

**University of Florida Levin College of Law
Student Organization Funding Guide
2017-2018**

This guide has been created to assist student organizations at the University of Florida Levin College of Law. Previously, student organizations have struggled to clearly understand where their funds come from and how to access these funds. Hopefully, this guide simplifies student organization funding, encourages efficient and wise spending, and reduces waste.

It will overview the funding processes for the various sources that an organization might utilize throughout the annual year. This guide should be consulted before any student organization requests funds. Student organizations should pay special attention to the checklists throughout this guide.

This guide has been constructed and updated by the Student Bar Association as a service to student organizations and their respective leaders. The Student Bar Association does not determine any of these policies except the SBA-Discretionary fund policies.

The SBA Treasurer, among other duties, specifically serves to consult and advise student organizations on their funding needs and potential sources.

Table of Contents

Definitions	4
Overview	7
SG-Account Procedures	8
Checklist - SG-Account funds	15
LCA-Account Procedures	16
Checklist - LCA-Account funds	18
SBA Discretionary-Account Procedures	20
Pre-Approval Process	23
Pre-Approval Process Guidelines	16
Checklist - SBA Discretionary-Account funds	29

Definitions

Docutraq: Docutraq is the electronic request system that student organizations submit Student Activity Requests through to access SG-Account funds. One can login to Docutraq at docutraq.sg.ufl.edu

F-Account funds: F-Account funds are in an account managed by the University of Florida Levin College of Law. This account derives from various donations to the University of Florida Foundation's College of Law Student Organizations (018723) Account. This account is included in the SBA Discretionary-Account funds. To access these funds, expenditures must be (1) preapproved by the SBA Allocations Committee, and (2) a payment request must be submitted to the Office of Student Affairs within 10 business days after the event or date of expense.

LCA-Account funds: LCA-Account funds are in a restricted account managed by the University of Florida Levin College of Law. These are typically earmarked to a particular student organization. This account derives from various funds designated to student organizations by private donors. To access these funds, an organization can submit a payment request to the Office of Student Affairs. There is no pre-approval needed to access these funds.

Law College Council: The Law College Council serves as an intermediary between the University of Florida Student Government and student organizations at the College of Law. It is primarily tasked with assisting student organizations in receiving line-item allocations from the Student Government Senate and then approving Student Activity Requests for organizations if allocated to.

Organization Allocation Request (OAR): The OAR is the electronic request that organizations must submit to receive SBA Discretionary-Account funding. The OAR must

be submitted by 5:00 pm the Monday before the Allocations Hearing that the organization wishes to present at. The OAR must be approved by the Student Bar Association Allocations Committee before any expenditure.

Payment Request: A payment request is the document a student organization must submit to the Office of Student Affairs to initiate payment from funds managed by the law school. To access SBA Discretionary-Account funds, the payment request CANNOT be submitted unless the expense is pre-approved by the Student Bar Association Allocations Committee through the pre-approval process. After the organization's event or date of expense, the payment request must be submitted within 10 business days with (1) a receipt or invoice and (2) an attendance roster attached.

Pre-Approval Process: For a student organization to use SBA Discretionary-Account funds, the expenditure must be pre-approved by the SBA Allocations Committee. To get pre-approved, an organization must submit an OAR by 5:00 pm the Monday before the Allocations Hearing the organization wishes to present at. It is highly suggested that organizations present at Allocations Hearings at least 10 business days before the organization's event or date of expense. Before any expenditure, the Allocations Committee must approve the OAR. The Allocations Committee will approve or deny OARs strictly based on the pre-approval process on pages 23-28 of this guide. Once an OAR is pre-approved, the organization is eligible to submit a payment request to the Office of Student Affairs.

SG-Account funds: SG-Account funds are in an account managed by the University of Florida Student Government Finance Office. This account derives from allocated Activities and Services fees (A & S) that all University of Florida students pay as part of tuition. The Law College Council and the Student Government Finance Office

oversees all "Student Activities Requests" submitted through Docutraq and **not** the SBA.

Student Activity Request (SAR): The SAR is the electronic request that student organizations submit on Docutraq to access SG-Account funds. SARs must be submitted at a minimum 10 business days before the organization's event or date of expense. SARs must be approved by the LCC Treasurer, LCC President, SG Finance Manager, and the UF Student Body Treasurer before any expenditure.

