University of North Alabama

*Student Allocations Manual 2018-2019*

2018-2019

Revisions published annually by the Student Engagement Center
Revisions approved annually by the Student Senate
Student Allocations are managed by the University of North Alabama Student Government Budget Oversight Committee
Student Allocation Funding
Table of Contents

Budget Periods 2
Funding Process 2
Eligibility 3
Appeal Process 4
Areas Available for Funding 5
Travel 5
Event Promotion/Advertising 7
T-shirts and Apparel 7
Prizes 8
Items not funded 8
Purchasing Policies 9
Contracts 9
Coke Products 9
Security Costs 9
Student Media 9
UNA Dining/Campus Catering Services 9
Guillot University Center Room Reservations 9
Pre-Approved Vendors for Event Requests 10
Forms and Step by Step Process 11
History and Background 12
Allocation of Fees 12
Purpose 12
Student Government Association 12
SGA Budget Oversight Committee 12
Examples of Budget Documentation 14

Student Leadership Consultants are available in the Student Engagement Office to help with any questions about the funding process.
P: 256-765-4248  Email: studentengagement@una.edu
Student Allocation Fee Process

Budget Periods

<table>
<thead>
<tr>
<th>Funding Open</th>
<th>For Activities/Travel Occurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1 – November 10</td>
<td>October 1 - December 5</td>
</tr>
<tr>
<td>November 1 – November 23</td>
<td></td>
</tr>
<tr>
<td>January 6 – March 15</td>
<td>January 1 - May 31</td>
</tr>
<tr>
<td>March 25 – April 19</td>
<td></td>
</tr>
<tr>
<td>March 1 – March 16</td>
<td>June 1 - September 30</td>
</tr>
<tr>
<td>March 25 – April 19</td>
<td></td>
</tr>
</tbody>
</table>

Funding Process

1. In order to allow the Budget Oversight Committee to make a decision in a timely manner, proposals must be submitted electronically to the SGA Budget Oversight Committee via UNA Student Engagement Online (Presence) by 4:30 p.m. on Fridays, no later than four Tuesdays in advance of the proposed event/travel date. Due to coordinating funding paperwork within the time-lines set forth by the University Fiscal Affairs Office, there will be no exceptions to this deadline.

2. Each Registered Student Organization is limited to only 2 requests per week. Therefore, any proposal submitted beyond 2 within a 7-day period will be automatically deleted.

3. Upload all supporting documentation. Any screenshots must be compiled in a SINGLE Word or PDF document. Documentation must match dollar amounts requested on the budget request. (No rounding or estimation of amounts will be approved.) Any request without appropriate documentation will not be funded.

4. Proposals are reviewed by the committee on Tuesdays between 12 p.m. and 4:30 p.m.

5. Proposals must be submitted by students utilizing their own UNA Student Engagement Online accounts. Proposals submitted by faculty or staff members will be denied.

6. There is a funding limit of $4000 per event\(^1\) or equipment request. There is a funding limit of $1500 per travel request.

7. Organizations are allowed to have up to two student representatives appear before the SGA Budget Oversight Committee. This is optional.

8. Once the committee reviews the proposals, a decision will be made on funding. If an event request is denied, an RSO may not resubmit a request for the same event unless they first meet with a Student Leadership Consultant to review the allocations process. Merely changing the name and date of the event does not constitute a different event.

9. Once the proposals are reviewed by the committee, you will receive a message to your @una.edu email from hello@presence.io. A “Denied” message means the committee reviewed the proposal and found that it was not submitted in accordance to this manual. A message stating “your request has been reviewed by the committee” will instruct you to

---

\(^{1}\) Event- A planned social occasion that is intended to provide entertainment and education to the students.
meet with Juliette Butler within 7 days to go over the details of the review. **Failure to setup this meeting will result in loss of funding for your request without opportunity for appeal.**

10. The student organization must submit an Evaluation Form and all itemized receipts to Juliette Butler within one week of completion of the event/travel. **Failure to complete summary and turn in receipts will automatically result in loss of ability to request allocation funding for three (3) calendar months.** **The probationary period of three months will begin when the evaluation form is submitted.**

   - Organizations that track the event’s attendance using the Presence Checkpoint App Do Not have to complete an Evaluation Form.

