

Guide for Student Organizations 2021-2022



The University of Texas at Austin
College of Pharmacy

Table of Contents

Topic	Page Number
Working with the Office of the Dean	3
Meeting with Dean	3
Conference Room Scheduling	3
Emergency Information	5
Student Organization Financial Support and Financial Services	6
Funding	7
Fund Balances	8
Preferred Spending Methods	8
Allowable Expenses	9
Unallowable Expenses	10
Solicitation of Donations	10
Grant Funding for Special Projects from Cultural Proficiency Committee	11
Depositing the Proceeds from Fundraising Sales into Your Account	12
Student Organization Deposit Guidelines	13
Procurement of Goods or Services	14
Procurement of Goods or Services from On-Campus Sources	14
Procurement of Goods or Services from Outside Vendors	14
Special Rules for Purchasing Office Supplies	17
Texas Sales and Use Tax Exemption Certification	17
Special Procedures When Food Will be Served or Sold	18
Food Safety Policy	18
Official Occasion Expense Form (OOEF)	18
Special Rules Concerning Large Events	19
Professional Development Travel	20
Domestic Travel	20
Student Travel Policy for University Organized or Sponsored Events	21
Student Travel Policy for Registered Student Organizations	22
International Travel	22
College of Pharmacy Student Organizations and the LRC	23
Dean of Students Office (DOS) Requirements	24
Safety Education Program	24
Annual Registration	25
Screening Activities and Project Collaborate	25
Notification of Dean's Office with Semester Events, Activities, Speakers, etc.	25
Policies for Use of the College's Wordmark and University Trademarks	27
Student Promotions	27
Products	27
Publications	27
Research Papers	27
Forms	28

College of Pharmacy Dean's Office

Contact Information

Dean:	Samuel Poloyac, PharmD, PhD
Assistant Dean for Administration & Chief of Staff:	Carrie Cunningham, M.Ed.
Assistant to the Dean:	Nicole Toomey
Sr. HR Coordinator:	Margo Cousins
Building Manager:	Thomas Bowie
Administrative Manager:	Jeff Becker
Senior Administrative Associate:	Jeannie Dillon

Phone:	(512) 471-3718
FAX:	(512) 232-1893
Office Location:	PHR 5.112
Web Site:	https://pharmacy.utexas.edu/about/deans-office

PHR Building Hours (during long semesters)

Weekdays:	7pm – 7pm public access 7pm – 10pm UT ID access at the celebrated entrance only
Weekends & Holidays:	7am – 10pm UT ID access at the celebrated entrance only

Meeting with the Dean

Dean Poloyac takes pride in supporting our students and organizations.. To request a meeting, email [Nicole Toomey](#) for assistance in setting an appointment, and please anticipate that his schedule may not allow for same day availability. Please gather and bring as much pertinent information as possible, including names, dates, times, subject or any necessary paperwork with you when you come to the meeting and if possible, have the information available for the Dean to review before your appointment.

Signatures from the Dean

Due to the Dean's busy schedule, it is not possible to have documents signed on the same day. Please plan ahead and submit paperwork at least one week ahead of schedule. Turn in documents to the front desk staff, with a note indicating your name, contact information, what you need reviewed for a signature, and due date. Assistant Dean for Administration & Chief of Staff, Carrie Cunningham will review all documents and then, if approved, ask the Dean for his signature.

Conference Room Scheduling

Room reservations may be requested by students for **officially recognized meetings only**. Be aware, however, that classes and instructional use take priority over all other reservation requests.

There are two categories of classrooms: general purpose classrooms (University owned) and College classrooms (College owned).

General Purpose Classrooms in the PHR building:

- PHR 2.108 (built-in broadcast capability)
- PHR 2.110
- PHR 2.114
- PHR 2.116

For the fall semesters, room reservation requests may be submitted beginning at 10 a.m. on the first Tuesday in May. For the spring and summer semesters, room reservation requests may be submitted beginning at 10 a.m. on the first Tuesday in November. Although requests may be submitted on these dates, Student Activities will not be given access by the Registrar to schedule rooms for up to three months.

Please visit [their online system](#) for GPC space.

All requests for use of General-Purpose Classrooms must be made through the Dean of Students.

College Classrooms in the PHR building:

- PHR 2.208 (built-in broadcast capability)
- PHR 2.214
- PHR 3.106 (built-in broadcast capability)
- PHR 3.110
- PHR 3.114A (Zoom self-serve)
- PHR 3.114B (Zoom self-serve)
- PHR 3.114C (Zoom self-serve)
- PHR 3.114D (Zoom self-serve)
- PHR 4.114 (built-in broadcast capability)
- PHR 4.212

College classrooms in the College of Pharmacy by accessing the [web room reservation request](#).

College Classroom request:

Requests to use Pharmacy classrooms during normal business hours (Monday-Friday 8 am-5 pm), for official meetings, will be honored based upon room availability. You may reserve

For after hours requests, there are two groups of College Classrooms:

Rooms that are locked and alarmed after 5:00 pm – includes 2.208, 2.214, 3.106, 3.110, 4.212 and 4.114. Please attempt to book General Purpose Classrooms (GPC) prior to requesting a group 1 room after hours. This will require a faculty advisor be present throughout the event. These rooms should not be requested or reserved unless there are exceptional circumstances.

