



## **Guidelines for the Use of Student Government Funds**

Every semester, students pay a Student Services fee, which gives them access to the UT Recreation Center, UT Health Services, UT Shuttles Service, and UT Student Counseling Services. A portion of this fee also goes to support each school's student government body and UTHealth Houston's Student InterCouncil (SIC). This pool of student government funds may be used by recognized student groups for approved functions and events which support the social and recreational interests of UTHealth Houston students.

Auxiliary Enterprises is responsible for overseeing the management of student government funds. These guidelines describe how student government funds may be used, procedures for obtaining approval to spend these funds, and procedures for getting reimbursed for approved expenditures. Please refer any questions to [Auxiliary Enterprises at 713-500-8400](tel:713-500-8400) or [Aux.Student.Gov@uth.tmc.edu](mailto:Aux.Student.Gov@uth.tmc.edu).

### **Allowable and non-allowable use of student government funds**

1. Funds may be used for organized activities and special functions which promote the social and recreational interests of UTHealth Houston students and which are approved in advance by the school Dean (or designee)\* and the Auxiliary Enterprises office.
2. Funds may be approved in some cases for use in fundraisers. (Please note that all fundraisers must be approved in advance by the Auxiliary Enterprises office, whether or not they will use student government funds).
3. Funds may not be used to purchase alcohol at events which are held off campus. All purchase and consumption of alcoholic beverages at on-campus events must comply with *HOOP 009, Alcoholic Beverages*.
4. Funds may not be used for the purchase of gifts for students, faculty, or staff or for the purchase of supplies, materials, and equipment for resale without the advance approval from the Auxiliary Enterprises office.

### **Procedure for obtaining approval to use student government funds**

1. A ***Request to Use Student Government Funds (Encumbrance)*** must be completed and signed by an officer of the student government (the President or Treasurer) and the school Dean (or designee).\* **The form must then be sent to Auxiliary Enterprises at least ten (10) business days prior to the event for financial approval.** Funds may not be used until the Auxiliary Enterprises office verifies the availability of funds and notifies the student government of their approval to use the funds.

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Exception: SIC activities do not require a Dean's approval.

2. An additional approval must be obtained for any event where alcoholic beverages will be served. A ***Request for Permission to Serve Alcoholic Beverages*** <https://inside.uth.edu/finance/documents/procurement/forms/request-to-%20serve-alcohol.pdf> must be completed and signed by the event sponsor, the school's Dean (or designee) and UTHealth's Chief Financial Officer (or designee). The form must then be sent to Auxiliary Enterprises at least ten (10) business days prior to the event. Funds may not be used until the Auxiliary Enterprises office verifies the availability of funds and notifies the student government of the approval to use the funds. All purchase and consumption of alcoholic beverages must comply with *HOOP 009, Alcoholic Beverages*.

### **Rules and restrictions for the use of student government funds**

1. In any fiscal year, 25%, of funds carried forward from the previous year may be expended in addition to funds allocated in the current year. Unless otherwise noted/approved by the Auxiliary Enterprises office.
2. All travel expenses to be paid by student government funds must be coordinated through University Travel.
3. All custom and promotional items to be purchased with student government funds (such as t-shirts, mugs, pens, etc.) must be purchased through the University Bookstore. Follett has contracted the vendor Club Colors to provide special-order promotional items and apparel to students and student groups. [See requirements on last two pages of these guidelines.]
4. Outside vendors must be verified as a current vendor in the financial management system before an order can be placed.

### **Reimbursements**

1. Only expenses which are approved in advance (i.e., encumbered through the procedure described above) can be reimbursed.
2. UT will not reimburse for sales tax. Please present the UTHealth Houston tax-exempt form when making purchases for the student government.
3. No reimbursements will be made for the cost of alcoholic beverages for an off-campus event.
4. Alcohol purchases for on-campus events must comply with *HOOP 009, Alcoholic Beverages* with respect to the event. No reimbursements will be made (**for the cost of alcoholic beverages**) in the case where there has been a known violation of *HOOP 009, Alcoholic Beverages* with respect to such an event.
5. No reimbursements can be made unless original receipts are submitted to Auxiliary Enterprises along with a ***Request for Reimbursement for Approved Use of Student Government Funds***, signed by the president or treasurer of the student government and the school's Dean (or designee)<sup>†</sup>. It is recommended that you hand deliver the form and receipts to the Auxiliary Enterprises main office in the Recreation Center at 1832 West Road. You may also scan and email to [Traci.L.Harris@uth.tmc.edu](mailto:Traci.L.Harris@uth.tmc.edu). Make sure it is a clear/clean scan or it will be rejected.

