

#### PREFACE

This handbook explains the policies and procedures that govern the funds allocated by the TTUHSC Student Government Association. The policies and procedures that govern these funds extend beyond the SGA and Student Senate to TTUHSC policies, and state and federal laws. It also helps to ensure there are consistent internal processes in management of all student organization spending. The documentation of expenditures is both necessary and appropriate in order to make qualified responses to official inquiries from such offices as the Internal Revenue Service, State of Texas Auditors, Texas Tech System Board of Regents, and TTUHSC Administration. The regulations set forth in this publication are in compliance with the operating policies approved by the Board of Regents.

In addition to the rules applied by the Board of Regents, the Senate Committee on Budget and Finance has prescribed further condition, limitations, rules and procedures for allocated funds. These same regulations are outlined in the Funding Regulations Handbook.

The Budget and Finance Committee recognizes that students attending Texas Tech University Health Sciences Center are required to pay a student service fee. A portion of this fee is allocated to qualified organizations through the funding process and approved through the Student Senate Appropriations Bill. However, this allocation does not provide sufficient funds to support all the activities of every organization. Accordingly, the reallocation of such funds is a judgement process undertaken by the Committee within the framework of an overall philosophy that includes that student service fees are allocated to qualified organizations to supplement their activities, not as sole support for the organizations.

You may contact the Office of Student Life or the Student Government Association office for further information.

Office of Student Life, 806.743.2302, Student.Life@ttuhsc.edu, https://www.ttuhsc.edu/student-life/Student Government Association, TTUHSC.SGA@ttuhsc.edu, http://www.ttuhsc.edu/student-government.

ABOUT THE FUNDING R

## STUDENT GOVERNMENT ASSOCIATION FUNDING

The TTUHSC Student Government Association administers the allocation of a portion of Student Service Fees. Student Service Fees are collected by Texas Tech University Health Sciences Center as a component of tuition and fees.

The Student Senate administers the allocation of the portion of funds received by the Student Government Association for allocation to student organizations. This allocation takes place through a very strict budget process, where annual amounts are allocated to supplement the budgets of student groups throughout the fiscal year.

The Student Government Association office is available to answer any question, concerns, or problems you may have. Feel free to contact any of the officers at <a href="mailto:TTUHSC.SGA@ttuhsc.edu">TTUHSC.SGA@ttuhsc.edu</a> or contact the Office of Student Life at Student.Life@ttuhsc.edu.

### REGISTRATION WITH HSC OFFICE OF STUDENT LIFE

A TTUHSC Student Organization is a group of students joining together for a common mission, purpose, cause, and/or any other association and are, registered with the Office of Student Life.

All student organizations are required to renew their registration with The Office of Student Life each fiscal year.

Officers and advisors should make sure their organization has completed their registration requirements and attended the required Budget Orientation & Dissemination of Funding workshop.

All outgoing officers should make sure incoming officers are aware of the registration policies and have all of this information.

Application for funding from the Student Government Association cannot be accepted if your organization is not registered with The Office of Student Life.

Funds allocated to your student organization CANNOT be utilized if your organization is not registered with The Office of Student Life or if your organization is not in good standing with Student Life.

#### DUTIES OF STUDENT GOVERNMENT ASSOCIATION FUNDED STUDENT ORGANIZATIONS

- A. Each student organization funded through the TTUHSC SGAmust obtain a copy of and is responsible for compliance with the TTUHSC SGA Funding Regulations Handbook and the TTUHSC SGA regulations regarding funding allocation and transactions. This handbook can be accessed on the SGA website.
- B. Financial officers of each student organization must turn over all financial materials to their successors and make them aware of all policies and procedures at the end of their term in office.
- C. Financial officers are required to participate in financial training, which is arranged by the SGA Vice President of Finance and the Office of Student Life.
- D. Update any officer or advisor changesthrough the student organization HSCNet roster within 10 business days.

# STUDENT GOVERNMENT ASSOCIATION

2. Submit

documents and fax them over to Bob Crosier at (806-742-1286). Bob will fax an approval or disapproval to the Office of Tax Compliance. The Office of Tax Compliance will then notify the department whether or not they can make a payment to the foreign visitor.

1. Copy of the I-

#### FOOD EXPENDITURES

- A. No more than two (2) meetings per fiscal year will come out of your student organization budget allocated by the SGA Budget & Finance Committee.
  - 1. The meetings can either be two (2) in the fall, two (2) in the spring or one (1) in the fall and one (1) in the spring.
  - 2. A \$10.00 per person cap applies based on the RSVP list submitted. A Purchase Request Form must be submitted through HSC Net at least three (2) weeks prior to the meeting which will include:

3.