11. Student organizations may appeal the committee’s decision electronically via UNA Student Engagement Online within five academic days upon receipt of the denied request.

12. **Money may not be spent** without going through the Office of Student Engagement. The university will not be responsible for any funds spent without approval from the Office of Student Engagement.

13. Authorization must be given through the Office of Student Engagement to request contracts from speakers, speakers’ agencies, and entertainment groups. Authorized University officials must sign the contracts; otherwise, the student organizations will be held responsible for all the contract fees.

14. Groups may not make any changes to the date of the event/travel without approval from Student Engagement and submission of a new flyer with amended information. In emergencies, event dates or travel may be allowed to be rescheduled to a later date, but cannot be moved to an earlier date than what was submitted on the proposal.

15. Student organizations may conduct approved fundraising activities at Student Activity Fee supported events providing the purpose of the activity being supported by the fee is not fundraising and the event is free and open to the University community.

16. **In the event that a RSO is denied funding twice during the same semester due to not adhering to the Student Allocation Manual guidelines, the RSO is required to meet with a Student Leadership Consultant to review the allocations request process before submitting another request.**

17. **In the event of increased event costs due to changes in university policy or procedure after submission and approval of a budget request, the Budget Oversight Committee Chair and the SGA Advisor may allocate up to 10% over the approved budget to cover unexpected costs.**

**Eligibility**

1. **All RSOs requesting funding must have the president and treasurer (or another designee) attend a Student Allocations funding workshop in order for their application to be considered complete.** In addition, any student RSO representative completing an allocation-funding request must have gone through the training. Faculty advisors cannot request funding for an RSO. **No one should complete funding request paperwork unless they attended the Student Allocations funding workshop.** The SGA Budget Oversight Committee will host this workshop at the beginning of the fall and spring semester. Student Leadership Consultants are available in the Student Engagement Office to help with any questions about the funding process. Meetings with Student Leadership Consultants do not replace the workshop attendance requirement.
2. Only those organizations recognized by the Office of Student Engagement and in Good Standing will be eligible for funding. This means that the RSO is updated in UNA Student Engagement Online and all members are listed on the roster. For an organization to maintain University recognition, the group must follow the criteria as outlined in the Student Handbook and the RSO & Student Activities Handbook.

A RSO that is newly recognized must wait one semester before being eligible to apply for funding as outlined in the Student Handbook.

3. Activities must be open to all students to be considered for funding. The activity must not discriminate on the basis of race, religion, national origin, gender, age, disability, sexual orientation, or any other basis of discrimination prohibited by law or by university policy.

4. Leadership and conference travel are eligible for funding (up to $1500)\(^2\).

**Appeal Process**

Recognized Student Organizations may submit an appeal to the Student Government Association based on one or more of the following:

1. Procedures were not followed by the SGA Budget Oversight Committee.
2. The SGA Budget Oversight Committee deviated from the written policies.

The following are the steps for an appeal process:

1. The requestor appeals the SGA Budget Oversight Committee using the Appeals Form via Student Engagement Online (Presence) stating the grounds for the appeal. The appeal must be submitted within five academic days from the date of notification of the outcome of the request.
2. The SGA Executive Council will determine if the appeal meets any of the previously stated grounds for an appeal and will complete the Appeal Outcome Report Form to document this review.
3. If the appeal meets the previously stated grounds, the SGA Executive Council will refer the appeal to SGA Senate to reconsider the proposal and notify the SGA Budget Oversight Committee and the requestor.
4. If the appeal is not granted, the original decision goes unchanged and the requestor is to be notified that their appeal was denied.
5. The SGA Senate, when reconsidering the proposal, may choose whether or not to award the original allocation per the guidelines in the allocations manual.
6. This decision must be communicated to the requestor within five academic days from the date when the appeal decision was made.

---

\(^2\) Leadership and Conference travel- a formal meeting hosted by an outside entity that includes opportunities such as workshops, competitions, seminars, etc.
The decisions of the SGA Senate are final. Appeals are not granted solely on the basis of disagreement with the decision of the SGA Budget Oversight Committee. Appeals are not granted to RSOs who fail to submit the proper documentation on the original request.

