not re-construct the deposit form. If you run out of lines, then complete a separate deposit slip.

PLEASE DO NOT DEPOSIT MORE THAN \$2 IN COIN.

NOVA SOUTHEASTERN UNIVERSITY STUDENT AFFAIRS ACCOUNTS OFFICE Deposit Slip					
Date:					
Affiliation:					Dollars    Cents
Name of Club/Org.:					Currency            \$
Treasurer Name:					Coin
Daytime Ph.:					(A) SUBTOTAL
Deposit Description:					Checks (List Each Separately)
Preparer Signature:					
<b>Office Use Only</b>					
Authorized Signature:					
Date of Transaction:					
					(B) SUBTOTAL FOR CHECKS
					TOTAL DEPOSIT (Add A & B)    \$

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

NOVA SOUTHEASTERN UNIVERSITY STUDENT AFFAIRS ACCOUNTS OFFICE Donations Deposit Slip							
Date:						Dollars	Cents
Affiliation:				Currency	\$		
Name of Club/Org.:				Coin			
Treasurer Name:				(A) SUBTOTAL			
Daytime Ph.:				Checks (List Each Separately)			
Donor Name:							
Company Contact:							
Address:							
Address 2:							
Phone:							
<b>Acknowledgement Instructions</b>							
Name/Title of Donor:							
Address:							
Purpose of Gift/Details for personalizing letter:				(B) SUBTOTAL FOR CHECKS			
				TOTAL DEPOSIT (Add A & B)	\$		
<i>Office Use Only</i>				Misc. Information			
Authorized Signature:							
Date of Transaction:							

NOVA SOUTHEASTERN UNIVERSITY OFFICE OF STUDENT ENGAGEMENT Charity / Fundraiser Deposit Slip							
Date:						Dollars	Cents
Name of School:				Currency	\$		
Name of Club/Org.:				Coin			
Treasurer Name:				(A) SUBTOTAL			
Daytime Ph.:				Checks (List Each Separately)			
Deposit Description:							
Preparer Signature:							
<i>Office Use Only</i>							
Authorized Signature:		Account balance					
Date of Transaction:		Prior to Deposit:					
		Account balance					
Date of Input:		After Deposit:		(B) SUBTOTAL FOR CHECKS			
				TOTAL DEPOSIT (Add A & B)	\$		

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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## 2.9 TREASURER OPERATIONS

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PURPOSE: The Treasurer position is a very important position. This procedure outlines the duties and responsibilities of every Treasurer.

BUDGET: The Treasurer should draft a budget for the student organization. A budget is important for the planning of any student organization function so that funds are available.

OPERATING SUPPLIES: Every Treasurer must maintain complete records of the student organizations. The supplies of the Treasurer are:

- Treasurer binder
- Treasurer money bag
- Receipt book

RECORDKEEPING: If your organization is audited by the Accounts Office, the Treasurer binder must contain:

- Ledger (maintained by the organization Treasurer) to record all transactions and current balance of the organization.
- Copy of all transactions posted to the ledger which would include:
  - Copies of receipts
  - Copies of Internal Funds Transfer Forms
  - Copies of Journal Entries
  - Copies of Travel Expense Reports
  - Copies of Deposits
  - Copies of invoices from university service departments which are:
    - ❖ Radio X
    - ❖ Student Union
    - ❖ Shark Dining (Chartwells)
    - ❖ Publications
    - ❖ Copy Center
    - ❖ The Current
    - ❖ Physical Plant Services

REQUEST FOR FUNDS FORM: Treasurers must make sure that a request for funds form is requested for all expenditure transactions. Treasurers should train other executive board members, advisor and organization members on the Request for Funds process. Treasurers must work closely with advisors on the approval of all Requests for Funds.

DEPOSITS: a completed deposit form must accompany all checks and cash that is to be recorded in the student organization activity statement.

LAWS, POLICIES AND PROCEDURES: Treasurers are provided with Treasurer Expectations at each training session. Treasurers are not expected to be proficient or remember all the laws policies and procedures that are outlined in these expectations.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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However, Treasurers must seek advisement from the Accounts Office when there is not a written policy for an impending transaction.

