Intl Student Organization Fund Use Agreement

Summary/Purpose: The Office of International Programs makes available the funds offered to international student organizations by the ASB. Such funds are entered into each organization’s own account for the academic year. Such funds can be accessed by presenting an invoice for payment of services rendered for OIP approved student organization events, or an original itemized receipt for individual reimbursement.

The following guidelines must be adhered to regarding access to organization funds:
- Organization’s funds are restricted to organization sponsored events and activities.
- Organization’s funds may not be used to purchase restricted items such as, but not limited to, alcohol, tobacco and gifts.
- It is the responsibility of the person purchasing items to make sure that all receipts are itemized.
- All Itemized receipts or invoices must be turned in to an OIP Staff (not student assistants). Do not leave the OIP office without a photocopy of the information (receipts) you have turned in.
- **Remember each function must now provide a guest list. For example; picnics, movie nights, etc. (large community events are exempt).**
- Tax must not be paid when purchasing items; just tell the clerk at the store where a purchase is being made that you are a student organization, and give them the Tax I.D. number from our office. Wal-Mart has a special Tax I.D. # that you must use at its stores; we have a Wal-Mart I.D. card in our office that you may use.
- Any Expenditure over $100.00 must be approved in advance by the International Programs Student Advisor.
- When large expenditures are being requested make sure enough money is in the group’s account before asking. The purchase will not be authorized on the pretense that other departments will transfer money into your account at a later date.
- If you have questions regarding a purchase, ask the International Student Advisor PRIOR to the purchase.

If your organization would like funding from OIP, a representative (the President or Treasurer) from your organization must complete **The International Student Organization Fund Authorization Form**, and have it approved by OIP. If the form is approved, a member of the Office of International Programs staff will contact you to let you know its ok to begin purchasing items. Failure to comply with this agreement may revoke future funding opportunities for your organization.

**OIP will evaluate each event according to the following priorities:**

**Event A.** Activities of cultural value that are open and publicized to entire university community.

**Event B.** Activities of cultural value that are open, but are primarily for international organization/international students.

**Event C.** Activities of social value (parties, dance, picnic) that are open to entire university community.
Event D. Activities of social value that are held for the benefit of the organization and organization members.