Areas Available for Funding

1. Program Support
   The University of North Alabama will have some type of campus wide programming needs that contribute to the well-rounded experience for their students. This helps to build a vibrant community. Campus wide programming boards/committees and organizations that program events fall into this category:

   a. Lecture/Speaker programs
      • All guest speakers/entertainers are required to agree to the terms of the University Master Entertainment Agreement in its entirety.
   b. Healthy Living programs
   c. Music programs
   d. Movie series
   e. Diverse Population & Issues (ex. multicultural, LGBT, or gender issues)

2. Equipment
   All equipment is to be listed under this category. Organizations from time to time need upgrades of equipment to support their purposes and activities. While the University has a responsibility to provide the basics, there are other needs that facilitate the opportunities for student involvement and campus-wide programming. The equipment must remain on campus and be available to all recognized student organizations. Equipment funded by the Student Allocation Fee becomes property of the University. All equipment must be returned to the Student Engagement office 3 days after the sponsored event or the RSO will lose equipment funding privileges until the full cost of the equipment is paid or until the equipment is returned.

   Examples:
   a. Equipment for the RSO Resource Lab in the Student Engagement Center
   b. Games
   c. Speakers
   d. Support/equipment for intramural and open recreation

   A list of available resources such as games and craft materials can be found on Student Engagement Online as well as in the Student Engagement Office. RSOs may check out equipment for an event, but must be returned after 3 days unless approved through the Office of Student Engagement. The Budget Oversight Committee reserves the right to deny allocations to purchase equipment or require equipment to be rented on the basis of lack of available storage space.

3. Travel
   This category speaks specifically to travel for student groups to go off campus for events where Students Activity Fee funds are used to support this travel. Travel is permitted without geographic restriction. Travel is defined as travel expenses for lodging, vehicle rentals, airline tickets, private vehicle transportation and registration fees that the Student
Activity Fee is paying toward a given trip. This Travel category does not include travel meals, airline baggage fee, parking fee and bus shuttle to and from the airport. Travel paid to bring speakers and performers to campus does not fall into this category, but can be included as a Travel Expense line item in the Event category. Funding for travel is limited to $1500 maximum per event.

Each RSO is limited to one (1) traveling requests per academic year. This may include 1 conference.

a. Student Engagement cannot directly pay hotels. If hotel accommodations are requested and pre-approved, a member of the traveling group will be required to pay for the hotel and may submit receipts for reimbursement up to the amount pre-approved. Allocations will only reimburse for room and applicable taxes (not valet, room service, incidentals, pay-per-view, etc.). All receipts for lodging must be itemized and submitted to the Office of Student Engagement within 5 university business days.

b. Gas is reimbursed by itemized receipts only for privately owned vehicles. Documentation for gas for personal vehicles should be submitted in proposal requests. Include Google Map and provide a calculation. Example: 400 miles, 20 gallons of gas, $3.35/gallon, $3.35 x 20 gallons = $67 for gas

c. University vans usage is $0.63 per mile

d. University Buses may be utilized for travel to destinations under 100 miles from campus. University Buses used to provide a looping route for any student to travel from campus to a campus-wide event at a local off-campus destination are considered program support, not travel and can be listed as travel expense in an Event budget proposal.

Rental is as follows:

<table>
<thead>
<tr>
<th>Time Frame (starts 30 minutes before departure)</th>
<th>Included Miles</th>
<th>Base Cost</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-24 Hours</td>
<td>50 miles</td>
<td>$100</td>
<td>$1.22 per mile</td>
</tr>
<tr>
<td>8-12 Hours</td>
<td>40 miles</td>
<td>$85</td>
<td>$1.22 per mile</td>
</tr>
<tr>
<td>4-8 Hours</td>
<td>30 miles</td>
<td>$75</td>
<td>$1.22 per mile</td>
</tr>
<tr>
<td>0-4 Hours</td>
<td>10 miles</td>
<td>$22 per hour</td>
<td>$1.22 per mile</td>
</tr>
</tbody>
</table>