For instance, one of the most common mistakes made by student organizations is the payment to Independent Contractors. Student and staff will never be reimbursed for payments made from personal funds to pay Independent Contractors.

RECONCILEMENT: When reconciling the organization records to the account statements, organizations should look for any discrepancies such as:

- 1) Items listed on an organization record are not reflected in the account statement.
- 2) Items listed in the account statement are not listed in the organization record.

*When an item is listed in the organization record, but is not reflected in the account statement:*

- 1) Make a copy of the transaction.
- 2) Forward copy to the Accounts Office.

*When an item is listed in the account statement, but is not reflected in the organization record:*

- 3) Email the Account Manager requesting a scanned copy of the transaction.

When the discrepancies are resolved, request a corrected copy of the account statement for your organization.

TREASURER TRANSITION: One of the most common issues for incoming treasurer is “What do I do now?” Remember what you went through when you took office? How do I get funds for the organization expense? What is our opening balance for my student organization?

Did the outgoing treasurer meet with you to brief you? It is helpful if they did. An outgoing Treasurer can provide information on how things went, what they learned during the course of an academic year.

To initiate this interaction, meet with the incoming treasurer and prepare the Treasurer Transition form. After both (incoming and outgoing) treasurers have completed the form, submit the form to the Accounts Office. Once this form is received, a treasurer training can be scheduled.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENY ACTIVITY FEE

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### 3.1 UNIVERSITY SERVICES

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A “University Service” is defined as a service or product provided internally by an NSU department or contractor to an NSU department, college, center or organization. A university service includes but is not limited to services provided by Dining Services (Chartwells), University Publications, the NSU Copy Center, Radio X, *The Current*, NSU Bookstore, The Student Union Flight Deck and the University Center Arena.

A request for university services by a student organization must be accompanied by a completed Request for Funds form. The process for submitting a request for a university service is to complete the Request for Funds form. Once the Request for Funds form is completed and submitted, you must fax, interoffice or hand-deliver the university service contract/requisition to the Accounts Office for approval and signature.

The Accounts Office will then submit the completed university service contract/requisition to the appropriate department for processing. Upon processing, the debit for the amount contracted for the university service will then be applied to your organization’s account statement.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
TREASURER PROCEDURES

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## 3.2 OFFICE SUPPLIES

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As a benefit to being a recognized NSU student organization, you have the ability to order office supplies through the Accounts office. The Accounts office orders office supplies through Office Depot where the University receives a discount as well as next-day delivery.

In order to utilize this benefit, the student organization must fill out the Office Supply Order Form and submit it to the Accounts office via email, fax or interoffice mail. Once received, the order form will be processed and your student organization will be billed and reflected on your account statement.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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### 3.3 INDEPENDENT CONTRACTOR

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IRS requires that income be reported to the appropriate taxpayer. Therefore, members of student organizations are not allowed to pay out of pocket and be reimbursed expenses associated with services or products provided by an independent contractor.

**Wrong Way:** ABC student organization is provided catering service for an upcoming event. A member of the organization pays the expense for this service with cash or check and submits the receipt for the catering service to the Accounts Office.

Accounts Office will not process the request for reimbursement, unpaid, since it does not meet IRS requirement. A check for independent contractor services can only be made out to the person providing the product or service, not the student or advisor.

**Right Way:** ABC student organization contracts with a caterer for an upcoming event. The treasurer obtains an "Invoice", a completed "Independent Contractor Form" and a completed "IRS W-9". **Forty five Days before the event**, the ONLINE REQUEST FOR FUNDS FORM is completed. All three documents are forwarded, with the confirmation number, to the Accounts Office. A check is typically requested to be held for pick-up and delivered on the day of or after the product or service has been supplied.

The Accounts Office processes the invoice with the required documents and a check is issued in the name of the independent contractor.

An Independent Contractor is a person or company that provides and charges for a service or merchandise. Below is a table listing the typical Independent Contractors used for student organization events on campus.

