

## University Funds for Organizations (UFO) Guidelines

1. Must be a registered organization, recognized by the Campus Activities Office.
2. Must not be receiving any funds from Student Service Fees.
3. Organization must be represented at 75% of SGA meetings, by the same representatives as stated in the constitution.
4. Activities or programs, which **will not** be considered for UFO funding, include:
  - a. Purely social programs or activities. ( i.e. parties, dances)
  - b. Political activities that is partisan in nature. (Only if it will benefit the Sul Ross community)
  - c. National or State dues for individuals.
  - d. Scholarships, gifts, or awards.
  - e. Maintenance and operations that are not related to a specific program or activity that is funded.
  - f. Any other activity or program which does not meet the purpose of the student service fees as defined by the Education Code 54.503 (a)(1) listed below:
    - i. For the purpose of this section:
    - ii. “Student Services” means: activities which are separated and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical events, student publications, student government, the student service fee advisory committee, student transportation services other than services under sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.
5. Must apply for funds **at least one month in advance (4 weeks)**, before funds are needed. This time will allow us to cut checks directly to the necessary vendors. **WE DO NOT DEPOSIT INTO YOUR CLUB ACCOUNT.** We will **not** reimburse for money spent prior to UFO approval.
6. Requests must be specific (i.e., exact amounts and vendor information included in application). You must complete a purchase requisition in compliance with Sul Ross State University purchasing policies. Any organizations purchasing items must use the Sul Ross State University Purchase Requisition. Attach your original requisition to this application. Applications without proper documentation will not be accepted.

7. The original application must have all required signatures (President, Advisor, and Campus Activities) prior to being submitted to the Dean of Student Life for consideration of funds. Please keep an extra copy for your records.
8. All travel forms must be complete and in compliance with State and University regulations on travel. If you are requesting funds for travel, use the Sul Ross State University Travel Guidelines. All information including Texas Mileage Guide, Hotel Occupancy Tax Exemption Form, Travel Application and Travel Voucher Forms are located online at <http://www.sulross.edu/page/911/accounting-services>. Submit the travel application with your UFO application to the Student Life Office for an authorized signature.
9. After the trip, **submit all receipts** including meals, lodging, hotel, parking, and rental vehicle to the Student Life Office. Organizations traveling using airfare must follow the Sul Ross State University travel guidelines. Please check with University officials on current regulations regarding acceptable travel procedures.
10. If/when funded, you must submit ALL invoices to the Student Life Office in UC 211, within three days after the event. **Failure to comply will result in denial of future UFO fund requests.**
11. If, for some reason, there is a surplus of monies spent (i.e., per diem allocations), the SGA Treasurer must be notified. This does not automatically mean that such monies are to be returned; however, in the interest of serving as many Organizations as possible, any conservative efforts are appreciated.