

Student Organizations Operation Fund (SOOF) Allocation Instructions & Information

Before You Start

Submit to Student Government Accounting (SGA) a “**Signatory Authorization Form**” with the names and signatures of your organization’s signatories before you begin spending your funds. A minimum of 2 signatories must be on file with SGA. This form is included in this packet and available from SGA and the USAC website.

What SOOF is for

SOOF Allocation is approved for the operation of your organization.

Authorized expenses consist of:

- Assistance
- Retreats/Conferences (including room & board)
- Advertising for recruitment
- T-Shirts, tank tops or Polo shirts: must promote your Club/Organization, not a specific event. Only one design per group per academic year. An approved license vendor **must be used**. For a list of licensees, go to: <http://www.asucla.ucla.edu/licensing/licensees.asp>
- Graphics
- General Office Supplies

What SOOF is NOT for

SOOF funds may NOT be used to purchase the following:

- CD’s or DVD’s
- Trophies/Charms
- IM Sports Fees
- Honorarium Payments
- Cameras
- Plaques/Engraving
- Parking/Traffic Citations
- Picture Frames
- Electronics
- Admission Tickets to performances, movie theatres, amusement parks, musicals or anything of this sort

Because your SOOF Allocation is partly funded by Student Registration Fees, consult with the Finance Committee Chairperson AND the SGA Manager before purchasing any of the above items.

How to Access Funds

1. Pick up **General Requisition and Payment Order Form” (Req.)** from SGA.
2. Complete the form and attach all necessary documentations.
3. Have your group’s signatory sign your form. The signatory must *not* be the payee on that Req.
4. Remove the pink copy and keep it for your own records.
5. Drop off the Req form in **mailbox #58** on 3rd Floor, Kerckhoff Hall.

Please note: SGA **CANNOT** initiate contact with you regarding requisitions. Status update on your requisitions is available online at <http://usac.ucla.edu/funding/sga.php>

Requisitions for Purchase Orders

Attach to your requisition estimates or quotes from your vendor.

A Purchase Order will be available in 2-3 business days after SGA receives your requisition.

You can pick up the purchase order in SGA and use it as a form of payment.

Instruct the vendors to mail invoices to the following address:

ASUCLA Student Government Accounting
308 Westwood Plaza, 332KH
Los Angeles, CA 90024

No student group may conduct business in any manner that would cause the Undergraduate Student Association to be in debt. All expenditures must be approved by the Finance Committee Chairperson.

Requisitions for Advertising and Publicity Materials

(All ads and publicity material must include the USAC Logo and the words “Paid for by USAC”)

- **Banners, Brochures, and Flyers**
Attach to your requisition a copy of the graphics printed.
- **T-Shirts, tank tops or Polo shirts**
Attach to your requisition pictures of BOTH the front and back side of the clothing item.
- **Daily Bruin Ads**
Attach to your requisition a copy of the ad. Reduced ad rates are granted for Reqs processed by SGA.

Requisitions for Retreats

You must attach ALL of the following to requisitions for retreats:

1. An agenda
2. List of Attendees
3. A statement of purpose explaining why the retreat is important for your student group.

All retreats must be held within a 250 mile radius of UCLA.

Deadline for SOOF Expenses

All requisitions for SOOF Expenses must be submitted by **the Last Friday of April**. We encourage you to submit reqs immediately after incurring the expense to avoid delays in payment. Requisitions submitted after the deadline *may not be considered for approval* and will not have priority.

Eligibility to Receive a Stipend

1. Individual must be continuously enrolled at UCLA for at least 4 units each quarter.
2. Individual must maintain a 2.0 GPA.
3. Individual must show proof of eligibility to work in the U.S. (All documents must be originals.)

Deadlines to Submit Hiring Packet

Monthly Stipends: 4:00 pm on the 7th of the month. If the 7th falls on a weekend or holiday, the due date is the next business day.

Quarterly Stipends: 4:00 pm on the Friday of 3rd week for that quarter’s pay.

Pay begins the month or the quarter the individual meets the deadline **AND** provides eligibility to work in the U.S. Individuals who do not provide proof of eligibility and meet the above deadline cannot be eligible for retroactive pay.

Procedure to Set-Up an Assistance Account

Transfer up to 60% of your total allocation from the operational account (G/L 6001 or 6002) to the assistance account (G/L 5001). Complete a Budget Transfer Form and submit to SGA. Forms available from SGA and online.

Your transfer form should look like this:

FROM:	1	4100	220	****	6001	00000		TO:	1	4100	220	****	5001	00000
	<small>EVENT</small>	<small>FUND</small>	<small>DIV</small>	<small>DEPT</small>	<small>G/L</small>	<small>EVENT</small>			<small>EVENT</small>	<small>FUND</small>	<small>DIV</small>	<small>DEPT</small>	<small>G/L</small>	<small>EVENT</small>

Hiring Packets

Each individual must complete a **New Hire Packet**, available from SGA. Submit this packet to SGA, **in person**, along with your **original** Passport or ID with Social Security Card.

Quarterly stipend checks can be picked up in SGA office on **Wednesday of 10th week**.

Please visit the Student Government Accounting Office during our
Customer Service Hours
Monday thru Friday 11:00 AM TO 5:00 PM