<b>TYPES OF INDEPENDENT CONTRACTORS</b>	<b>TYPE OF SERVICE PROVIDED</b>
Caterers, Restaurants	Food
Dancers	Cultural Entertainment, Dance Lessons
Singers	Entertainment
DJ's	Music for Dances or events
Bands	Music for Dances or events
Speakers	Informational
Limousine Services	Service

REMEMBER THE BASIC PRINCIPAL: **"If a product or service is provided by a business or person, the university check must be payable to that business or person that provided the product or service."**

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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### 3.4 STUDENT ORGANIZATIONS

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As a student organization, you have numerous privileges that allow your organization to operate as a student organization within the university. Some of the benefits provided to you are:

- Room Requests for space on the main campus
- Office Depot supply orders (charged to your organization account)
- NSU Bookstore (discounted purchases are made for your organization by the Accounts Office)
- P-Card purchase online
- Publix credit card
- Restaurant Depot card

As an NSU organization, your organization does not grant you rights to:

- Open a bank account outside the University (per University Auditing Policies).
- Open a business account with a business vendor outside the University unless authorized by the Accounts Office.
- Sign contracts for any goods or services (i.e. banquet contracts, entertainment contracts, etc.
- Withhold funds (fundraising cash or dues) in a cash box in any university office or student home.
- Purchase airline tickets for student travel using any other means other than the University Travel Office.

For all money matters, your organization must follow all I.R.S law requirements and policies, as well as, university policies and auditing policies.

The Accounts Office has provided you Treasurer Expectations. You must consult with the Accounts Office for any transactions that do not follow the guidelines provided to you at Treasurer Training. The Accounts Office serves as your advisor for all financial matters. Do not hesitate to forward questions via email to the Account Manager at [amorocho@nova.edu](mailto:amorocho@nova.edu)

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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### 3.5 FISCAL YEAR END PROCESSING

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All student organizations are required to account for all transactions within the Nova Southeastern University fiscal accounting year. The fiscal year of the University begins on July 1st and ends on June 30th.

All student organization expenses must be submitted within thirty (30) days of the date the expense incurred.

All transactions for the fiscal year must be submitted no later than June 15<sup>th</sup> of that fiscal year to the Accounts Office. NOTE: Any transactions or receipts submitted after June 15<sup>th</sup> may result in nonpayment from the student activity fee accounts. All student organization funds will be swept on June 15th.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

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## 4.1 SGA ACCOUNT SWEEPS

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All Student Government Associations, Student Associations and Student Bar Associations are entrusted to allocate all Student Activity Fee Funds (“SAF”) to student organizations. Consistent with their SGA Constitutions, SGA’s have the option and authority to sweep any and all unused funds allocated to student organizations throughout the academic year.

To ensure a smooth operation of these sweeps, the following is recommended:

- Student organization treasurers should request a copy of the statement prior to each sweep
- It is recommended that student associations post reminders to the treasurer listserv of the sweeps date and require all expenditures be accounted for by a specific date.

It is not the responsibility of the Accounts Office or the associations to verify that all student organization transactions are processed. It is the function of the student organizations treasurer to verify that all transactions are posted properly on the account statements.

### MOST COMMON ERRORS

- Request for funds processed before deadline, but documentation is not submitted for processing. Expenses are not posted to student organization activity accounts from the Request for Funds therefore not recorded in time for the sweeping of Association SAF allocated funds.
- Treasurers are not reconciling the statements to ensure all expenditures are accounted for.

