Student Organization Fund
Frequently Asked Questions

How will organizations receive allocated funds from the Student Organization Fund (SOF)?

Student organizations whose budget requests are approved for funding will be assigned a designated account number with the allocated funds. This account may ONLY be used for expenses associated with the events/activities/programs/resources/travel/operational costs funded through SOF. Student organizations may not deposit monies into these accounts or use them for any other purpose.

Can organizations use allocated funds for any organization expenditure?

A student organization may ONLY use allocated funds for the designated purpose requested through the SOF allocation process. If a student organization is approved for funding through SOF allocation process, the organization MUST notify the Office of Student Life at studentlife@bsu.edu if the purpose for the allocated funds changes. Organizations who utilize allocated SOF for an undesignated purpose may not have expensed reimbursed. Example: Funds approved for programming may not be used for travel, operations or any other eligible expense as per the policy.

How will organizations access allocated funds for related expenses (for organizations who do NOT have administrative support through advisors or university units)?

The use of SOF allocations must be in compliance with university business practices. The Student Organization Handbook includes complete details on student organization financial management of university fund accounts. Student Organizations are strongly encouraged to review and be familiar with the money management guidelines on page 35 to page 40 in the student organization handbook.

- Standard Contracts - If the funds awarded cover part or all of speaker’s presentation or performers coming to campus, organizations are REQUIRED to meet with Stacey Myers in the Office of Student Life (Student Center, Room 133) at least 3 weeks prior to the event date to generate a Ball State Services Contract.

- Organizations may be reimbursed for expenses accrued on behalf of the organization. Organizations seeking reimbursements are REQUIRED to submit itemized receipts to Stacey Myers in the Office of Student Life (Student Center, Room 133).

- Organizations may choose to have invoices from vendors paid directly by the university. Organizations requesting direct pay of invoices are REQUIRED to submit the original invoice and W9 form to Stacey Myers in the Office of Student Life (Student Center, Room 133).
• Organizations who received funds to travel are REQUIRED to submit information to Stacey Myers in the Office of Student Life (Student Center, Room 133) a minimum of 3 weeks before the date of travel. The approval process for travel requires multiple approvals and failure to comply with the 3 weeks timeline may affect the ability to travel. Students organizations may NOT travel using allocated funds without appropriate approvals.

**What happens to unused funds in a designated SOF account?**

If a student organization cancels a funded event/activity/program/resources/travel/operational costs the designated allotment will be removed from the account. The student organization may submit a request for funds in the next allocation period.

A student organization may submit a request to reschedule an event/activity/program/resource/travel/operational cost within the same academic year by submitting a request to the Office of Student Life at studentlife@bsu.edu.

All unused funds in SOF accounts will be removed at the end of the fiscal year. Organizations may not carryover unused SOF monies from one academic year to another.

**Do student organizations have to provide proof of expenses for the use of allocated funds?**

Yes. Organizations must show proof of spending by submitting an expense report to the Office of Student Life within 10 business days of the event/activity/program/resource/travel/operational event. The expense report may include estimated cost for expenses that are still pending and/or are invoiced. Failure to submit expense reports for all funded events/activities/programs/resources/travel/operational costs may affect the organization’s eligibility to receive subsequent funding through the SOF allocation process.

**Are purchases made from SOF account funds tax exempt?**

The University’s tax exempt certificate may only be used when the University is invoiced directly and pays directly (service contracts, purchase orders) using University funds. Individuals may not use the certificate when purchasing items for reimbursement. Please see the link to the Ball State website for further information, [https://www.bsu.edu/about/administrativeoffices/controller/tax-compliance/sales-tax](https://www.bsu.edu/about/administrativeoffices/controller/tax-compliance/sales-tax).

Sales tax paid by student organizations will NOT be reimbursed from the SOF allocated monies.

**Will SOF accounts be audited by the University?**

SOF accounts may be audited by the University to ensure compliance with approved university business practices and to ensure the appropriate use of designated funds.