LRC Library rooms available for extended hours during the long semester – includes PHR 3.114A, 3.114B, 3.114C, and 3.114D

Meetings can be scheduled during the library's normal hours of operation. Although the LRC Library hours are subject to change, in the long semester the hours are typically extended into the evening. The LRC Library is closed on Sundays and during semester breaks.

Other policies related to using classrooms:

No food is allowed in the college classrooms, with the exception of PHR 3.110. Drinks, if allowed, must have secure lid. ABSOLUTELY NO FOOD OR DRINK IS ALLOWED IN PHR 4.212 due to electricity that runs through the floors. Violation of this policy may result in a permanent reservation ban for using PHR 4.212. All trash should be discarded, and rooms should be returned to the standard configuration. Large amount of trash (such as pizza boxes) needs to be taken to the dumpster located just east of the south PHR building, next to the Nano Science and Technology building (FNT). The College staff are not available for any type of after-hours support without prior approval from the Dean's Office.

Emergency Information

Call 911 in any emergency situation before contacting any other individuals. Once the appropriate emergency services have been contacted, please call (512) 471-1737 or (512) 471-3718 as soon you are able. Dean Cunningham and Dean Samuel will be notified.

BCAL

The [Behavior Concerns Advice Line \(BCAL\)](#) is a service that provides The University of Texas at Austin's faculty, students and staff an opportunity to discuss their concerns about another individual's behavior. This service is a partnership among the Office of the Dean of Students,

the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP) and The University of Texas Police Department (UTPD). An individual can either call the line at (512) 232-5050 or report their concerns using the [online submission form](#).

SUREWalk

If you are on campus late and have concerns about your safety getting home, all students, faculty, and staff can [request SURE Walkers](#) to accompany them. Two SURE Walkers may accompany you on your walk home or provide a complimentary cart or car ride, depending on service area, Monday – Sunday 8AM – 2AM. Their phone number is (512) 232-9255.

UT Night Rides

If you are located on campus late and have concerns about driving home, you can utilize Lyft to receive a free ride home. Locations served mirror current UT Shuttles routes for West Campus, Far West, Lake Austin, North Riverside, Lake Shore, Crossing Place, Red River, and Intramural Fields. All SURE Rides must originate from main campus only. This service is provided 7 days a week, 11PM – 4AM. For detailed information to utilize this service, opt in here [website](#).

Student Organization Financial Support and Financial Services

Background

Funding at The University of Texas is set up in a way that is similar in concept to the personal checking account you may have at your local bank, but on a much larger scale. As with checking accounts, you must have money in your account to be able to spend from it, and overdrafts are not allowable. However, one big difference is that we do not have ATM cards or our own checkbooks that we can write checks from. Every payment requires detailed documentation that supports the purpose and validity of the expense. There is also a system of checks and balances to protect funds from unauthorized use (everything has an approval process where at least two administrators have to sign off on each expense, regardless of the dollar amount). Generally speaking, accounts are established for a particular purpose (advising, placement, Dean’s Office operations, specific research projects, etc.) and each account can only be funded from a single source type (tuition, state appropriation, donations, endowment investment income, fees, etc.). All UT Austin account numbers are 10 digits long, and they appear in the format xx-xxxx-xxxx. Each of the various funding sources has their own specific restrictions concerning the types of expenses that are allowable from them. For this reason, it takes a diverse range of funding on a daily basis to be able to fully accomplish the mission of the

College of Pharmacy and The University of Texas. As a point of reference, there are well over 1,000 individual accounts in the College of Pharmacy.

Funding

COP Sponsored Student Organizations may have up to three types of funding available to them, and all of the types fall under the University's accounting umbrella. As such, income and expenses are closely monitored to ensure that all business is transacted according to the University's financial policies and in a manner that is consistent with the mission of the College of Pharmacy and The University of Texas.

1. **Dean's Allocations** - These are the funds that are awarded when you submit your annual budget request to the Dean each year. While the funding actually comes from various sources within the College (private donations and endowment investment income), as a default, you can reference account number 30-4213-8151 for all food expenses and 19-4606-1051 for non-food expenses. Please note that all allocations become active on September 1st and will expire on the following August 15th of each year, and organizations are expected to operate within their approved allocations.
2. **Gift Funds** - Funds that are directly donated from external sources to benefit the activities of specific COP student organizations are known as "gift funds" and are deposited into accounts that are directly and uniquely associated with each organization. While the first six digits of these accounts all begin with 30-6000-xxxx, the next four digits are unique identifiers for each individual organization. One difference between these funds and the Dean's allocated funds is that gift funds do not expire. Another difference is that these funds may be designated by the donor to be used for a specific purpose. If that occurs, please be sure to honor the donor's wishes. For information on strategies, policies, and etiquette concerning how to secure donations on behalf of your organization, please contact Amanda Mendez (amendez@austin.utexas.edu). It is a College requirement that you do this before you approach any prospective donors or before you accept any donations on behalf of your organization.
3. **Fundraising Accounts** - Funds in these accounts are derived from student organization activities such as fundraising and dues income. Each organization has its own separate account within the College of Pharmacy, and their first six digits all begin with 19-6000-xxxx. The next two digits are unique to each individual organization. Like gift funds, these funds do not expire. Student organizations must adhere to Pharmacy Council and Dean of Students Office policies on appropriate management and handling of funds.