In addition there is a charge for the bus driver at $15.00/hour (minimum of 4 hours). With trips 6 hours or more, a meal must be provided for the driver and lodging for overnight stays. Cancellations must be made within 48 hours of usage time. The University buses are 22 and 30 passenger capacity.

e. Any bus travel over 100 miles from campus must be charted by an external company.
f. If a rental vehicle or personal vehicle is used, all gas receipts must be itemized and turned in to Student Engagement to receive reimbursement.

g. Hotel receipts need to be turned in for **Out of State** and **In State Travel otherwise the organization or individual will be held responsible for the payment**. Students may not make additional charges for the hotel room. If a student chooses to do so, that individual and/or the organization will be held responsible for the payment of that charge.

h. RSOs must put four to a hotel room unless there is a gender divide, or not enough students attending to maximize room space.

i. If a student fails to attend a trip that was sponsored by Student Allocation Funding, the student must pay the money back. A hold will be placed on the student account until paid. Otherwise, the RSO will be responsible for paying that money back.

j. While traveling as a UNA student with expenses partially or completely funded by the SGA Budget Oversight Committee, you must comply with the policies outlined in the **University’s Student Code of Conduct** and the **RSO & Student Activities Handbook**. If a student is in violation of the University’s Student Code of Conduct or the **RSO & Student Activities Handbook**, the individual and/or organization will have to repay the money. A hold will be placed on the student’s account until paid. Otherwise, the RSO will be responsible for paying back that money.

k. Students traveling must be enrolled at UNA during the anticipated time of travel occurring within the fall and spring semesters. Students traveling during the summer semester must be enrolled at UNA for the upcoming fall semester.

---

**Event Promotion/Advertising**

Every event submission must include a copy of a flyer promoting the event. It must include program/event name, date, time, and location on the flyer. It also must include the statement “**Made Possible by the Student Activity Fee**”. In addition, the RSO must submit the event information for inclusion in the UNA email digest before the event. Any other promotion must be approved by the office of Student Engagement.

---

**T-shirts and Apparel**

Apparel and swag paraphernalia is not allowed if being bought for an organization to have as an identity and/or to market them. Apparel and swag paraphernalia is allowed if it is associated with an event or program the RSO is doing. Buying t-shirts, cups, pens, etc. for a program/event to give to students who attend the program/event is appropriate. We cannot fund paraphernalia that is being used for recruiting and marketing purposes.

The artwork for the t-shirt design must be attached to the funding request and submitted for review. The SGA Budget Oversight Committee must approve all t-shirt designs.

Companies to consider using:

- The Coleman Group – 256-718-4000
- Goodman Sports – 256-766-5760
Websites such as CustomInk cannot be used to order shirts.

**Prizes**

Prizes\(^3\) should be related to a program and not exceed over $250 per event. Giveaways\(^4\), including T-shirts, for an event should not exceed $750. The SGA Budget Oversight Committee will not approve gift certificates or gift cards as a prize.

**Items Not Funded**

1. Political activities defined as activities where votes are solicited or activities directed toward the success or failure of a political party, candidate for office, or partisan political group. RSOs hosting voter drives to encourage students to vote in general, without pushing a particular candidate or group, is acceptable.
2. Legislative lobbying efforts or student organization events, supplies, or travel intended to help create or directly influence the outcome of pending legislation.
3. UNA faculty, staff, and students of sponsoring organization may not receive any non-contractual personal gain from program or activity.
4. Activities that generate unrestricted funds. This means that events that charge a monetary admission fee will not be considered for funding.
5. Money may not be used to purchase items for the purpose of fundraising or re-sale.
6. Any activity that is illegal.
7. Funding will not be provided for grants-in-aid, scholarships, wages, loans, individual membership dues, or other compensation to members or officers of organizations.
8. Funding cannot be used for donations or charitable contributions. Non-monetary charitable contributions are acceptable (i.e. clothing drive, canned food drive).
9. Retroactive funding will not be eligible to cover prior commitments.
10. National association group or individual membership dues.
11. Legal services or jail bond funds.
12. Any programs involving alcoholic beverages or other drugs.
14. Library materials
15. Travel/events used as recruiting efforts.
16. Paraphernalia that is being used for recruiting and marketing purposes.
17. Gift certificates or gift cards.
18. Any items that need to be ordered or shipped from other countries or require payment of import taxes.
19. University courses or organizations whose members are required to register for credit as a condition of membership.
20. Parking or parking passes
21. Any other items not permitted by University or State policy

---

\(^3\) Prizes—an item given as a reward to the winner of a competition or race or in recognition of another outstanding achievement. (generally 1-3 people receive a prize and the amount is more than $21)

\(^4\) Giveaways- an item that is given free, especially for promotional purposes. (several students would receive this and the amount is $20 or less)
22. Organizations may not request funds to contract event support services with current members of their organization or the advisor(s).