SBA-Account funds: SBA-Account funds are discretionary funds allocated to student organizations on a per event or expense basis as part of the SBA annual budget. To access these funds, expenditures must be (1) pre-approved by the SBA Allocations Committee, and (2) a payment request must be submitted to the Office of Student Affairs within 10 business days after the event or date of expense.

Overview

Student organizations have three primary funding sources: SG-Account funds, LCA-Account funds, and SBA Discretionary-Account funds.

The process on how to access these three funds are different. Student organizations need to pay careful attention to the specific account's funding procedure and checklist.

Organizations must exhaust all available SG-Account funds and LCA-Account funds before requesting funding from the SBA Discretionary-Account.

Organizations are not required to have exhausted all funds before making a request from the SBA Discretionary-Account if that expense will exhaust all SG-Account and LCA-Account funds first and still require additional funding.

If an organization has questions about the balances in the different accounts, their treasurer or president should contact the SBA Treasurer.

SG-Account Funds

As defined above, SG-Account funds are those that are managed by the University of Florida Student Government Finance Office. These accounts and the information below is governed by the "800 Codes" as determined by the SG Senate. To view the "800 Codes," please see <http://www.sg.ufl.edu/Portals/0/800%20Codes%20Amended%20Fall%202016.pdf?ver=2016-10-13-142131-337>

SG Finance on main campus handles all requests, approvals, and payment processing from SG-Account funds. The Law College or SBA has no control over these accounts or processes. These funds can be appropriated in two different ways:

1. Line-item Budget by SG Senate: These funds are already determined the year before any funds can be accessed. For example, 2017-2018 funds were "allocated" by the SG Senate in 2016. LCC assists with the requests and then forwards the requests to the SG Senate for approval. The budget request process occurs in early spring semester. To find out whether your organization has a line-item budget, please contact LCC or the SBA Treasurer.

2. BOCC Allocations Special Requests: If your organization has not received a line-item from SG Senate, then it can still receive funding from SG. It must make a Special Request from the Board of College Councils Allocations. These requests can be submitted on a per event basis and should be submitted at a minimum one month before the event.

- Submit a request at

<http://www.sg.ufl.edu/Allocations/BOCC>

- Once you submit a request, BOCC will hold a hearing to approve or deny your request

- If BOCC approves your request, then they will grant special access to submit a Student Activity Request (SAR), which will begin the payment process from SG Finance. For more information on SARs, please see the information below

Line-Item Budgets from SG-Senate:

Generally, the **Line-item Budgets from SG Senate** are divided into two different divisions: Program Budget and Travel Budget.

Program Budget

The "Program Budget" includes five line-items:

- Programs: anything that does not fall within the categories below, which includes speakers, instructors, musicians, honorariums, decorations, supplies, venue rental, AV services, and materials.
- Advertising: aimed at the Student Body including fliers, facebook ads, tarps/banners, and newspaper ads.
- Food: food that will be served at your event. All events serving food must be advertised and served buffet style. The maximum amount cannot exceed \$3.50 per person.
- Copies: all copies must be made through the SG Copy Center.
- Awards: given to individuals participating in some sort of competition and can be no more than \$30 per award.

If your expense exceeds your balance in the specific line-item then it will be disallowed or SG will fund up to the amount you have in your account. You can transfer funds up to \$1500 per semester between line-items. However, you cannot transfer funds into "food," "awards," "travel," or "outside revenue." To

transfer, your treasurer and president must submit the "Line Item Transfer Form," which can be found at sg.ufl.edu/Finance/Forms

Under the "Program Budget," SG will **NEVER** fund:

- Personal use items
- Non-promotional clothing
- Banquets
- Prizes
- Political support
- Any event that relates to alcohol even if self-purchased

To access funds in an organization's "Program Budget," an organization must:

- Be a registered organization by SAI
- Have funds allocated by SG in the appropriate line-item
- Determine the specific expense details and identify a vendor
 - o When identifying a vendor, please keep the following in mind:
 - Try to pick a vendor that SG Finance can pay through their approved payment methods. You can find a list of possible food vendors at <https://www.bsd.ufl.edu/catering/Caterers>
 - SG Finance only pays vendors who send invoices or accept online credit card payments (**for credit card, the vendor must accept UF's Tax Free code - Domino's and Mi Apa do not**).
 - o Tip: if a vendor appears in the vendor search in the SAR system, then SG Finance can probably directly pay them.

