Financial Frequently Asked Questions

What is Agency Money?

Agency money is money that an organization has generated through dues, fundraisers or donations.

*Who can access agency accounts?*

* The president, vice president or treasurer have financial responsibility on behalf of an organization and can access the agency account
* For reimbursements out of agency an individual cannot sign for money they will be receiving, a different office must authorize payment.

*What can an organization purchase with its agency money?*

Agency funds may be used for activities and purchases related to the organization’s mission. When in doubt consult with the SEC prior to making purchases or planning trips. An organization cannot buy alcohol, tobacco, or weapons with agency money.

What is SUFAC Money?

SUFAC money is allocated by the Segregated University Fee Allocation Committee

*How does an organization obtain SUFAC money?*

Organizations need to apply to the SUFAC board either through an annual budget or weekly “contingency” request for funds.

*Can every organization obtain SUFAC money?*

Criteria:

* Be a recognized student organization according to university guidelines
* Promote active student participation in decision making processes which positively affects student life at the university
* Provide activities or services which are available to ALL students who attend the University.
* Engage in community outreach programs.
* Fraternities and Sororities are not eligible

*What can an organization use their SUFAC money for?*

For services, travel, supplies, contracts, marketing and more

SUFAC money may not be used to buy alcohol, tobacco or weapons

How can one make copies?

*Green Bay*

* Organization must have designated money in their budget for printing/copies. If not a contingency form through SUFAC can be made to cover costs.
* If making less than 25 copies of a document, bring a copy to the SEC to use your org’s copier code. If you don’t have or know your code? Ask the Student Organization Financial Assistant at the front desk of the SEC.
* If making more than 25 copies, or posters for advertising, use Digi Copy. The form can be found in Phoenix Connect. Orders are usually ready for pick-up within 2 business days.

*Marinette, Manitowoc & Sheboygan*

Please see the Assistant Dean of Students on your campus

Food Questions

*How do I place a food order?*

An organization can find the food request as part of the Event Registration Form within Phoenix Connect. Before an order is place an organization must have appropriate funding available or use agency money.

*Rules about meals:*

Must fallow state guidelines in which breakfast may not exceed $12 per person, lunch $18 or dinner $30

Accompanying any food order, the organization needs to supply an advertisement of the event/meeting and a list of attendees

*Does an org have to use Chartwells?*

*Green Bay*

* Student organizations may purchase non-perishable snacks if the total purchase is less than $150, and the food is available ONLY to members of the student organization (no public or open event)
* Student organizations may use an approved vender Domino’s, Pizza Hut, Toppers, Panera East, Festival with a max purchase of $150
* Anything over $150 or outside the approved venders list needs to be through Chartwells

*Marinette, Manitowoc & Sheboygan*

There are approved outside venders, please see Assistant Dean of Students for support.

*What about potlucks?*

Potlucks are permissible for a small private event fewer than 25 attendees where members are preparing or bringing food items with their own funding and the food will be consumed by that group only. Potlucks may not be open to the public or publicly advertised. Please follow the safe food-handling practices

How to pay people back money spent out of pocket? (reimbursement)

* Fill out the reimbursement form within Phoenix Connect. Receipts are needed.
* We strongly advise utilizing the SEC to make purchases vs spending money out of pocket.
* Contact the SEC with questions for if something purchased was not permitted, we may not be able to reimburse.

Fundraisers

* Must be pre-approved and the request is made through the Event Registration Form within Phoenix Connect.
* Submission is needed 2 weeks before the event/fundraiser

*Can we ask businesses for donations?*

* Asking businesses for donations of prizes requires prior approval through the Solicitation Form found within Phoenix Connect. Please plan ahead for it may take 10+ days for approval.
* Orgs may not ask for cash, gift cards, gift certificates

*Do orgs need to pay sales tax?*

* YES, for all sales subject to tax.
* The sales tax will be subtracted from revenues.
* All sales profits must be deposited into a university account.
* University staff will dictate the tax and process payment.

*How does an organization set up a vendor sale?*

* A vendor sale must be developed by the SEC for students are not permitted to sign contracts
* An organization may sponsor an outside vendor in exchange for at least 20% of gross sales.
* A vendor sale is limited to a two-day span.
* All funds collected from the vendor sale must be deposited in the organization’s agency account

*Can orgs have an off-campus bank account?*

* UW-Green Bay registered student organizations are discouraged from holding private off-campus bank accounts
* Under no circumstances can an organization use the name “UW-Green Bay” or the tax identification number
* NOTE: all organization fund-raising revenues must be deposited into the agency account via UTIC

Mail Questions

Mail should be addressed to:

Green Bay

Your Org Name

UU150, Student Engagement Center

2420 Nicolet Drive

Green Bay, WI 54311

Marinette

Your Org Name

M-131, Assistant Dean of Students

750 W Bay Shore Street

Marinette, WI 54143

Manitowoc

Your Org Name

Assistant Dean of Students

705 Viebahn Street

Manitowoc, WI 54220

Sheboygan

Your Org Name

MB2202, Assistant Dean of Students

1 University Drive

Sheboygan, WI 53081

*How does an organization pick up mail?*

*Green Bay*

SEC will notify org members that mail is present. Regular sized mail will be placed in a bin outside 150D in the Student Engagement Center with larger items held by the front desk.

*Marinette, Manitowoc, Sheboygan*

Orgs will be notified by the Assistant Dean of Students on how and where to pick up.

*How does an organization mail an item out?*

*Green Bay*

Take item to the SEC front desk for the Student Organization Financial Assistants will make sure there is funding available in the orgs budget for mailing

*Marinette, Manitowoc, Sheboygan*

Take item to the Assistant Dean of Students for support

How does an organization purchase supplies?

Fill out the Supplies Form within Phoenix Connect

Further questions contact the SEC at [sec@uwgb.edu](mailto:sec@uwgb.edu) or 920-465-2720.

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