

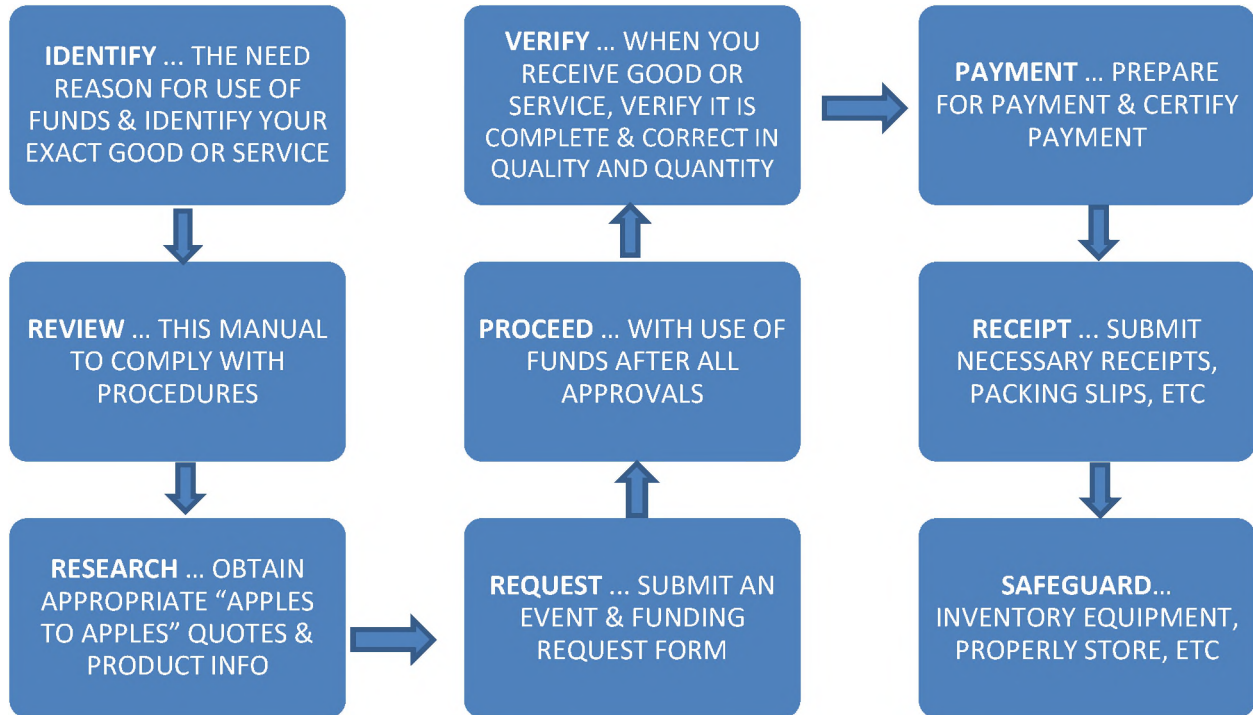


# **USE OF FUNDS POLICY & PROCEDURE**

**A GUIDE FOR ALL USE OF STUDENT ACTIVITY  
FEE FUNDS AVAILABLE FROM THE STUDENT  
CONGRESS ALLOTMENT**

Updated August 2025

# THE USE OF FUNDS PROCESS AT A GLANCE



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# **SECTION 1: POLICY AND CONTROLS**

Administration of the Student Activity Fee programs at the state-operated campuses of the State University of New York is based on a tripartite structure made up of the representative student congress, an independent fiscal agent and the campus president or designee. While not a State operated campus, Mohawk Valley Community College Student Activity Fee funds are available in accordance with SUNY Policy Title: Student Activity Fees - Mandatory Document Number: 3901, except where a MVCC Board of Trustee policy or similar internal guidance states otherwise. At Mohawk Valley Community College, the tripartite structure consists of Student Congress, the Auxiliary Services Corporation and the President of MVCC or designee. For Student Activity Fee funding related to the Student Engagement Office, the President's designee is the Student Engagement Office.