Purchasing Policies:
Approval of your request does not authorize you to make any purchase. Anything that is purchased “out of pocket” with the pre-approval from the Office of Student Engagement requires documentation and will not be reimbursed for taxes. **Anything purchased without the written approval from the Office of Student Engagement will not be reimbursed.** You must obtain approval from Student Engagement at least 3 weeks prior to the event. Any purchases that are made online need to be coordinated with the Office of Student Engagement. We discourage any group/individual from paying for anything out of pocket however, it is necessary if groups want to use allocations for hotels.

Contracts:
Contracts to vendors, entertainers etc. need to be initiated at least 4 weeks in advance of the event. Contracts are to be coordinated with the Office of Student Engagement in order to have it processed in a timely manner. Entertainers, speakers, etc. are required to agree to the terms of the University Master Entertainment Agreement in its entirety. RSOs are advised to communicate to speakers, entertainers, etc. that require a contract at least **six weeks in advance** of the event in order to ensure that contracts can be completed by the deadline stated in the University Master Entertainment Agreement. DO NOT agree to any terms without specific authorization from the university.

Coke Products:
The University has a contract with Coca-Cola. If groups are planning to buy Sodas, the drinks have to be Coke Products.

Security Costs:
Charges for University police coverage for events are as follows:
Officers - $25.00 per hour, guarantee of 4 hours starting 30 minutes before the event. Request needs to be made to Gloria Michaels, UNA Police Department, Ext 4826, at least one week in advance before the event.

Student Media:
Materials, artwork etc. for publishing in The Flor-Ala campus newspaper, must be submitted to the Student Media office a week before the publishing date. For rates, policies and due dates, please contact the Office of Student Media at 256.765.4427.

UNA Dining:
All food from UNA Dining requires a Purchase Order at least 2 weeks before the event. Any event on campus that requires food/refreshments needs to be coordinated with UNA Dining. No outside catering/food will be allowed on campus without UNA Dining’s permission. UNA Dining may be contacted at **una.catertrax.com** or at 256.765.5662.

Guillot University Center
Scheduling of rooms in the GUC, the Performance Center, the Atrium, the Memorial Amphitheatre, and Stone Lodge, needs to be done through the department
of University Events in Room 107, GUC. Scheduling should happen well in advance depending on the availability of the facility. University Events may be contacted at 256.765.4658. Charges may apply for after hour events or other campus venues. For Flowers Hall, contact Athletics at 256.765.5466. For Kilby Gym, contact 256.765.4303. For the Mane Room, contact Entertainment Industry at 256-765-4342. You may not use glitter in any facilities for your events!

**PRE-APPROVED VENDORS FOR EVENT REQUESTS**
If you choose to request funding for an event from a vendor not included on this list, you must complete and submit a Vendor Quote form (included in this book) and at una.edu/students.

**Food**
- Chicfila
- Coca Cola
- Domino’s Pizza
- Papa John’s Pizza
- UNA Dining

**Event Production & Supply Rental**
- Party Pros USA
- Candid Memories Photo Booth
- Universal Events
- Kaleidoscope Florist
- Somethin’ Elegant Florist
- TjohnE

**Charter Buses**
- First Class Charter
- Anchor Tours

**Supplies**
- Florence Trophy
- Staples

**Local Hotels**
- Doublehead Resort
- Hampton Inn & Suites Midtown
- Hampton Inn & Suites Downtown

**Stores**
- Walmart
- Target
- Lowes
- Hobby Lobby
- Books-A-Million
- UNA Bookstore

**T-shirts & Apparel**
- UNA Bookstore
- Goodman’s Sports
- North Alabama Screen Print
- Anderson School Spirit
- Coleman Group
- Adwear
- Award Excellence