- If SG Finance cannot directly pay the vendor, then the expense will need to be paid out-of-pocket and the student paying will be reimbursed. For reimbursement, you will need to put the student paying out-of-pocket as the vendor. See "Reimbursement" below for more information.
- Submit a Student Activity Request (SAR) at docutraq.sg.ufl.edu at a minimum of 10 business days¹ before the event or day of expense. For assistance on submitting a SAR, please review SG's "How to create a Student Activity Request (SAR)" at sg.ufl.edu/Finance/Training
 - *Tip: If you plan to be reimbursed, put yourself as the vendor!*
 - ***Tip: When submitting a SAR for food, make sure to include expected attendance!**
- The SAR must be approved by the LCC Treasurer, LCC President, SG Finance Manager, and UF's Student Body Treasurer.
- Once it is approved, you have the following payment options through SG Finance:
 - **Approved SG-Finance Payment Options:**
 - **Submit an Invoice:** Tender an invoice from the vendor, submit it to SG Finance, and SG Finance will send payment directly to the vendor.
 - * Tip: A quote or purchase order is **NOT** an Invoice! *
 - **Online Purchase:** If you are using an online vendor, contact SG Finance as they may be able to use a UF Purchasing Card or set up a Purchase Order. This applies

¹ If your event involves a speaker, the SAR must be submitted at a minimum 30 days before the event because the university must execute a contract with them.

to vendors who will accept **online credit card** payment; however, they must accept UF's Tax Free code.

- o **Reimbursement:** Pay for the expense out-of-pocket and get reimbursed for the allowable amount.
 - For reimbursement, put yourself or the payer as the vendor. In the description, you will need to put the following:
 - Where you are purchasing something from (with location address)
 - What you are purchasing (specific quantity)
 - The date and rough time you will be purchasing the items
 - **You must turn in a line-item receipt (what was specifically purchased) and proof of purchase (how it was paid) within 30 days of the purchase. SG finance will then send you a check or direct deposit into your account. Expect a reimbursement within 7-10 days.**

Travel Budget

The "Travel Budget" includes expenses for conferences, competitions, and education. Any Travel Budget must be specifically approved by the Budget and Appropriations Committee of the SG Senate. The Travel Budget operates only as a reimbursement for travel expenses as long as the itemized receipts (showing what was purchased and proof of purchase) are turned in within 30 days of the trip and all at once. Organizations are limited to a reimbursement of \$350 per person for up to four people.

SG will reimburse for the following items:

- Lodging

- Transportation
- Registration

*Your organization is responsible for researching and choosing reasonable accommodations and travel means at the lowest possible cost.

SG will NEVER reimburse the following:

- Food
- Mileage

To access funds in your Organization's "Travel Budget," your organization must:

- Be a registered organization by SAI
- Have the specific travel preapproved by SG and allocated into an account
- Submit a Travel Activity Request (TAR) at docutraq.sg.ufl.edu at a minimum 10 business days before the event or day of expense. For assistance on submitting a TAR, please review SG's "How to create a Travel Activity Request (TAR)" at sg.ufl.edu/Finance/Training
 - o *Tip: Since you plan to be reimbursed, put yourself as the vendor! *
- Once the TAR is approved by the LCC Treasurer, LCC President, SG Finance Manager, and UF's Student Body Treasurer, you have the only payment option:
 - o **Reimbursement:** Pay for the travel expense(s) out-of-pocket and get reimbursed for the allowable amount.
 - **You must turn in a line-item receipt (what was specifically purchased) and proof of purchase (how it was paid) within 30 days of the purchase. SG finance will then send you a check.**

How do I determine my organization's balance in the SG-Accounts? and in the specific line-items?

Please contact the SBA Treasurer or the LCC to determine your accounts' balance in SG-Accounts.

How do I contact SG Finance?

You can contact SG Finance at (352) 273-4441. Their office hours are Monday through Friday from 8:00 AM - 4:30 P.M.

Checklist for SG-Account Funding

1. ____ Make sure your organization is registered through main campus SAI
2. ____ Determine whether your organization has a line-item budget from SG Senate or will need to make special requests through BOCC
3. ____ Plan ahead for your event with detailed event times, what specifically will be purchased (and how much), and identify the vendor
4. ____ If your organization has a line-item budget from SG Senate, then you will need to determine whether you are trying to access your organization's program budget or travel budget:
 - If you are trying to access your program budget:
 - Submit a SAR as soon as possible, or at a minimum 10 business days before the event
 - If your vendor can tender an invoice, send SG Finance the invoice as soon as possible
 - If being reimbursed, submit an itemized receipt within 30 days after the purchase
 - If you are trying to access your travel budget:
 - Submit a TAR as soon as possible, or at a minimum 10 business days before the event
 - Since you will be reimbursed, submit an itemized receipt within 30 days after the purchase
5. ____ If your organization does not have a line-item budget from SG Senate, then you will need to submit a special request through the BOCC at least one month before your event.