Use of Funds is a purchasing term used to describe the activities of obtaining goods and services required in the operations in this allotment of the Mohawk Valley Community College Student Activity Fee.

In general, the objectives of purchasing are to procure goods and services of the appropriate quality and quantity from a responsible source at the lowest price. All materials, supplies, services and equipment will be secured by use of verbal or written quotations or proposals according to the guidelines of this manual.

The procedures employed shall comply with all applicable Federal and State of New York laws and regulations.

Student Engagement supports the MVCC Board of Trustees requirement that "at least one qualified local vendor shall be sought on all purchases. To the extent feasible, all local qualified vendors will be invited to make quotations where quotations are being sought and to make proposals for services where services are being solicited". A local vendor is defined as a business located within Oneida County or maintaining a business presence within Oneida County.

## **CONTRACT SIGNATORY**

A contract will be signed in accordance with the standard signing authority limitations.

## **VENDOR ACCOUNT CREATION OR MODIFICATION**

In no case may anyone set up a vendor account under the College, Student Engagement Office, Student Congress, ASC or any affiliated agency name without written approval

from the Dean of Student Life and Director of Auxiliary Services, nor may anyone set up an automated recurring agreement, bill or payment.

### **CONFLICT OF INTEREST POLICY**

Any person who has, will have, or later acquires an interest in any actual or proposed contract/purchase involving the Student Activity Fee, shall publicly disclose the nature and extent of such interest in writing to the Dean of Student Life as soon as he/she/they has knowledge of such actual or prospective interest. No affiliated person shall financially benefit from any contract/purchase entered into with Student Activity Fee funding. This also precludes acceptance of gratuities, financial or otherwise, from any supplier of materials or services to an employee, club member or club advisor. Promotional, non-monetary, items received from a supplier shall not exceed a value of \$50.00. In the event a gratuity is received, it will be transferred to the students in a measurable manner. The College, in its sole discretion will determine if a matter is a conflict of interest.

### **RESPONSIBILITY OF THE EMPLOYEE/REQUISITIONER**

Only the parties of the tripartite structure described in Section 1 "Policy and Control" may commit the use of Student Activity Fee for a purchase. It is the responsibility of anyone initiating the use of funds to fill out the proper forms, obtain the required signatures, attach supporting documents, and submit the paperwork for processing in a timely manner. Purchases, agreements to purchase, or changes to approvals issued by any person other than the fiscal agent are not legally binding for the use of Student Activity Fee. Such unauthorized use of funds may not be paid by the use of Student Activity Fee and may become the financial responsibility of the person who incurred the expense.

### **RECEIPT OF GOODS & SERVICES**

Delivery of all goods from vendors, when possible, will be made through the Student Engagement Office. When delivered, the requisitioner will match the items with the original order, inspect the item(s) for quality and quantity, ensure Safety Data Sheet (SDS) requirements are met, arrange for proper inventory controls as appropriate. Single pieces of equipment in excess of \$100 must be tagged as "Property of the MVCC Student Congress", document serial numbers, etc.

All inventoried equipment purchased must be stored on campus. Permission to store other than on-campus must receive written approval from the Dean of Student Life.

### **BUDGETARY APPROPRIATION TRANSFER PROCEDURES**

The Student Engagement Office in conjunction with the Director of Auxiliary Services, or Auxiliary Service Corporation Designee shall issue use of funds approvals only after

determining that unencumbered funds in an account are adequate to cover such obligations.

In order to facilitate the processing of use of funds approvals and/or vouchers and avoid unnecessary delays, the Student Congress Treasurer and Auxiliary Services Staff should have a monthly review of the club accounts to ensure that sufficient resources are available to meet current and future needs. Yes! In the rare occurrence that a transfer of funds from one account to another is necessary, it must be signed by all tripartite members and Student Congress Executive Committee and be budget neutral. This means that the budget total must not increase. Any non-budget neutral transfer must be approved by the full Student Congress in accordance with the budget approval process.