ACCOUNTS OFFICE  
NOVA SOUTHEASTERN UNIVERSITY  
STUDENT ACTIVITY FEE

**5.1 STUDENT CLUBS/ORGANIZATIONS - LIST OF VENDORS**

Awards		
Vendor Name	Address	Phone Number
Award Excellence	3800 North 28th Way, Hollywood, FL 33020	(954) 929-4949
Lou Scalia's Pro Shop	2317 S. University Drive, Davie, FL 33314	(954) 472-9511
Moore Engraving Crafts, Inc.	4242 SW 64th Avenue, Davie, FL 33314	(954) 583-4861
Event Facilities		
Azteca	8800 W State Road 84, Davie, FL 33324	(954) 474-5226
Dave & Busters	3000 Oakwood Blvd., Hollywood, FL 33020	(954) 923-5505
Seminole Hardrock & Casino	1 Seminole Way, Hollywood, FL 33314	(954) 797-5505
Signature Grand	600 State Road 84, Davie, FL 33317	(954) 424-4000
The Westin Diplomat	3555 S. Ocean Drive, Hollywood, FL 33019	(954) 602-8553
Event Supplies		
Oriental Trading Co, Inc.	4206 S 108th Street, Omaha, NE 68137	(800) 875-8480
Party City	2661 S University Drive, Davie, FL 33328	(954) 476-0995
Florists		
Field of Flowers	5101 S University Drive, Davie, FL 33328	(954) 680-2406
Something Beautiful Florist	1300 N University Drive, Pembroke Pines, FL 33024	(954) 431-6999
Food		
Angelos Pizza Express	6514 SW 39th Street, Davie, FL 33314	(954) 791-9653
Azteca Real Restaurant	8800 State Road 84, Davie, FL 33324	(954) 474-5226
Buca Di Beppo	3355 S University Drive, Davie, FL 33328	(954) 577-3287
Chicken Kitchen of Davie	3325 S University Drive #121, Davie, FL 33328	(954) 382-9777
Cyber Pizza	1200 South Federal Hwy, Dania Beach, FL 33004	(954) 417-6227
Domino's Pizza	2531 S University Drive, Davie, FL 33324	(954) 474-1100
Firehouse Subs	801 S University Drive C-139, Plantation, FL 33324	(954) 318-7827
The Magic Cow	2124 S University Drive, Davie, FL 33314	(954) 382-1677
Natural Chicken Grill	7740 Nova Drive, Unit B1, Davie, FL 33324	(954) 577-4333
Pizza Loft	3514 S University Drive, Davie, FL 33328	(954) 916-8880
Quarterdeck Seafood & Grill	3155 S University Drive, Davie, FL 33025	(954) 452-7676
Logo Promotional		
Award Excellence	3800 North 28th Way, Hollywood, FL 33020	(954) 929-4949
Baron Marketing*	1001 N.W. 62nd Street #300, Fort Lauderdale, FL 33309	(954) 492-2766
Edco Awards and Specialites	3702 Davie Blvd., Fort Lauderdale, FL 33312	(954) 587-0137
Geiger Collegiate Promotions, LLC*	PO Box 1609, Lewiston, ME 04241	(207) 755-2255
Island Brew Promotions	10120 NW 53rd Street, Sunrise, FL 33351	(954) 385-9489
Promoversity*	228 Florence Street, Crystal Lake, IL 60014	(877) 737-7137
Suncoast Marketing*	6545 Nova Drive, Suite 211, Ft. Lauderdale, FL 33317	(954) 583-4351
<b>*Preferred licensed vendors by University licensing agency (LRG).</b>		
Photography		
Gerlinde Photography	6759 Stirling Road, Hollywood, FL 33024	(954) 961-4450
Printing		
Minuteman Press of Davie	2621 S University Drive, Davie, FL 33328	(954) 475-2412
Quicktime Signs	4301 S Flamingo Road, Suite 104, Davie, FL 33330	(954) 382-2970
Security		
Turner Security Services	8501 SW 28th Street, Davie, FL 33314	(954) 473-0021
Supplies		
Home Depot	2300 S University Drive, Davie, FL 33324	(954) 476-9600
T-Shirts		
ASA Promotions	1099 Shotgun Road, Sunrise, FL 33325	(954) 452-2720
Embroidme - Davie	2471 S University Drive, Davie, FL 33324	(954) 452-0600
Select Screen Printing	10050 Griffin Road, Cooper City, FL 33328	(954) 680-8496
Shirts N Things	4740 SW 82nd Ave, #3, Davie, FL 33323	(954) 434-7480

**Note:** The majority of these vendors will invoice NSU. Please contact Ms. Greissy Amorcho at 954-262-8403 to obtain pre-approval.

**Disclaimer:** The information on this document may be subject to changes without prior notice. For the most up-to-date information, please contact the Student Accounts Office at 954-262-7290.

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