

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-15
SUBJECT:	Providing Financial Support to registered Self-Governed Student Organizations
SOURCE:	Office of Procurement Services
ORIGINAL DATE OF ISSUE:	06/08/2019
DATE OF LAST REVISION:	06/28/2023
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	<p>Per Indiana University Student Organization Policy (STU-01), a Self-Governed Student Organization (SGSO) is an independent entity or independent association of individual students.</p> <p>The university recognizes the important role played by SGSOs in engaging students, creating a diverse co-curricular environment, fostering the expression of students' ideas and interests, and adding to the unique identity of Indiana University. IU units/departments may provide financial support to SGSOs for activities that support IU's mission, provided the procedures of this Standard Operating Procedure (SOP) are followed.</p> <p>This SOP establishes requirements and provides guidance to units/departments on providing financial support payments to registered SGSOs. This SOP does not apply to unit/departmental support of a University Student Organization (USO), which is accomplished via a Transfer of Funds document in KFS.</p>
PROCEDURES:	<p>To qualify for financial support, a SGSO must:</p> <ul style="list-style-type: none"> • Be active and registered with the University; in accordance with procedures established by each campus; • Have a valid federal Employer Identification Number (EIN) (also known as a federal Tax Identification Number (TIN)). SGSOs can learn about obtaining an EIN from the Internal Revenue Service; • Have an active bank account in the name of, and under the EIN of, the SGSO; and • Be established as a supplier accepting ACH payments in the university's procure-to-pay system, BUY.IU. <p>Unit/departmental payments to SGSOs for support must be reasonable under the circumstances and must be processed through BUY.IU. Departments are not to use the IU purchasing system to buy items on behalf of the SGSO. The system should only be used as a means to provide funds in support of the organization. Confirm with the SGSO their BUY.IU supplier ACH is correct and active prior to processing payment, since ACH disbursement is standard procedure. To request funds in support of a SGSO, a unit/department must submit a Check Request Form Prizes, Honors, and Non-IU Student Awards with a completed Self-Governed Student Organization Financial Support Confirmation form signed by the unit/department fiscal officer.</p> <p>Object code to be used: 4864</p>

<p>CROSS REFERENCES:</p>	<p>BUY.IU Registration Guide for SGOs, https://purchasing.iu.edu/buying/doc/IU-SGSO-Walkthrough-Domestic.pdf</p> <p>Purchasing Authority, FIN-PURCH-01, https://policies.iu.edu/policies/fin-purch-01-purchasing-authority/index.html</p> <p>Student Organization Policy, STU-01, https://policies.iu.edu/policies/stu-01-student-organizations/index.html</p> <p>SGSO Support Certification _ 2019 https://indiana.edu/~purchase/resources/forms/SGSO_Support_Cert.pdf</p>
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