LCA-Account Restricted Fund Procedures

As defined above, LCA-Account restricted funds are those funds that a private donor has earmarked to a specific organization. LCA-Account restricted funds are "block funds," which means that they are not divided into specific line-items. These funds can be used at the organizations' discretion. The SBA **does not** need to approve of any LCA-Account funds.

When accessing LCA-Account restricted funds, organizations have the following payment options:

○ **Approved Payment Options:**

- **Submit an Invoice:** Tender an invoice from the vendor, submit it to the University of Florida Levin College of Law Office of Student Affairs attached to your payment request, and the College's business office will send payment directly to the vendor.

- * Tip: A quote or purchase order is **NOT** an Invoice! *

- **Online Purchase:** If you are using an online vendor, contact the Associate Dean for Students as she may be able to use a UF Purchasing Card or another payment method. This applies to vendors who will accept **online credit card** payment; however, they must accept UF's Tax Free code.

○ **Reimbursement:**

- **Turn in an itemized receipt (what was specifically purchased and proof of purchase) attached to your payment request within 10 business days of the purchase to the Office of Student Affairs. The University of Florida Levin College**

of Law will then send you a check. Expect a reimbursement within 10-15 days.

To access LCA-Account funds an organization must submit a **payment request** to the Office of Student Affairs. The payment request needs to be submitted:

- Before the event or date of expense if the vendor can invoice. The invoice **must** be attached in this case.
- Within 10 days after the event or date of expense for reimbursement. Any receipts **must** be attached in this case.

LCA-Account Funds Checklist

1. ____ Determine whether your organization has LCA-Account restricted funds. Ask the SBA Treasurer if you do not know.

2. ____ Determine the event details such as the event time, location, vendor, and event description. Additionally, determine whether your vendor accepts one of the approved payment options or whether you will need to be reimbursed

3. ____ Submit a **Payment Request to the University of Florida Levin College of Law Office of Student Affairs** before the event or date of expense if applicable or within 10 business days after the event or date of expense. Find the payment request form at

www.law.ufl.edu/pdf/about/administration/PaymentRequestForm.pdf

- You **must** attach to the payment request:

- (1) Either:

- An invoice if your vendor invoices

- An itemized receipt if you are being reimbursed

- (2) An attendance roster if applicable

4. ____ Depending on your organization's payment options, you might have the following options:

o **Approved Payment Options:**

▪ **Submit an Invoice:** Tender an invoice from the vendor, submit it to the University of Florida Levin College of Law Office of Student Affairs attached to your payment request, and the College's business office will send payment directly to the vendor.

- * Tip: A quote or purchase order is **NOT** an Invoice! *
- **Online Purchase:** If you are using an online vendor, contact the Associate Dean for Students as she may be able to use a UF Purchasing Card or another payment method. This applies to vendors who will accept **online credit card** payment; however, they must accept UF's Tax Free code.
- **Turn in an itemized receipt (what was specifically purchased and proof of purchase) attached to your payment request within 10 business days of the purchase to the Office of Student Affairs. The University of Florida Levin College of Law will then send you a check. Expect a reimbursement within 10-15 days.**

SBA Discretionary-Account Funds

As defined above, SBA Discretionary-Account funds are managed by the University of Florida Levin College of Law. These accounts include F-Account and SBA-Account funds.

Before any of these funds can be accessed, the organization **must** (1) exhaust all SG-Account **and** LCA-Account funds **first** and (2) the Student Bar Association Allocations Committee must preapprove any expenditure by the "Preapproval Process" defined on pg. 23-28.