**Printing & Design**
- UNA Print Shop
- SAS
- Tomlinson Sims
- Herald Quickprint
- Printers & Stationers Inc.

**University Department**
- UNA PD
- University Events
- UNA Printshop
- UNA Bookstore
- Flor-ala

**Online Orders**
- Amazon

**Movie License**
- Swank Motion Pictures

**Vehicle Rental**
- Long Lewis Ford
Forms and Step by Step Process

Step 1: Funding Request Form

Student groups will be required to complete a Funding Request Form when they submit the budget. RSOs will complete this process through UNA Student Engagement Online. It is due by 4:30 p.m. on Fridays with at least four committee meetings prior to the event, travel, etc.

In UNA Student Engagement Online, RSOs will be able to complete the form, submit budget request, and upload all supporting documentation. Documents that are screen shots should all be pasted in a SINGLE Word document or PDF before uploading it.

A “How To” video can be viewed at – una.edu/students

Step 2: Meet with Student Engagement

Once the proposals are reviewed by the committee, you will receive a message to your @una.edu email from hello@presence.io. A “Denied” message means the committee reviewed the proposal and found that it was not submitted in accordance to this manual. A message stating “your request has been reviewed by the committee” will instruct you to meet with Juliette Butler within 7 days to go over the details of the review. Failure to setup this meeting will result in loss of funding for your request without opportunity for appeal.

Step 3: Evaluation

The student organization must submit an Evaluation Form and all itemized receipts to Juliette Butler within one week of completion of the event/travel. Failure to complete summary and turn in receipts will automatically result in loss of ability to request allocation funding for three (3) calendar months. The probationary period of three months will begin when the evaluation form is submitted.

Organizations that track the event’s attendance using the Presence Checkpoint App Do Not have to complete an Evaluation Form.

Step 4: Appeal Form

Should a RSO be denied funding for a request, there is an appeal form that may be submitted. The appeal must be submitted to the SGA Budget Oversight Committee via UNA Student Engagement Online within five academic days from the date of notification of the outcome of the request. Student groups may obtain the Appeal Form from by going to UNA Student Engagement Online at: una.edu/students.
Additional Information

History and Background
The University Board of Trustees, with the support of the Student Government Association, approved in June 2005 and again in June 2006 an increase in the Student Activity Fee to $10 for fall 2006 semester and to $15 for the spring 2007 semester. The fee increased in increments of $5 per semester until it reached a cap of $25 in Spring 2008 semester. The Student Allocation funding process began in fall of 2007.

The University Board of Trustees, with the support of the Student Government Association, approved in June 2012 that the student activity fee be increased to $27 per semester to allocate $2 per student to the Game Room.

The University Board of Trustees, with the support of the Student Government Association, approved in June 2014 that the student activity fee be increased again and in June 2015 redesigned the fee structure so that students enrolled in Summer courses would not be charged a fee. The new structure is outlined below:

- Fall 2014 $35 per student
- Spring 2015 $40 per student
- Fall 2015 $45 per student
- Spring 2016 $50 per student
- Fall 2016 $56 per student

Allocation of Fees
The money generated from the student activity fee will be allocated as follows:

- $15,000.00 allocated to the maintenance/contract of organization management software

The remaining funds will be distributed as follows:

- 44% allocated to the University Program Council
- 36% allocated to the Student Allocation Committee
- 10% will go to Leadership and Volunteerism
- 3% will be allocated to Miss UNA
- 7% will be allocated to the Game Room

The SGA Budget Oversight Committee will meet annually to re-evaluate the division of funding. Funding begins October 1 of each year to coincide with the University’s fiscal year.

Purpose
The University understands that organizations and their activities contribute to the educational, cultural, social, and professional development of the University of North Alabama. The Student Allocations funding process was created by SGA to respond to the needs of the recognized student organizations and enable these groups to develop programming based on the educational mission of the University as outlined in the University Catalog and Student Handbook.