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<sup>†</sup> Exception: For SIC Project Funding, the requester does not need to obtain a Dean's approval signatures.

6. **There is a strict time limit to obtain reimbursement for approved expenses.** Reimbursements for an event can be issued up to thirty (30) days following the event. Any reimbursements requested after this time may be denied.
7. If you need an advance check cut for payment to a vendor before an event, please contact Auxiliary Enterprises for procedures at least two weeks before the check will be needed. An invoice from the vendor will be required.

All request forms mentioned in these Guidelines can be downloaded from the Auxiliary Enterprises website at <http://www.uth.edu/auxiliary-enterprises/forms/>.



**Requirements Regarding Promotional Items and Fundraisers for Students & Student Groups**

***All items produced for UTHealth Houston-related clubs, groups, activities, fundraisers and events – whether the items are for sale or to give away – must be purchased through Follett’s UTHealth Houston Campus Stores.***

We at UTHealth Houston are fortunate and proud to have diverse and enterprising students that actively participate in university and civic life – in student affinity and service groups, charities, sports leagues and more. Each year, students and student groups across campus create promotional items for their causes and activities, either to sell as fundraisers or give away as gifts.

As members and representatives of UTHealth Houston, students must follow UTHealth Houston policies and procedures in creating and distributing such items. To ensure that standards are met and policies are followed, and to streamline the ordering and approval process for all parties, **all students will be required to order UTHealth Houston-related promotional items and apparel via Follett’s UTHealth Houston Campus Stores.**

Follett has contracted the vendor Club Colors to provide special-order promotional items and apparel to students and student groups. Club Colors is licensed by The University of Texas System Trademark Licensing Office to produce UTHealth Houston-logo items and was chosen for its wide variety of items, knowledgeable customer service and competitive pricing. Every company, including Club Colors, that uses the UTHealth Houston logo pays a royalty to UT System. In turn, UT System shares these royalties with each UT institution. Presently, UTHealth Houston Auxiliary Enterprises places these revenues in Scholarship Endowments for students.

Products can be viewed on the Club Colors website (<https://signaturecollection.clubcolors.com/>) or in print catalogs located at each UTHealth Houston Campus Store location. All orders must be placed through Follett’s UTHealth Houston Campus Stores. The process for creating promotional items follows below.

Thank you for your cooperation in this matter. Please do not hesitate to contact Auxiliary Enterprises at (713) 500-8400 with any questions.

*References:*

*HOOP Policy 8: Use of the University Name or Logo on Merchandise*

*HOOP Policy 165: Solicitation on Campus*

**Merchandise Ordering Procedure**

*Please begin this process at least 5-6 weeks before you need your item.*

1. Submit the online form 'Request for Solicitation on Campus' (found on the Auxiliary Enterprises website at ([www.uth.edu/auxiliary-enterprises/forms/](http://www.uth.edu/auxiliary-enterprises/forms/))) to obtain approval from Auxiliary Enterprises to create/sell/distribute your item. Please allow at least one week for a response.
2. If your merchandise will feature the UTHealth Houston name or logo, you must obtain approval for the use of the name/logo from Public Affairs. Submit your request via their online form Brand Standards contact form at (<https://go.uth.edu/ContactBrandStandards>) with a full description of the requested use, merchandise and purpose. Please allow 2-3 days for a response.
3. Once you receive approval from Auxiliary Enterprises (and Public Affairs, if applicable), contact one of the UTHSC Campus Stores to initiate your order.
  - a. UTHealth Medical Campus Store      713-500-5860    Hannah Steward: [1393mgr@follett.com](mailto:1393mgr@follett.com)
  - b. UTHealth Dental Campus Store      713-486-4450    Susan Greene: [1394mgr@follett.com](mailto:1394mgr@follett.com)
4. To learn about products, visit the online product site at (<https://signaturecollection.clubcolors.com/>) or contact Zavior Stolpa by phone at 847-592-6137, or by email at [zstolpa@clubcolors.com](mailto:zstolpa@clubcolors.com).
5. Submit your order and artwork via e-mail to the UTHealth Houston Campus Store no later than 4 weeks prior to date needed. If you need assistance with the design of your artwork, please contact Kevin Wantroba. Your order must detail:
  - a. Product number and description
  - b. Quantity and sizes (if applicable)
  - c. Color of thread (for embroidery) or ink (for screen-print)
  - d. Location of art

If your group is tax-exempt, please provide a copy of your tax-exempt certificate.

*NOTE: All official UTHealth Houston logos must comply with current graphic standards. See <https://www.uth.edu/brand-standards/> for details.*