

Financial- Frequently Asked Questions

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What is agency money? What do I need to know about Agency money?

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

Who has access to the agency account?

The (Fund Officers) individuals who have signed as having financial responsibility on the organization's registration materials can access the agency account.

One signature will be required for each transaction.

An individual cannot sign for money they will be receiving, a different fund officer must authorize for you.

What can an organization purchase with its agency money?

Agency funds may only be used for activities and purchases related to the organization's mission. When in doubt, consult with the Student Engagement Center *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 annual budgets or weekly “contingency” requests for these funds. See the forms at the bottom of the [SUFAC Web Page](#).

Can every organization obtain SUFAC money?

Organizations that wish to apply for SUFAC funding should meet the following criteria:

- Be recognized as an official 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. (Fraternities and Sororities are not eligible)
- Engage in community outreach programs.

What can an organization use their SUFAC money for?

Organizations can spend their SUFAC money for services such as photocopying, faxing related to organizational business.

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

How can I make copies of documents?

Green Bay Campus:

If you are making less than 30 copies of a document, bring it to the Student Engagement Center, and use your org’s copier code to make copies. Don’t have or know your code? Ask at the Student Engagement Center front desk.

If you are making more than 30 copies, or need color copies, use the DigiCopy Form to place an order. Orders are usually ready for pick-up within 2 business days.

Marinette, Manitowoc & Sheboygan Campuses:

Please see the Assistant Dean of Students on your campus.

Food questions

How do I place a food order?

The organization must use the [Food Request Form](#) on the Student Orgs Web Page to review menus and make selections. The Student Engagement Center will ensure that the org has appropriate funding and will order the food from Chartwells or an approved vendor.

Are there any rules about meals?

Yes. Meals for all events are subject to state limits regardless of whether they are paid for from SUFAC funds or Agency funds. The limit is: Breakfast \$12, Lunch \$18, and Dinner \$30. For example, if an organization is planning an end-of-the-year dinner/banquet, the meal cannot exceed \$30 per person. Programs that include a meal must have an announcement of the event (poster, email, Facebook announcement, etc, and a list of attendees). Email these items to Nina Dessoir (dessoirn@uwgb.edu)

Does an org HAVE to use Chartwells?

On the Marinette, Manitowoc and Sheboygan Campuses, there are other approved food vendors. There is an [Approved Off Campus Vendors List](#), which includes more information. Organizations should use the [Food Request Form](#) for all orders.

On the Green Bay Campus:

Student organizations may purchase non-perishable snacks (such as sodas, chips, pretzels, cookies, but NOT things like dips or salsa) off-campus, if the total purchase is less than \$100, and the food is available ONLY to members of the student organization (meaning the public is not invited).

Student organizations can now also use Domino's, Pizza Hut, and Toppers for pizza orders (ONLY those 3 companies, and with the \$100 limit still in place).

Organizations should use the [Food Request Form](#) for all orders.

Purchases for more than \$100 must be handled through Chartwells.

What about pot lucks?

Potlucks are permissible. A potluck is a small private event (normally fewer than 25 attendees) where individuals who are attending the event are preparing or bringing a food item and the food is consumed by only that group. Potlucks that are publicly advertised or that are open to the public are NOT permitted. Follow safe food-handling practices.

How do I pay people back for money they spent for our org?

This is called a **REIMBURSEMENT**. Start by filling out a [Reimbursement Form](#), as found on the Student Org web page under FORMS.

We strongly advise you to use the Forms in the [Forms Section](#) of the Student Org web page to order things, instead of paying for things yourself. If something you have purchased is not permitted or not reimbursable, we will not be able to help you at that point.

How do I arrange to pay a speaker or performer?

What should I do about contracts?

At no time should student organization officers or members sign contracts or agreements of any kind. Bring unsigned documents to Student Life for assistance. If you plan on bringing in someone which would need a contract, fill out the "Pre-Contract Worksheet" found [here](#).

What do I need to know about fund raisers?

All fund-raisers must be approved 2 weeks in advance by the Student Engagement Center.

This applies to fund raisers done on campus and off campus.

The Fund-Raising Form is available [here](#).

Can we ask area businesses for donations?

Soliciting businesses for donations of prizes requires prior approval. You CANNOT ask for cash, gift cards, gift certificates, etc.! The form is available [here](#). The process can take 3 to 4 weeks, so plan accordingly.

Do we have to pay sales tax?

Yes. All sales are subject to sales tax. The sales tax will be subtracted from revenues. Whether an organization is selling tickets to an event, T-shirts, or candy bars, the income is subject to state sales tax. All sales tax must be deposited into a university account. When you make a deposit, Union staff will tax the proceeds accordingly.

How does an organization set up a vendor sale?

A vendor sales contract must be developed by the Student Engagement Center. Students are not permitted to sign contracts!

To see a copy of the Student Organization Sales Policy and Vendor Sales Contract please see the student organizations program coordinator in the Student Engagement Center to pick one up. If you're working with banks and or credit card type companies, there is even more to know—Ask the student organizations program coordinator in the Student Engagement Center about the **Credit Card Solicitation Policy**.

An organization may sponsor an outside vendor in exchange for at least 20% of gross sales. A minimum of 1 week is required to coordinate vendor sales, and sales are limited to a two-day span. All funds collected from the vendor sale must be deposited in the organization's agency account via the UTIC.

Can we get 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 or make any reference to the University for an off-campus account.

Note that all organization fund-raising revenues must be deposited into your UWGB Agency Account through the UTIC.

Mail questions

How should mail to our org be addressed?

Green Bay Campus:

Your Org Name
UU150, Student Engagement Center
2420 Nicolet Drive
Green Bay, WI 54311

Marinette Campus:

Your Org Name
M-131, Assistant Dean of Students
750 W Bay Shore Street
Marinette, WI 54143

Manitowoc Campus:

Your Org Name
Assistant Dean of Students

705 Viebahn Street
Manitowoc, WI 54220

Sheboygan Campus:

Your Org Name
MB2202, Assistant Dean of Students
1 University Drive
Sheboygan, WI 53081

How does an organization pick up mail items?

On the Marinette, Manitowoc and Sheboygan campuses, when mail comes in addressed to your org, the Assistant Dean of Students will notify you on how and where to pick it up.

For the Green Bay campus, SEC staff will notify your org. Regular sized mail will be placed in a bin outside Room 150D in the Student Engagement Center. Larger items will be held at the UTIC for the Green Bay campus.

How do I mail items out?

To mail items, for the Green Bay campus, take the items to be mailed to the front desk in the Student Engagement Center.

To mail items for the Marinette, Manitowoc and Sheboygan campuses, take the items to the Assistant Dean of Students.

How does an organization get or arrange payment for supplies or services?

Use the [Supply Request Form](#) for this.

You can direct any questions to Nina at dessoirn@uwgb.edu.

When dealing with money or spending issues, please give appropriate lead times.

It is the responsibility of the organization to initiate processing with the Student Engagement Center and Union staff with appropriate lead times. If you have any questions or further concerns, feel free to contact the Student Engagement Center at 920-465-2720.

Reviewed, March 2022

