FAC Mission Statement

The Financial Affairs Committee (FAC) is a student led committee whose mission is to support UA students'

out-of-classroom development, learning and engagement experiences by providing funding assistance to

registered student organizations for their project, event and travel efforts that benefit the UA student body as

a whole.

FAC Guidelines

In order to ensure fair and equitable allocation of funds, the FAC uses guidelines, as well as, precedents for

the funding of expenditures. Using these guidelines as a reference, committee members deliberate every

request. FAC meetings are typically held on Monday nights; there are approximately six meetings per

academic year. A list of the meeting dates, deadlines and forms can be found on the mySource page for

Financial Affairs Committee (FAC) documents. FAC award amounts will be posted to FAC Accounts for

viewing by student organizations by 5pm on the Friday following the FAC meeting in the mySource Budget

system. FAC funding must be used as allocated within 60-days; any unspent funding will revert back to FAC.

Allocation recipients should immediately notify the FAC advisor of any cancellations. If an organization

spends funding allocated from the FAC on a program or event/activity and then does not execute

the program or event/activity, the offending organization shall not be eligible for any FAC funding

during the next fiscal year. Likewise, if an organization is allocated funding and they fail to use it,

they may not be awarded funding the following academic year. However, if there are unavoidable or

extenuating circumstances, the SGA VP of Financial Affairs shall have the ability to waive these restrictions,

at his/her discretion.

Eligibility

All student organizations seeking funding from the Financial Affairs Committee (FAC) must be registered

with The SOURCE for at least one month. In addition, the President or Treasurer of the organization must

attend a SOURCE Foresight Workshop prior to requesting funds. Registration with the Source and

attendance to the Foresight Workshop must be completed each academic year. Only currently enrolled

Financial Affairs Committee (FAC) Funding Guidelines 2018-19

1

students of the University of Alabama are eligible to utilize FAC funding (UA faculty/staff expenses are

not eligible).

Precedential Awards

Travel: $2,400 per fiscal year ($400 per student maximum, for up to 6 students);

Office Supplies/Advertising: $800 per fiscal year;

Equipment: $800 per fiscal year;

Project: $6,000 maximum, with a $2,000 limit for cultural food.

Maximum funding to eligible student organizations will be $10,000 per fiscal year.

*These amounts are precedents and not guarantees of allocation for any student organization. The allocations

are approved at the committee's discretion, and must pass approval by the SGA Senate.

Following are some examples of FAC allowable and prohibited expenses:

Funding Category Allowable Expenses Prohibited Expenses

Travel

Home Sharing/Airbnb/VRBO expenses that are NOT pre- approved by UA; food while traveling; travel for faculty/staff; personal travel not affiliated with a student organization; membership dues; social trips

Projects

Lodging; registration; airfare; vehicle rental; mileage or gas expense

Food that is NOT meant to educate students about a specific culture; any type of fundraising activities; charitable contributions; gifts of any kind; venue costs associated with any banquet or celebratory event which is NOT open to ALL UA students; alcoholic beverages, bartender and/or corkage fee; social registration fees

Equipment

Venue rentals, miscellaneous rentals, guest speakers, musicians, DJ, band, decorations, cultural food for a cultural event, project supplies that are expendable or not re-usable Computers, printers, accessories, books, tools and other non- expendable items that can be stored in a secure location on UA property.

Items that cannot be stored in a secure location on UA property.

Office Supplies and Advertising

Miscellaneous office supplies (paper, pens, paper clips, Crimson Copies printing, etc.); miscellaneous promotional items with UA logo or name

T-shirts; promotional items NOT pre-approved by Strategic Communications

2

Budget Periods

FAC Funding will be divided into budget periods to better distribute funding. Each budget period will be

allowed $50,000. The Budget Periods are as follows:

• **October, November, January and March**

• April and September meetings will only be held if there is rollback funding to support them.

Advanced planning is key. Funding may only be applied for within the appropriate months relating

to organizational needs. ORGANIZATIONS MAY ONLY APPLY ONCE FOR A PARTICULAR

PROJECT/EVENT/TRIP; if not fully funded cannot reapply.

