

## ***Student Organization Spending Guidelines FY22***

These are the general guidelines for student organizations regarding spending. These guidelines are to assist the student organizations as they consider purchasing items for their organization or event.

Here are some examples of the allowable items that could be purchased with the Student Activity Fee Money:

- Catering- University Dining in HSC (includes Einstein Bagels and Qdoba)
- Commodities
  - Promotional items for a specific event
  - Organization uniforms (i.e., apparel for organization members only)
    - Must have a minimum of 2 quotes (3 is recommended)
  - Event Prizes (Recommended to not exceed \$100)
  - Groceries for an event
  - Small sport equipment (i.e., chess boards, cricket bats, etc.)
  - NO gift cards
- Student Travel expenses:
  - Conference Fees/registration
  - Transportation (i.e., airfare and ground transportation)
  - Lodging and tax only (no incidentals)
- Guest speakers and artists.
  - Contracts cannot be signed by students or advisors.
  - Please refer to the [On-Campus](#) and [Off-Campus](#) Events Policies for more details on approval procedures

### **Expenditure Request Submission Timeline Recommendations**

- Contracts – 9 Weeks (per On-Campus Events Policy)
- Commodities and Student Travel – 4 Weeks
- P-Card Purchases – 2 Weeks

### **Guidelines for Food Purchases**

Food can only benefit NIU Students. Non-students must pay for food costs.

Organizations must have a sign-in sheet or Huskie Link Swipe-in for everyone consuming food at a program. This information must be provided to the SGA Accountant within three business days following the event.

### **SGA Expenditure Form:**

The SGA Expenditure form is to be used when the organization is looking to spend their allocated student activity fee money. The form will have the organization detail their purchase and the amount. These are common items to think about when planning your purchases:

- If you are purchasing commodities, please attach a minimum of two quotes from separate vendors.
- Attach the W-9 of the vendor from which you would like to make a purchase. (This does not apply to online purchases.)