### **INSUFFICIENT FUNDS**

No use of funds approval or payment vouchers will be issued if an available balance is insufficient

### **CANCELLING OF APPROVED USE OF FUNDS**

To fully or partially cancel an order, the requisitioner must notify Student Engagement staff and the Director of Auxiliary Services, or Auxiliary Service Corporation Designee, in writing requesting the good or service be cancelled and copy to anyone who approved the use of funds.

### **PRIZES**

Any person receiving any prize during an event MUST sign for receipt of that prize and that signature must be turned into ASC to be used as a receipt of distribution.

### **SUPPLIES**

Leftover event supplies should be immediately inventoried and secured as appropriate. Items that can be returned (unused materials, unused gifts, etc.) should be returned for credit when possible. No person can retain unused event supplies. The exception to this is food that cannot be safely reused or items that cannot be appropriately stored.

### **USE AND LIMITS**

The cost per student from the Student Activity Fee for any planned event must not exceed 5X the full-time Student Activity Fee per student. This limit does not apply to Applied Learning. The fee cannot be used for any charitable donation unless there is significant student involvement. Requests exceeding this limitation may be approved by the Vice President for Student Affairs.

## **CERTIFICATE OF INSURANCE**

A certificate of insurance with a limit of not less than \$1 million against any injury or damage to persons or property and which verifies Worker's Compensation Insurance or proof of exemption must be provided by any vendor providing a service on campus prior to providing such service. Exceptions to this requirement must be approved by the Dean of Student Life or Director of Auxiliary Services. The certificate of insurance should name "MVCC, Oneida County, Auxiliary Services, MVCC Student Congress and their officers and employees" as an ADDITIONAL INSURED. The MVCC Dormitory Corporation and their officers and employees should also be listed as additional insured on the certificate if the event is taking place in the Residence Hall quad or for the Residence Hall students.

## **W-9**

A W-9 form must be obtained from any vendor when the cost will exceed \$600 in a calendar year with the vendor.

# **SECTION 2: USE OF FUNDS REQUEST**

## **REQUISITION ORIGINATION**

Any Club Advisor or employee associated with Student Engagement may initiate a use of funds request. This request is made via the on-line Event & Funding Request Form. The Event and Funding Request Form must be detailed and completed in full. Any incomplete forms will be returned to the requisitioner to provide more information, and this may delay the event. Requisitioner is required to upload any necessary documents to the Event and Funding Request Form.

## **PRICE QUOTATIONS**

The following method of quotations will be used to acquire all goods and services subject to price quotations.

ESTIMATED TOTAL VALUE OF RELATED PURCHASE(S)

## COST

## Quotations

\$ .01 - \$749.00

Quotations not required, unless requested by Student Engagement or Auxiliary Services.

\$750.00 and above

Three written quotations or written RFP.

Use of funds for goods and services costing less than the ceilings established above may be price quoted, when the Student Engagement staff, or the Director of Auxiliary Services, or Auxiliary Service Corporation Designee, deems it to be in the best interest of the use of the Student Activity Fee.

## **PRODUCT SPECIFICATIONS "SPECS"**

Product specifications must be identified prior to soliciting quotes. For example, prior to obtaining quotes for shirts, specs such as 100% cotton or 50/50, sizes, color, brand, etc. must be determined. This results in what is referred to as "apples to apples" quotes. The request for quotation must be completed by following the Price Quotation Planning Form, whenever possible.

The following information should be noted on the returned quotation: date, vendor/source contacted, itemized price (in accordance with the spec), itemized specs, quote expiration date and payment and delivery terms.

## **USE OF FUNDS EXEMPT FROM PRICE QUOTATIONS**

The following are examples of those types of procurements for which the solicitation of price quotations are not required.