Determining Factors

Some factors used by the FAC in determining allocations/amounts are:

• The nature of the project or activity;

• The number of students affected by the project or activity;

• Size of the student organization;

• Adherence to University policies and FAC guidelines;

• Degree of outside funding sources (encouraged by FAC);

• Co-sponsorship – two or more student organizations collaborating to put on a project or activity;

• Precedents based on FAC deliberations;

• The amount of pending requests to the FAC made by student organizations.

• Outside sponsorships;

• Outside ticket revenue received

Funding Request Process

The President or Treasurer of the organization MUST complete the online Funding Request. Funding

Requests are due by midnight on the submission deadline. The FAC Funding Request is completed

through an electronic process hosted on the myBama website. Go to the website: www.myBama.ua.edu.

Click on the Campus Life tab. Click on the "mySource" link. Then complete the instructions as follows:

3

1. Select the organization for which funds are being requested;

2. Click Manage Organization;

3. Click Menu button

4. Select "Finance"

5. Click the "Create Funding Request" button.

A separate Funding Request MUST be submitted for each category. The four funding categories

are: travel, equipment, project and office supplies/advertising. Be sure to select the account title that

matches the funding category. (Example: Account = GSA-Travel, Category=FAC Funding-Travel.)

Then proceed with the funding request:

6. Enter the subject (organization name);

7. Enter the amount (total amount of funding request);

8. Provide a detailed description for the request (answer Who, What, Where, When & Why);

9. Select the account (travel, equipment, project, office supplies/advertising);

10. Select Category of spending;

11. Complete the questions under Additional information only as it applies to the request.

Choose the appropriate Funding Section (travel, projects, etc.) and complete;

12. Go to the Financial Affairs Committee page and scroll to the bottom to read the FAC

Guidelines (if not already done so);

13. Complete the check-box to electronically sign the funding request;

14. Click the "Submit Request" button;

15. Notify the organization President and Advisor of the need to access the Funding Request to

provide approval by changing the "stage" to the next level of approval. Both the President

and the Advisor Approvals must be completed by midnight no later than the Sunday prior to

the FAC meeting.

a. If the Organization President is the one to submit the funding request, they will be

unable to approve the request. Move forward with Advisor approval.

b. The system does NOT send an email to notify of the need to approve.

16. Upload any relevant document(s) for this request.

4

If the required approvals are not received prior to the deadline, the organization will still be able to present

their Funding Request proposal at the FAC meeting; however, funds will be withheld until approvals are

received.

Funding Request Review (FAC Meeting)

The student organization President or Treasurer must be prepared to discuss the detailed Funding Request

in person at the FAC meeting. NO PowerPoint or formal presentation is required; however, handouts are

welcome for lengthy requests. Organizations will receive an email from the FAC Advisor providing

notification of the assigned time slot for the FAC meeting (Please arrive early and be prepared.). There will

be a sign-in sheet located outside the meeting room. The President/Treasurer will wait outside the meeting

room until their organization's name is called. Funding Requests are reviewed in the order in which they are

received online. FAC will review the funding proposal, and will ask questions as appropriate. Each Funding

Request discussion should last no more than five minutes. If an organization fails to attend the FAC

meeting, the Funding Request will be denied. To have the request reviewed at a future meeting, a

new Funding Request must be submitted.

Expenditure Details

1. Precedential Items

a. Travel, $2400 per fiscal year;

i. May not exceed $400 per student;

ii. Only currently enrolled UA students are eligible to utilize FAC funding;

iii. Includes: transportation, lodging and registration (food IS NOT an eligible expense);

iv. Reimbursement of personal vehicle use may either be paid at the current federal

mileage reimbursement rate, or actual gas cost (receipts are required). (A conference

program and travel details may be required for this reimbursement.);

v. FAC General Terms and Conditions Travel Funding Request: the
President/Treasurer must read and agree to these terms and conditions as a
requirement of the travel funding request;

vi. EACH student traveling must complete and sign the University Funded Travel
Individual Release and Acknowledgment form. This form details the date,
location and purpose of the travel, and identifies each student who will be traveling. If
the student is under the age of 19, a parent/guardian signature is required.

