

Resources for iSchool Sponsored Student Organizations (SSO)

Rev. 9/2014

Overview:

iSchool Point of Contact for SSOs: Melinda Robillard
UTA 5.322
471-8290
mrobillard@austin.utexas.edu

Our resources are not intended to replace the official Student Organization Manual (also called SALD Manual)

Event Planning:

At least two weeks before an event, an Official Occasion Expense form must be completed and given to Melinda. Online at: <http://www.utexas.edu/business/accounting/hbp/forms/occasion.pdf>

The iSchool has direct billing accounts with Tiff's Treats, Jason's Deli, Clay Pit, Domino's Pizza, or El Mercado if need cookies/sandwiches for an event or if planning a business dinner. Please contact Melinda for assistance. We may also purchase food items/dry goods from the various grocery stores on a department credit card (ProCard).

If bringing in a Guest Lecturer/Instructor for the event, an "Authorization of Professional Services (APS or PBS) must be created at least six weeks before the event in order to pay travel/hotel/airfare and honorarium (if given). (see attachments for example of form) Please contact Melinda for assistance.

If you are seeking reimbursement for an event at a restaurant (be it a sit-down dinner or to-go order), you must get two receipts: 1) itemizing what was purchased and 2) credit card payment slip showing total. The UT Office of Accounting will not accept a payment voucher from us without both receipts. Be sure to make a copy of the receipts for your Organization's files.

Sales tax is not to be charged for any purchase as the University and its student organizations are tax exempt.

Room Reservations: Email mrobillard@austin.utexas.edu or call Melinda at 471-8290.

Know the appropriate use of University facilities:
http://deanofstudents.utexas.edu/sald/downloads/stu_org_manual.pdf

Purchasing:

Office Supplies must be purchased through Today's Business Solutions – email Melinda list of supplies needed and she can order online for you. Goods will most often be delivered the next day.

For Other Goods please complete and submit to Melinda via email. She will either issue a Purchase Order (PO) or give you use of the department's ProCard to purchase the goods

Printing and Duplication:

For Small Jobs of less than 100 images (image = one side of paper), please use either the IT Lab or the large copy machine in UTA 5.526 with your assigned copy code (see Melinda for code).

For Large Jobs (more than 100 images) please go to the University Document Solutions. The job can be emailed to them with the account number (get from Melinda) and pertinent instructions. Document Solutions will also deliver to the school. Make sure that Melinda gets the Pink Invoice for account reconciliation.

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Mailing:

Please purchase postage stamps to mail small amounts of your organization's mailing
For larger, batch mail-outs to be direct billed to your account, please contact Melinda for instruction.

Parking:

For Guests here only for an hour or two, encourage them if possible to use the meters on the street.
For Guests visiting longer, "Single Use Parking Cards" for the GUG parking garage can be purchased through direct billing to the organization's account. As these need to be purchased in advance, please contact Melinda for assistance as soon as possible prior to the event.

Funding Request/Deposit:

Review the SALD Manual provided by the Dean of Students
Check with your Advisor for Other Funding opportunities
Deposit funds in a timely manner – Keep a copy of all checks for your files/originals go to Melinda for deposit