Student Government Association
The Student Government Association Senate will review policies, procedures, and end of the year budget reports to ensure that the student activity funding is being used effectively and efficiently for student programming and development as aligned with the mission of the University. SGA Executive Council will also review appeals and determine if an appeal is warranted. If an appeal is granted, the SGA Senate will make a decision on the funding.

**SGA Budget Oversight Committee**

The SGA Senate Budget Oversight Committee is made up four senators. In addition, a faculty member serves on the review committee. The SGA Budget Oversight Committee will review and approve funding proposals that are submitted through UNA Student Engagement Online.
## EXAMPLE OF BUDGET DOCUMENTATION

### VENDOR QUOTE

**UNIVERSITY OF NORTH ALABAMA**  
**OFFICE OF STUDENT ENGAGEMENT**

You may complete this form to obtain a quote from a vendor. Required information includes:

1. Identify the salesperson or company contact with whom you spoke with name, phone number, and/or email.
2. Identify whether the business accepts purchase orders with payment terms within 30 days of receipt.
3. Identify if the business will exempt UNA from paying taxes.

<table>
<thead>
<tr>
<th>SPONSORING ORGANIZATION</th>
<th>JOB DETAILS (DATE NEEDED, TIME FRAME, NAME OF THE PROJECT OR EVENT, LOCATION)</th>
<th>PAYMENT TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Accepts Net 30 Purchase orders (yes) (no)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. 3 hrs</td>
<td>Sound Equipment Rental starting 7pm 3/21/2016</td>
<td>$100</td>
<td>$300</td>
</tr>
<tr>
<td>Ex. 100</td>
<td>Purple T-shirts</td>
<td>$5.00</td>
<td>$500</td>
</tr>
</tbody>
</table>

Subtotal

Sales Tax

Total

Quotation prepared by: ____________________________

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

- [ ] Email
- [ ] Telephone
- [ ] In Person

Date of Correspondence [__________]
EXAMPLE OF BUDGET DOCUMENTATION

Use a Chain Hotel’s or Airlines Online Booking Site

[Image of hotel booking and flight comparison]

- Hampton Inn Birmingham I-65/Lakeshore Drive
- Delta flight comparison

[Links to website for more information]
EXAMPLE OF FLYER DOCUMENTATION

The University Program Council
Presents:

MIKE SUPER
MAGIC & ILLUSION

Saturday, August 25
GUC Performance Center
Doors open at 6:30

Free admission for student's, faculty, staff and their guest.
# EXAMPLE OF BUDGET DOCUMENTATION

## Goodman Sports

1116 North Pine Street  
Florence, Alabama 35630  
256-766-5760

**Sold To:** University Of North Alabama

<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>450</td>
<td>4S</td>
<td>12C Goldan</td>
<td>4.60</td>
<td>2070.00</td>
</tr>
<tr>
<td></td>
<td>2XL</td>
<td>3XL</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>450</td>
<td>4S</td>
<td>12C Comfort</td>
<td>9.50</td>
<td>4132.50</td>
</tr>
<tr>
<td></td>
<td>2XL</td>
<td>3XL</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

**Thank You!**

Please pay from this invoice.

---

FORM #25A
## EXAMPLE OF BUDGET DOCUMENTATION

### Order # 794

<table>
<thead>
<tr>
<th>Pick-up/ Delivery Date: 9/14/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caterer Set-Up Time: 5:00 PM</td>
</tr>
<tr>
<td>Event Start Time: 6:00 PM</td>
</tr>
<tr>
<td>Event End Time: 8:00 PM</td>
</tr>
<tr>
<td>Event Clean-Up Time: 8:00 PM</td>
</tr>
</tbody>
</table>

### Customer Information
- **Joe Brown**
- Address: Down Town
- City: Florence
- State: AL
- Zip Code: 35333
- Email: joebrown
- Phone: 123-456-7890

### Delivery Information
- Method: GUC Delivery
- Building:
- Address:
- City:
- State:
- Zip Code:
- Room #: Room Name: GUC 200
- Serviceware: Disposable (nc)

### Payment Information
- Payment Method: Purchase Order

### Event Information
- Guest Count: 120
- Pick-up/ Delivery Date: 9/14/2017
- Caterer Set-Up Time: 5:00 PM
- Event Start Time: 6:00 PM
- Event End Time: 8:00 PM
- Event Clean-Up Time: 8:00 PM