5

Travel Release forms are submitted electronically through the mySource page and DocuSign. To access the document go to mySource, select the Financial Affairs Committee group; scroll down to the bottom of the page to the document section and download the appropriate form and complete;

vii. If a UA Fleet vehicle will be used, the drivers must be at least 21 years of age, have no less than three (3) years driving experience and possess a valid driver's license. A Motor Vehicle Record (MVR) form must be completed online by all possible drivers. Please list the Department Information for the FAC Advisor and use FAC Advisor as the "supervisor" for routing approval purposes. This form MUST be approved BEFORE a student is allowed to drive a UA Fleet Vehicle. The form should typically be completed two-weeks prior to the requested travel date. The link for the MVR is: https://riskmanagement.ua.edu/drivermanagement.html. Prior to operating a University vehicle, the driver will be contacted by the Risk Management office for completion of on-line driver safety/education training. Additional training will be required to operate a 12-passenger van;

viii. To ensure adequate processing time, travel documentation MUST be submitted to the FAC Advisor 15-days prior to the date of travel.

ix. Home Sharing/Airbnb, VRBO and Alternative Rental Services MUST be approved by Risk Management PRIOR to booking; written agreements/contracts MUST be signed by UA officials only.

b. Office Supplies/Advertising, $800 per fiscal year

i. Includes: general office supplies, advertising, printing, postage, promotional items, etc.;

ii. Expenses are subject to UA Purchasing Policies and purchases may be limited to current UA contract vendors;

iii. Promotional items must be for ALL participants, must display the UA logo or name; Artwork must be approved by UA Strategic Communications prior to purchase.

The link for the Licensing Guidelines and Branding Approval form is:

https://strategiccommunications.ua.edu/standards/brand-approval

c. Equipment, $800 per fiscal year

i. Includes items such as computers, tools, books, and other non-expendable items;

ii. Items must be kept in a secure location on UA property;

iii. Equipment items become the property of UA and MUST be passed down year after year to organization officers;

iv. The President and Advisor MUST complete the FAC Equipment Receipt form prior to taking possession of the equipment; Form may be found on the Financial Affairs Committee (FAC) page in mySOURCE – scroll to the bottom of the page;

v. Items covered under a UA Standing Contract will require that the purchase be made from that contract vendor;

vi. Equipment purchases are subject to UA Purchasing Policies and UA Risk Management Policies, and may be investigated to determine whether the proposed equipment purchase would result in the duplication of funding.

d. Project, $6,000 maximum; $2,000 Cultural Food limit

i. ALL Events MUST be registered with the SOURCE well in advance of the event date to allow for approvals;

ii. Food;

1. MUST BE CULTURAL FOOD associated with an event in which the purpose is to educate students about that particular culture; Food must be purchased from a restaurant. Food vendor must be selected from UA Participating Caterers list. A list of approved vendors may be found at: http://riskmanagement.ua.edu/catering/

iii. Guest speakers*. Includes: transportation and lodging for speaker (or speaker fee). **Payment must be processed via the UA Contract Management process.** Independent Contractor approval must be obtained and a Guest Speaker Agreement must be executed at least two weeks prior to the event date;

iv. Musicians, Bands, DJs*: Payment must be processed via the UA Contract Management process. Independent Contractor approval, Professional Services Agreement and/or UA Contract approval must be obtained at least two weeks prior to the event date;

v. Venue Rental*: Includes: On and Off-Campus venue rental fees. If there is a venue **rental agreement, the agreement must be routed though the UA Contract** Management Process for UA signatures; Approval must be obtained two weeks

prior to the event.

7

vi. Equipment Rental*: Funding allocated for the rental of equipment is subject to UA

Purchasing Policies and UA Risk Management Policies. If a contract is to be executed,

it must be signed and approved through the UA Contract Management process.

*Please allow 2-3 weeks for UA contract processing and approval.

How to Access Allocated Funds

To access FAC funds: 1) A Purchase Request must be submitted online; 2) President/Treasurer must

follow-up with the FAC Advisor to make a purchase or seek reimbursement.

