Funding and Accounts
July 8, 2020
Agenda

• KIUEL Activity
• Funding Sources
  • USC
  • Viterbi
  • Sponsorships and Donations
  • Fundraising
• Types of Student Organization Accounts
  • Credit Union
  • University Account → Gift Account
• University Account Accessing your Account
• Approved Purchases and Vendors
KIUEL Activity
Funding – University

• Fall 2020

• Undergraduate Student Government (USG)
  • Philanthropy
  • Professional
  • Performing & Visual Arts, Cultural, Startup
  • Academic, Social & Recreation

• Other USG Funding
  • Green Engagement Fund and Diversity Fund
Funding – University

• Payment issued in advance directly to vendors
• Applications Due 5 weeks prior to event (or 1st payment due)
• With Travel: applications due 8 weeks prior
Other USC Funding Sources

• Career Center
• Residential Student Government
• Co-Sponsorship
• Graduate Student Government
Funding – Viterbi

- Viterbi Funding Board (VFB)
- Student Organization Support (SOS)
- Design and Constructions (Design)
- Must be RSO and affiliated with Viterbi
Funding – Viterbi

• Viterbi Funding Board (VFB)
  • Review and approval by VFB Student Board
  • Events that benefit undergraduate engineering students at USC
  • Submit at least 10 full business days prior to event
  • Post event reports due 5 business days after event
  • Apply via new VASE Funding Tool
Funding – Viterbi

- Student Organization Support (SOS)
  - Used as a last resort for funding
  - Supplement other funding options
  - Cost-sharing is expected (USG, department, student, etc.)
- Apply Via VASE Funding Tool
- With Travel – submit 8 weeks prior
Funding – Viterbi

• Design and Construction Funding
  • Design Teams/Competition Teams
  • Submit Proposal
  • Tentative Due Date: August 30, 2020
  • Awarded for Academic Year
  • Funds do not carry over
  • Funds may only be used for materials and costs related to build of the project.
Sponsorships & Donations

- Approval Process
  - Work in conjunction with Viterbi Advancement Office
  - Must submit Donor Solicitation Approval Form and List of Contacts (see link)
  - Do not contact donors until approval is received, typically takes 1-2 weeks
  - Thank you note sent to donors within 5 business days
- Receiving Gift/Donation
  - Online Credit Card Payment Site (starting fall 2020)
  - CC Authorization Form, Check, Wire Transfer
  - Money will be deposited into university gift account

http://viterbiundergrad.usc.edu/studentorganizationleaders/sponsorship-donations/
Fundraising

• Approval Process- must submit fundraising approval form to Campus Activities
• Cannot sell home cooked food
• All sale of items must be approved by USC Bookstore
• All sale of food must be approved be USC Hospitality
• Auctions of services or company not permissible
• No crowd sourcing
• USC Ignite : [https://research.usc.edu/ignite-usc/](https://research.usc.edu/ignite-usc/) - More to Come
Student Organization Accounts: Credit Union

• RSOs eligible to open credit union
• Viterbi Policy: discouraged, high-risk for self
• Tax Liability if above $3,000, liability is individual.
• Only money the organization has generated: dues only. **No university funds, fundraising, gifts, or donations**
• Written permission from faculty/staff advisor on university letterhead
• Org must have an EIN number
• Change authorized users annually – 2 members
Student Organization Accounts: Viterbi Gift Account

- Viterbi Required
  - Money may not be deposited elsewhere
  - Viterbi Student Org Gift Account (sub ledger or own account)
  - Deposits: dues, fundraising funds, and gifts/donations
- Subject to university policies and procedures
- Benefit: tax-deductible exemptions for gifts/donations
  - No donations in kind
Gift/Design Account- Accessing Money

- Apply via new VASE Funding Tool
- Submit at least 10 full business days prior to event
- Request requires budget with itemized list of expenses along with invoices and or quotes.
- Subject to university policies and procedures
  - Must use approved USC vendors
  - Contracts cannot be signed by students or Viterbi staff, can only be signed by Purchasing or Travel Management (takes about 7-10 days turnaround for review)
  - New vendors must be entered in USC e-market system for payment in advance out of university account- takes about 2 weeks, sometimes longer
- VASE will assist with payments
Gift/Design Account – Payment Types

- **Purchase Orders (P.Os.)**
  - An official document sent by the university to the vendor, promise to pay
  - Must have an invoice or quote to set-up a P.O.
  - After services have been rendered payment will be issued - must have a final invoice to request payment

- **Internal Requisition**
  - Payments made within the university (i.e. hospitality, transportation, or bookstore)
  - Invoice or quote preferred

- **Credit-Card Payments**
  - VASE payments via office procurement cards (CC)
- **Reimbursements** – must be avoided, last resort
- **Email and walk-ins**
T-shirts and USC Viterbi Branding

- Student orgs must use USC approved vendors only (see link)
- When USC Logos are used, it requires a Brand Ambassador or identity@usc.edu approval.
- Follow Appropriate Graphic Identity guidelines
  - Can’t change fonts, colors, must use prepared files
- USC Viterbi Primary Sponsor – USC Viterbi logo should be prominent
- Other “Gold” or “Primary Sponsor”, USC Viterbi elsewhere ok (sleeve/neck)
- Payment request: include approval from identity@usc.edu and invoice from approved vendor
- Approved Vendors for Student Orgs Only - https://trademarks.usc.edu/authorized-vendors-student-organizations/
- Graphic Identity Guidelines: https://viterbischool.usc.edu/identity/
- USC Graphic Identity - https://identity.usc.edu/
Gifts, Gift Cards, Entertainment Expenses

• Require VP Approval
• Submit 15 business days before
• Gifts and gift cards – name and USCID or email of recipients (post-event form, report)
Kahoot!