- B. Student Organizations may appeal to the TTUHSC SGA Budget & Finance Committee for awarding of additional funding for events outside of the two (2) allowed meetings. Examples of events include, but are not limited to the following:
  - 1. A well-known speaker from off campus
  - 2. Events that appeal to a larger segment of the HSC population (beyond the scope of a single student organization)
  - 3. Annual events

C.

- 1. A list of attendees and agenda must be turned in to the Office of Student Life.
- Any person attending a meeting and that has requested a meal is required to attend the meeting and stay until the meeting ends or until the schedule time for the meeting has elapsed, whichever comes first.
- 3. The officers of the student organization are required to enforce the attendance policy as outlined in the food section. The officers shall work to place food lines so that students cannot easily take food and leave the meeting (i.e. have the serving tables funnel into the meeting room, etc.).

D.

- 1. Select a food provider that honors Master Card and will take the credit card number over the phone.
- 2. Contact the Office of Student Life with information \_\_\_\_\_ to the purchase by submitting the Purchase Request Form through HSC Net no later than 2 weeks prior.
- 3. Payment can be done by either having the vendor contact The Office of Student Life at 806-743-2302 OR a representative for Student Life calling the vendor to obtain the necessary information to complete the Master Card transaction.

4.

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G. Vendors that do not take the procurement card over the telephone to pay for food will not

be approved on Senate funds.

Payment for Contracted Airfare (if contract is in effect. If no Contract is available, then total airfare if traveling by commercial airlines.)

- d. Local telephone calls and long-distance calls WILL NOT be reimbursed.
- e. If an organization needs early registration fees paid, please fill out the purchase request form in HSCNet.
- f. 15% of the total trip funds must come from the individual student or group, either via
  - documented and included when requesting the Special Projects Request so it can be reviewed by the TTUHSC SGA Senate Budget & Finance Committee.
- 6. If the traveler is attending the event after they have graduated from TTUHSC, a Travel Voucher MUST be filled out prior to graduation. (This is because you need to have a valid eraider address on file to be reimbursed for travel expenses).

make up all course work missed while participating in an official off-campus trip.

All t-shirt designs, along with any other product that will have the TTUHSClogo MUST be approved by the Office of Communication & Marketing before printing. Submission of these designs can be sent to Deidra Satterwhite at <a href="deidra.satterwhite@ttuhsc.edu">deidra.satterwhite@ttuhsc.edu</a>. The logo approval will then be sent to the appropriate personnel and notification will be sent once a response is received. This can take time so make sure to submit your design and wait for an approval before your vendor starts to process the order. The university will not pay for t-shirts or products that have been produced without an approval.

\* NOTE Approval must be done every time a shirt request is submitted, regardless of prior approval.

TTUHSC Operating Policy 61.07 must be completed (7) university business days prior to the event. (website: <a href="https://app4.ttuhsc.edu/PremisesRequest/">https://app4.ttuhsc.edu/PremisesRequest/</a>)

Food policies MUST be followed (see below).

No classrooms are to be used as study areas.

Doors must not be propped open. Alarm will be set off.

Temporary collection containers in public areas (see policy below)

All postings MUST follow HSCOP61.03.

All meetings/events must book a room through Audio Visual/Classroom Support at 806-743-2288 before submitting a Request to Use TTUHSC Facilities form.

\*NOTE Rental of the Academic Event Center (AEC) requires a different process. Visit their website at www.ttuhsc.edu/services/academic-event-center/.

All events with food \_\_\_\_ submit the facilities use form seven university business days prior to an event.
Responsible groups hosting any meal event must clean up immediately after the event. If the responsible group fails to clean the room and housekeeping or classroom support cleans the rooms, \_\_\_\_.
No coffee machines are allowed in classrooms.

No food serving tables will be setup on the stage area of classrooms.

5. heated appliances or service trays with burners will be:

a. Permitted unless sponsored by a TTU or HSC department.

b.

Purchase Request Lubbook HSC Net Finance (In individual orgs manage menu)

- Book/Materials/Supplies
- o Conference Registration
- Event Expense
- o Food
- o Guest Speaker Fee
- o Promotional Items
- Specialty Service
- o Travel

Facilities Request to Use TTUHSC Premises - <a href="https://app4.ttuhsc.edu/PremisesRequest/">https://app4.ttuhsc.edu/PremisesRequest/</a> Special Project Fund Request Form HSC Net FORMS Tab Travel Request Form/Travel Reimbursement Request form HSC Net FORMS Tab Travel Release and Indemnification Form Office of Student Life website

Authorization for Emergency Medical Treatment Office of Student Life website Clery Student Travel Form Office of Student Life website