If the Purchase Request is for the FAC Advisor make a purchase for you, please upload a document that lists

the items needed; include vendor, item number, quantity, price, etc. Funds must be claimed within 60-

days of the allocation date. Funds MUST also be spent within the fiscal year they are allocated (October 1

– September 30). Any unspent funds will be returned to the FAC budget for reallocation. Funds may be

utilized either by reimbursement of expenses purchased on behalf of the organization, or by requesting a

direct purchase through University procurement procedures (i.e.: UA Purchase Order, UA Visa Purchasing

Card, UA Departmental Transfer, UA Accounts Payable Direct Deposit/check). It is the responsibility of

the President/Treasurer to complete the FAC process and make arrangements to spend awarded funds before

the deadline.

How to complete the Purchase Request

The President/Treasurer should complete the online Purchase Request. To access the Purchase Request,

go to www.myBama.ua.edu, click on the Campus Life tab and complete the following:

1. Click on the MySource logo;

2. Select the organization for which funds are requested;

3. Click the "Finance" link;

4. Click the "Create Purchase Request" button; (A separate Purchase Request for each

"category" is needed.);

8

5. Enter the "subject" of the request (Enter whether this is for a reimbursement or a purchase to be made.);

6. Enter the requested amount for the transaction;

7. Provide a description for the request (answer Who, What, When, Where & Why);

8. Select the account;

9. Select the category that was allocated;

10. Complete payee information (Include CWID for student or advisor payee);

11. Complete the Additional information (only as it applies to the request);

12. Click Upload File to attach any relevant document for the request;

13. Click the "Submit Request" button.

If submitting a reimbursement, please refer to the "Reimbursement Packet" section below for

further instructions. If requesting that the FAC Advisor make a purchase, please contact the advisor to

make arrangements for the purchase at (205) 348-0710 or fac@ua.edu.

Reimbursement Packet:

Reimbursement may be requested in either paper or electronic format.

ONLY COMPLETE PACKETS WILL BE ACCEPTED FOR REIMBURSEMENT.

1. A copy of the Purchase Request (PDF version) must be submitted as the first page of

the packet. Include the current mailing address and phone number of the payee. If a student or advisor will be reimbursed, their CWID must be provided; Also include email/phone number of the contact for the request;

2. Next Include Proof of Purchase (itemized receipts) and Proof of Payment (copy bank statement that lists the transaction; must have the account holder's name printed on it) in the packet. For small receipts, tape (all edges) onto to the front side of a sheet of copy paper. DO NOT STAPLE OR OVERLAP RECEIPTS;

3. A completed Direct Deposit Authorization form should be submitted;

4. Paper Reimbursement Packets should be delivered to the FAC Advisor at 3514 Ferguson Center. To speak with the FAC Advisor, visit during FAC office hours, which are Monday

through Thursday 8:30 am – 10:30 am and 2-4 pm; Friday by appointment only.

Electronic Reimbursement Packets should be scanned in the above order and emailed to

fax@ua.edu.

A separate Reimbursement Packet is needed for each party/payee to be reimbursed. The reimbursement

process generally takes 7-10 business days from the time the FAC Advisor submits the documentation to the

Accounts Payable Department. All payments are subject to UA Spending Policies; those policies may be

found at http://accountspayable.ua.edu/spending-policy.

Appeals Process

1. Any organization wishing to appeal the FAC decision must submit their concerns in writing to the

SGA Vice President of Financial Affairs.

2. Letter will be reviewed by the SGA VP of Financial Affairs and the SGA Treasurer. SGA VP of

Financial Affairs will respond in writing to the organization explaining the basis for the Financial

Affairs Committee's amended decision.

3. If issue is unresolved, the organization will be asked to provide further explanation/details for

consideration and review by the FAC Appeals Council. The FAC Appeals Council will consist of the

FAC Advisor, SGA VP for Financial Affairs and one member from: the SGA Senate, the SOURCE

Board of Governors and the Student Leadership Council who did not originally vote on the Award in

question.

4. The decision made after this deliberation will be presented to the SGA Senate for approval. THIS

DECISION WILL BE FINAL.

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