- Regularly used goods and services with contracted pricing
- Pricing that is consistent with N.Y.S or U.S. Government Price Lists
- Purchases for parts/enhancements to complement existing equipment
- Purchases of goods or services that must match with items purchased previously
- Goods and services that must be consistent with MVCC goods and services for which College quotes were sought
- Services provided by an MVCC contracted vendor when it is in the best interest of the College and Student Congress to have a single vendor
- Membership fees
- Preventative Maintenance Agreements
- Advertisements

- Emergency situations declared as such by Dean of Student Life or the Director of Auxiliary Services
- Consultant fees
- Purchases from correctional institutions (section 186 Corrections Law)
- Purchases from agencies for the blind or industries for the disabled (Section 175B Finance Law)
- Sole Sources. Occasionally, purchases may be required to obtain an item(s) that is only available from a single source of supply. An example of this type of procurement may be a particular brand of software that is patented and only available from the manufacturer
- Pricing on bus travel for clubs and organizations will be as follows:
  - 1 hour travel and less, as determined by Google maps, Birnie Bus or Cedar Bus must be contacted and a school bus used.
  - 1 hour travel and more, as determined by Google maps, in lieu of competitive quotes as required on page 6, trip organizers can obtain one written quote from Hale Transportation. If Hale Transportation is not available on the date/time, Wade Tours is the second vendor that will be contacted by trip organizers. In the event that neither can provide the service on the preferred date/time, contact Student Engagement for assistance.

A good faith effort shall be made to obtain the required number of quotations. If the requisitioner is unable to obtain the required number of quotations, the requisitioner will document the attempt(s) made obtaining the quotations. If a quotation was solicited from a vendor and they choose to not provide it, it does count as a quotation.

Written documentation and appropriate justification for any use of funds from other than the lowest quote is required. Acceptable justifications will be inferior quality/consumer reviews, closely competitive local vendor or alumni, non-compliance with specifications or terms, failure to provide security deposits, or irresponsibility on the part of the vendor. The determination of "irresponsible" can be based upon documentation resulting from past performance.

Supplies utilized by various clubs should be uniform whenever consistent with operational goals and in the interest of efficiency or economy.

### **USE OF FUNDS APPROVAL**

In following the tripartite requirement, the following flow will be followed for use of funds:

- Club Advisor, if appropriate
- Coordinator of Student Engagement initiated initial review with fiscal agent and President designee
- Student Congress Executive Committee

- Student Congress (unless funds are from line-item budget, as Student Congress already approved) \*If Student Congress modifies funding greater than 10% as presented, a secondary review with fiscal agent and President designee will be required. Approval will be considered by resolution.
- Upon approval of Student Congress, if required, Event and Funding Request Form will be submitted for final tripartite approval

No purchase may be made until approved.

### **USE OF FUNDS APPROVAL LIMITS & REQUIREMENTS**

The Coordinator of Student Engagement has a \$2,000.00 approval limit for all Student Activity Fee events and funding.

All Student Activity Fee events and funding of \$2,000 and over must also be approved by the Dean of Student Life and, if the use of funds is above \$5000, the Vice President for Student Affairs.

All computer equipment and software requests must be approved and purchased through MVCC Information Technology and also follow the approval requirements listed above.

## **SECTION 3: USE OF FUNDS FOR TRAVEL**

### **EVENTS INVOLVING TRAVEL**

- Funding for travel is initiated via a standard Event Funding Form.
- A Travel Request Form must be completed by any employee attending the trip in accordance with standard College procedures.
- Hotel will not need a quote if it is the State rate.
- All airplane, bus, train, hotel rooms or admission fees must be paid for with the Student Engagement credit card, whenever feasible

All charges must be reasonable and customary. The only travel costs allowed are listed below. All other charges are the responsibility of the traveler. Sample costs are as follows:

### **CONFERENCE FEE**

- Attach paid receipt or registration form

### **TRANSPORTATION**

- Public Carrier

- Bus, plane, shuttle, train - Actual cost less tax. Tax exempt form available in Student Engagement Office.
- Personal Car
  - Authorized at current mileage rate. If more cars are being used than needed, i.e. 3 cars for 5 people, reimbursement will only be provided to the number needed based on capacity.
- College Vehicle
  - Indicate on travel authorization or the Event & Funding Request Form. Receipts for gas, oil, etc. should be returned with voucher. Purchases can ONLY be made with credit card.
- Toll Charges
  - Attach paid receipt.
- Parking Fees
  - Attach paid receipt.
- Taxi/Ride Share
  - Explain necessity, maximum \$10.00, unless receipt is attached.
- Subway
  - Attach paid receipt.