### Order Items

#### Party Platters - Seasonal fresh fruit platter (serves 10-15) - per platter
- Quantity: 8
- Price: $15.50

#### Party Platters - Cheese and cracker display (serves 10-15) - per display
- Quantity: 6
- Price: $12.00

#### Iced Tea - per person
- Quantity: 30
- Price: $1.35

#### Iced Water - per carafe
- Quantity: 30
- Price: $0.50

#### Lemonade - per person
- Quantity: 30
- Price: $1.35
Student Activity Important Dates 2018-19
Details at www.una.edu/students

Fall Semester
August 23, 2018: The Big Deal
August 24, 2018: UPC Friday Movie Night
August 25, 2018: UPC Mike Super Illusionist Show
September 1, 2018: Allocations Open for 10/2 - 12/5
September 5, 2018: Alternative Breaks Launch Party & Applications Open
September 6, 2018: Volunteer Fair
September 7, 2018: UPC Friday Movie Night
September 10, 2018: Homecoming Court Nominations Open
September 12, 2018: Homecoming Spirit Challenge Registration Due
September 17, 2018: Homecoming Spirit Challenge Captain Meeting
September 20, 2018: Alternative Breaks Applications Close
September 21, 2018: UPC Friday Movie Night
September 22, 2018: Spirit Quad Tailgate
September 24, 2018: Deadline for Homecoming Court Nominees
October 1, 2018: Homecoming Court Elections Begin
October 5, 2018: UPC Friday Movie Night
October 6, 2018: Spirit Quad Tailgate
October 8, 2018: Homecoming King/Queen Elections Begin
October 11, 2018: NPHC Stroll-off
October 12, 2018: Homecoming Pep Rally
October 13, 2018: Homecoming Parade / Tailgate / Matinee Movie
October 19, 2018: Fall Break
October 24, 2018: Miss UNA Contestant Deadline
October 26, 2018: UPC Friday Movie Night
November 2, 2018: UPC Friday Movie Night
November 3, 2018: Spirit Quad Tailgate
November 10, 2018: Preview Day / RSO Fair / Spirit Quad Tailgate
November 13, 2018: Step Sing Team Registration Due
November 21, 2018: University Closed for Thanksgiving Break
November 30, 2018: UPC Friday Movie Night
December 6, 2018: Study Day (No events until after the break)
December 20, 2018: University Closed for Holiday Break

Spring Semester
January 3, 2019: University Open
January 10, 2019: Big Chill / Student Allocation Training
January 11, 2019: UPC Friday Movie Night
January 19, 2019: SGA Exec. Officer Applications Open
January 21, 2019: MLK Service Day
January 25, 2019: UPC Friday Movie Night
January 26, 2019: Miss UNA Pageant
January 28, 2019: SGA Exec. Declaration of Candidacy Due
February 1, 2019: UPC Friday Movie Night
February 4, 2019: Deadline for SGA Exec. Officer Applications
February 8-9, 2019: Step Sing 2019
February 11, 2019: Spring Concert Tickets Available for Students
February 15, 2019: Public Spring Concert Tickets Go On-Sale
February 18, 2019: SGA Preliminary Elections Begin
February 21, 2019: Higher Ed Day
February 22, 2019: UPC Friday Movie Night
February 25, 2019: SGA Run-off Elections Begin
March 1, 2019: Allocation Open for events/travel June 1-September 30
March 8, 2019: UPC Friday Movie Night
March 13, 2019: Deadline for Senate/UPC Delegate Applications
March 14, 2019: UPC Spring Concert
March 20, 2019: Mane Month Planning Meeting
March 25, 2019: University Closed for Spring Break
April 5, 2019: UPC Friday Movie Night
April 8, 2019: SGA Officer Inauguration
April 12, 2019: UPC Friday Movie Night
May 2, 2019: Study Day (No events until after final exams)

About the Student Engagement Center:

Mission:
As a division of Student Affairs, the Office of Student Engagement dedicates itself to developing influential citizens and just leaders through supporting programs that engage students in our campus, local, and global community.

Student Engagement Vision:
Developing Leaders, Inspiring Success