

Guidelines for the Use of Student Government Funds

Every semester, students pay a Student Services fee, which gives them access to the UT Recreation Center, UT Health Services, UT Shuttles Service, and UT Student Counseling Services. A portion of this fee also goes to support each school's student government body and UTHealth's Student InterCouncil (SIC). This pool of student government funds may be used by recognized student groups for approved functions and events which support the social and recreational interests of UTHealth students.

Auxiliary Enterprises is responsible for overseeing the management of student government funds. These guidelines describe how student government funds may be used, procedures for obtaining approval to spend these funds, and procedures for getting reimbursed for approved expenditures. Please refer any questions to Ronda Mullane at Auxiliary Enterprises at 713-500-8400 or ronda.a.mullane@uth.tmc.edu.

Allowable and non-allowable use of student government funds

1. Funds may be used for organized activities and special functions which promote the social and recreational interests of UTHealth students and which are approved in advance by the school Dean (or designee)* and the Vice President of Auxiliary Enterprises.
2. Funds may be approved in some cases for use in fundraisers. (Please note that all fundraisers must be approved in advance by the Vice President of Auxiliary Enterprises, whether or not they will use student government funds).
3. Funds may not be used to purchase alcohol at events which are held off campus.
4. Funds may not be used for the purchase of gifts for students, faculty, or staff or for the purchase of supplies, materials, and equipment for resale without the advance approval of the Vice President of Auxiliary Enterprises.

Procedure for obtaining approval to use student government funds

1. A ***Request to Use Student Government Funds (Encumbrance)*** must be completed and signed by an officer of the student government (the President or Treasurer) and the school Dean (or designee).* The form must then be sent to Auxiliary Enterprises at least ten (10) business days prior to the event for financial approval. Funds may not be used until the Vice President of Auxiliary Enterprises verifies the availability of funds and notifies the student government of his approval to use the funds.
2. An additional approval must be obtained for any event where alcoholic beverages will be served. A ***Request for Permission to Serve Alcoholic Beverages*** must be completed and signed by the school's Dean (or designee) and UTHealth's Chief Financial Officer. The form must then be sent

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Exception: SIC activities do not require a Dean's approval.

to Auxiliary Enterprises at least ten (10) business days prior to the event. Funds may not be used until the Vice President of Auxiliary Enterprises verifies the availability of funds and notifies the student government of his approval to use the funds.

Rules and restrictions for the use of student government funds

1. In any fiscal year, no more than 25% of funds carried forward from the previous year may be expended in addition to funds allocated in the current year.
2. All printing services to be paid by student government funds must be processed at the UT Print Shop. Use of outside printing services is not permitted.
3. All travel expenses to be paid by student government funds must be coordinated through University Travel.
4. All custom and promotional items to be purchased with student government funds (such as t-shirts, mugs, pens, etc.) must be purchased through the University Bookstore.

Reimbursements

1. Only expenses which are approved in advance (i.e., encumbered through the procedure described above) can be reimbursed.
2. UT will not reimburse for sales tax. Please present the UTHealth tax-exempt form when making purchases for the student government.
3. No reimbursements can be made unless original receipts are submitted to Auxiliary Enterprises along with a ***Request for Reimbursement for Approved Use of Student Government Funds***, signed by an officer of the student government and the school's Dean (or designee)[†]. It is recommended that you hand deliver the form and receipts to the Auxiliary Enterprises main office at 7779 Knight Road.
4. **There is a strict time limit to obtain reimbursement for approved expenses.** Reimbursements for an event can be issued up to thirty (30) days following the event. Any reimbursements requested after this time cannot be reimbursed.
5. If you need an advance check cut for payment to a vendor before an event, please contact Auxiliary Enterprises for procedures at least two weeks before the check will be needed. An invoice from the vendor will be required.

All request forms mentioned in these Guidelines can be downloaded from the Auxiliary Enterprises website at <http://www.uth.edu/auxiliary-enterprises/forms/>.

[†] Exception: For SIC Project Funding, the requester does not need to obtain approval signatures. Auxiliary Enterprises will obtain them once the *Request for Reimbursement* form and original receipts are submitted.