To receive SBA Discretionary-Account (F-Account and SBA-Account) funds, your organization needs to:

- Be a recognized student organization by the SBA Student Organizations Council
- Submit an OAR by 5:00pm the Monday before the Allocations Hearing that your organization wishes to present at
 - o It is highly recommended that your organization present at an Allocations Hearing at least 10 business days before the event or date of expense. A schedule of Allocations Hearings can be found at uflawsba.com/resources/funding
 - o You can submit an OAR at: https://ufl.qualtrics.com/jfe/form/SV_9BOArxPeNbk9xWJ
- Attend the Allocations Hearing and present on your OAR. Your organization will need to answer any questions the Student Bar Association Allocations Committee may have
- Only if the Student Bar Association pre-approves the expense, your organization will need to submit a **Payment Request to the University of Florida Levin College of Law Office of Student Affairs.** Find the payment request form at

You **must submit the payment request:**

- within 10 business days after the event or date of expense for reimbursement; or
- 10 business days before the event or date of expense if the vendor can invoice

You **must** attach to the payment request:

- (1) Either:
 - An invoice if your vendor invoices
 - An itemized receipt if you are being reimbursed; AND
- (2) An attendance roster if applicable
- Depending on your organization's payment options, you might have the following options:

▪ **Approved Payment Options:**

- **Submit an Invoice:** Tender an invoice from the vendor, submit it to the University of Florida Levin College of Law Office of Student Affairs attached to your payment request, and the College's business office will send payment directly to the vendor.
 - o * Tip: A quote or purchase order is **NOT** an Invoice! *
- **Online Purchase:** If you are using an online vendor, contact the Associate Dean for Students as she may be able to use a UF Purchasing Card, or another payment method. This applies to vendors who will accept **online credit card** payment; however, they must accept UF's Tax Free code.

- Reimbursement:
 - Turn in an itemized receipt (what was specifically purchased and proof of purchase) attached to your payment request within 10 business days of the purchase to the Office of Student Affairs. The University of Florida Levin College of Law will then send you a check. Expect a reimbursement within 10-15 days.

Pre-Approval Process

The Student Bar Association Allocations Committee will approve or deny OARs based on the following process:

1. To be considered, each OAR must be submitted by 5:00 p.m. the Monday before the Allocations Hearing the organization wishes to present at.

- False, untimely, or incomplete OARs will be automatically denied.

2. The Student Bar Association Allocations Committee will review the submitted OARs and the Allocations Committee Chairperson will email the requesting organizations confirming receipt of the OAR and a reserved spot at the next scheduled Allocations Hearing. The Allocations Committee Chairperson will also include a description of the Allocations Hearing and how an organization can prepare.

3. The organization will present at the next scheduled Allocations Hearing.

- Allocations Hearings shall:

- Be properly notified to the UF Law student body through posting the Allocations Hearing semester schedule on the SBA website

- Be open to the student body except for closed deliberation conferences

- Be conducted under the Chair's discretion

4. During Allocations Hearings, the following format will occur:

1. The Allocations Committee Chairperson will call the meeting to order and announce the OARs before the Committee.

2. The Allocations Committee will then hear presentations from each organization with an OAR.

3. Presentations shall have the following format:

- The presenting organization shall have seven (7) minutes to split between an introduction, presentation, and to reserve time for a closing statement.

- The Allocations Committee will then ask the presenting organization any questions it has on the OAR or presentation.

- If any time was reserved, the organization may make a closing statement.

4. After the presentation concludes, the presenting organization shall be dismissed from the Allocations Hearing room.

5. After the presenting organizations have all been dismissed, the Allocations Committee shall proceed to a closed deliberation conference, which will not be open to the student body.

6. At the deliberation conference, the Allocations Committee will either:

- **Approve the OAR.**

- This means that the OAR was approved in whole for the amount requested.

- **Approve the OAR with conditions or modifications**

- This means that the OAR was approved only if conditions are met or the amount approved was less than the requested amount.

- Deny the OAR

- This means that the OAR was denied and no SBA Discretionary-Account funds can be used. If an OAR is denied, the Allocations Committee will release a written opinion explaining the decision.

7. All deliberation conferences shall have minutes recorded by the SBA Secretary. These minutes shall be made available to any requesting organization. The minutes **will not** reflect roll call voting records and all spoken deliberations will be anonymous. The SBA Allocations Committee shall keep all deliberations in confidence. To request deliberation conference minutes, please contact the SBA Treasurer or Secretary.

8. The Allocations Committee shall render its decision on the same day of the Allocations Hearing. The Allocations Chairperson shall email the presenting organizations the decision with any further instructions within the next 48 hours after the deliberation conference.

- The Allocations Chairperson shall also email the Associate Dean for Students a decision summary and the minutes for the Allocations Hearing. He will also email the University of Florida Levin College of Law Business Office a decision summary as well.

9. Your organization can appeal the Allocations Committee decision to the Student Bar Association Board of Governors. The Board of Governors will vote on the OAR either affirming or denying the Allocations Committee decision.