## **MEALS**

A travel meal allowance will be provided to students and advisor(s) for meals that occur during the time of travel.

- Each participant will receive an allowance as follows: Breakfast - \$10.00, Lunch - \$15.00, Dinner - \$20.00. No receipts are required to be submitted post travel. In the event a person who received an advance does not attend the travel event as planned, the allowance must be returned to the Auxiliary Services Office within 72 hours. The Student Engagement Office must review final trip roster to audit this return. The allowance provided will be adjusted as appropriate when meals are otherwise provided, i.e. hotel continental breakfast, meal plan, conference meals.
- Communal Meal: In the event the club or event prefers to do a "communal meal" with all participants, the Advisor will fund the communal either with private funds, to be reimbursed, or a lump sum cash advance, equivalent to the above limits. This will be considered a cash advance to the advisor. An itemized receipt will be required in all cases, and a tax-exempt form must be used. All persons who attended the meal must sign a roster to verify attendance. The roster must contain printed name, signature and be legible.

Meals cannot be provided to non-MVCC affiliated persons, other than a guest speaker. Alcohol is not permitted regardless of legal status.

Only meals that occur during travel are reimbursable. Departure prior to 9am does not provide breakfast and return prior to 6pm does not provide dinner.

It is the expectation of MVCC that if you are at a served meal, you pay a gratuity of 20%.

### **LODGING**

Actual cost. Use State rate, when possible. Must be supported by paid receipt. When staying with friends/relatives, indicate "guest" as lodging. There will not be reimbursement when staying with friend/relative.

### **ITEMS NOT REIMBURSABLE**

- Excess baggage
- Upgrades
- Alcohol
- Payment to non-businesses
- Meals if meals were included for travel
- Incidentals
- Tips (other than a 20% table server or 10% app-based ride service tip i.e. Uber/Lyft)

## **SECTION 4: PAYMENT VOUCHERS**

Vouchers must be completed to initiate actual payment to any vendor. This includes after an invoice was received or if a check for approved funds is needed in advance.

Once the check is written by Auxiliary Services, it is then given back to Student Engagement to distribute. The exceptions to this are College bills (such as telephone, colored copies, etc.), special vendors (such as Walmart and American Dining.) Often club members and advisors can be notified to pick up their checks in person in the Student Engagement Office. Signatures are required for checks picked up in-person.

## **SECTION 5: CASH ADVANCES**

Cash advances are used in several cases, such as when a club member, advisor or employee elects to not use private funds and then be reimbursed, an invoice cannot be obtained, etc. No club, club member, advisor or employee will be permitted to have more than one cash advance at a time, without approval of the Coordinator of Student Engagement.

Cash or Check Advance:

- After a funding proposal is approved, the requisitioner may complete a Payment Voucher to initiate the Cash Advance
- Complete the Cash or Check Advance section
- Obtain the approvals as appropriate for a voucher
- Auxiliary Services is only able to cash checks for Cash Advances of less than \$1000 and only if the Cash Advance section of the Payment Voucher specifically notifies ASC that the check will be cashed there and which denominations of bills are required (i.e. \$400 in \$10's)
- Cash advances of more than \$1000 should be deposited/cashed by the check receiver and therefore should be requested/picked up with enough days for the check to clear the receiver's bank account
- After the use of funds, the person who received the cash advance must submit receipts and/or cash equaling the amount they were advanced. No one should go over the amount they have been given
- Individuals issuing funds or goods (i.e. prizes) to others must submit recipient signatures to ensure proper reconciliation of the advance.
- All cash advances must be reconciled in Auxiliary Services with a member of Student Engagement with original receipt(s) within five (5) business days