Pre-Approval Process Guidelines

Any and all pre-approval decisions by the SBA Allocations Committee must conform to the following guidelines:

1. The SBA Allocations Committee **SHALL NOT** discriminate against any student organization and deny OARs for any of the following reasons:

- The student organization's mission or cause
- The student organization's members or officers
- The student organization's faculty advisor

2. The SBA Allocations Committee **can** deny OARs for the following reasons:

- Incomplete, insufficient, false, or untimely OAR submission
- Misuse of previous allocated funds by SBA
- Not exhausting all SG-Account and LCA-Account funds first unless they will be exhausted with the same expense
- Financially irresponsible or unreasonable expenses
- Expenses that do not have the capacity to benefit the UF Law student body or the College of Law (i.e. personal use items)
- Expenses that pose a danger to the UF Law community
- Lack of or low funds in the SBA Discretionary-Account
- If the requesting organization has a private bank-account that has available funds
- Lack of preparation, advertising, or organization for the event by the requesting organization
- Tangible promotional items

3. The pre-approval process **must follow** that outlined on pg. 23-25

4. The SBA Allocations Committee **shall fund** expenses if:

(1) the organization exhausted all SG-Account and LCA-Account funds first

(2) the organization submitted a truthful, timely, and accurate OAR

(3) the expense is financially reasonable in respect to the event

(4) the requesting organization sufficiently prepared for the event by proper advertising and organization

(5) the expense has the capacity to genuinely benefit the UF Law student body

(6) the organization has sufficiently researched the costs by various quotes and chose an economical choice

(7) the expense is in one of the recognized categories in number 6.

6. The SBA Allocations Committee **can generally fund** the following categories:

- Professional Event/Programming: anything for the professional or academic development of UF Law students. This category includes any food or supply expenses associated with the event or programming. Sufficient advertisement must be exhibited.

- Meeting Food: food that will be served at organization meetings. **Meetings funded can be general body meetings and elections. E-board meetings will NOT be funded.** All events serving food must be advertised and served buffet style. The amount should not exceed \$3.50 per person.

- Social event: any event that aims at enriching the collegiality at the UF Law Community. Sufficient advertisement must be exhibited.
- Operational Expense: any supplies or an expense an organization might have for the organization.
- Other expenses: any expense that does not fit in the above categories. Travel conference registration is included in this category (**lodging and transportation are not**).

SBA Discretionary-Account Checklist

1. ___ Be a recognized student organization by the SBA Student Organizations Council
2. ___ Exhaust all SG-Account and LCA-Account funds first
3. ___ Submit an OAR by 5:00pm the Monday before the Allocations Hearing that your organization wishes to present at
 - o It is highly recommended that your organization present at an Allocations Hearing at least 10 business days before the event or date of expense. A schedule of Allocations Hearings can be found at:
 - uflawsba.com/resources/funding
4. ___ Attend the Allocations Hearing and present on your OAR. Your organization will need to answer any questions the Student Bar Association Allocations Committee may have
5. ___ If the Student Bar Association pre-approves the expense, submit a **Payment Request to the University of Florida Levin College of Law Office of Student Affairs**. Find the payment request form at

www.law.ufl.edu/pdf/about/administration/PaymentRequestForm.pdf

You **must submit the payment request:**

- within 10 business days after the event or date of expense for reimbursement; or
- 10 business days before the event or date of expense if the vendor can invoice

You **must** attach to the payment request:

- (1) Either:
 - An invoice if your vendor invoices

- An itemized receipt if you are being reimbursed; AND
- (2) An attendance roster if applicable
- Depending on your organization's payment options, you might have the following options:

▪ **Approved Payment Options:**

- **Submit an Invoice:** Tender an invoice from the vendor, submit it to the University of Florida Levin College of Law Office of Student Affairs attached to your payment request, and the College's business office will send payment directly to the vendor.
 - o * Tip: A quote or purchase order is **NOT** an Invoice! *
- **Online Purchase:** If you are using an online vendor, contact the Associate Dean for Students as she may be able to use a UF Purchasing Card, or another payment method. This applies to vendors who will accept **online credit card** payment; however, they must accept UF's Tax Free code.

▪ **Reimbursement:**

- **Turn in an itemized receipt (what was specifically purchased and proof of purchase) attached to your payment request within 10 business days of the purchase to the Office of Student Affairs. The University of Florida Levin College of Law will then send you a check. Expect a reimbursement within 10-15 days.**

7. _____ Submit a post-event survey at:

- uflawsba.com/resources/funding