Maintaining a petty cash fund (working out of a drawer or a cigar box) is not an option. As a sponsored student organization, you also may not maintain an account at an outside bank or credit union. All of your financial activities must be run through UT's accounting system and are subject to audit from central administration or from the State of Texas. You may not operate outside of the University system under any circumstances. If discovered violating this University policy, you risk losing your sponsored status.

Fund Balances

As an officer and custodian of your organization's funds, it is prudent that you have regular, direct knowledge of the balances that are available to your group. This is also necessary before you attempt to spend money from any of your available sources, since overdrafts are not allowable. **To obtain this information, please contact your faculty advisor.** If your advisor is not available, you may contact the Student Affairs Office staff in room 5.112. They will have the same balance information available to them as the advisors do, which is updated twice each month (on approximately the 1st and 16th of the month).

Preferred Spending Methods

All arrangements must be made in advance. Since your organization's funding comes from University sources, all expenditures must be made in accordance with University and College policies and procedures. Purchasing and payment rules can be very complex, and if the correct procedures are not followed, it could result in irreversible financial consequences to you personally. ***Additionally, all purchases utilizing any of your accounts must be approved by your faculty advisor prior to submission to the Student Affairs Office for processing.*** Listed in order of preference, there are basically five ways that you can spend your funds:

1. **IDT (Inter Departmental Transfer)** – There are “shops” on campus where you may make purchases by providing a valid UT account number, such as the Texas Union, Division of Recreational Sports, UT Copy Centers, and University Printing. Such on-campus sources offer the least amount of bureaucracy to purchase the types of goods and services that they offer. Please note that Dean's Allocation funds may not be used unless prior approval is granted by Assistant Dean, Joe Sosler. Receipts from on-campus purchases are required to be delivered to Assistant Dean, Joe Sosler in PHR 5.114c **within three business days.**
2. **Purchase Order** – When you want to purchase tangible goods or products from an outside vendor, oftentimes they will accept a purchase order from UT. This is another good method because your purchase can be made directly out of your account with a minimum amount of time and effort. Also, assuming that timing is not an issue, your purchases can be delivered to the College, so you don't have to take the time to drive around town to make the pick-up.

3. **Credit Card** – There will be times when the most expeditious way to buy or pay for something is by credit card. The Business Office has a University-issued MasterCard, which we also call a ProCard, or procurement card. This can be an option your use if the vendor won't accept a UT purchase order. For items that can be purchased online using the procurement card, you may order items using the Business Office's card.
4. **Direct Bill** – This applies to restaurants or foodservice vendors only. The College has arrangements with several local vendors, where they will deliver food to the College for meetings without you having to pay C.O.D. out of your pocket. Upon delivery, the vendor will present us with an invoice, and we will have 30 days to pay them. A tax-exempt form may be needed for vendors, if requested. The form is available at the end of this document.
5. **Reimbursement** – There will be times when it may be necessary for someone from your organization to pay for food and beverages out of their own pocket for approved expenditures because none of the other four options will work. In these cases, the individual may request to be reimbursed. The reason reimbursements are the least favored method is that the person seeking reimbursement assumes some personal financial risk, and because we generally do not reimburse for sales tax where the purchase of tangible goods is involved. However, sales tax can be reimbursed when charged by restaurants and caterers for dine-in only.

These methods are weighted the way they are because the goal is for you to conduct your business as quickly as possible, without having to spend money out of your pocket first. It is very important that you plan **ahead. Venmo or related vendors are not an approved method of payment.**

Allowable Expenses

Based on our prior experience with the types of activities that your organizations have been involved in, the following broad categories of expenses are generally allowable:

1. **Professional Travel:** Any of the three funding sources may be used to pay for these expenses, although the Dean's Allocation is the typical first choice.
2. **Meetings, Banquets, and Other Official Occasions:** Any of the three funding sources may be used; however, Dean's Allocation funding is not permitted to be used for food purchases for meetings and events. The exception to this is the induction banquets for Rho Chi and Phi Lambda Sigma, the PERC Picnic and miscellaneous Pharmacy Council events.
3. **Office Supplies:** Any of the three funding sources may be used; however, items must be ordered directly by the Student Affairs Office. **Do not purchase office**

supplies on your own because UT has a contract with OfficeMax/Office Depot and UT policy dictates that you cannot be reimbursed for office supply purchases made with your own personal funds, even if your purchase was made at an OfficeMax or Office Depot store.

4. **Merchandise or Food for Resale:** This category generally encompasses products that will be resold as part of your fundraising activities. *Your fundraising account is the only source of funds that may be used for this expense.*
5. **Expenses Related to Your Organization's Mission:** Any of the three funding sources may be used to pay for these expenses.

Unallowable Expenses

For any number of reasons, including state law, IRS rules, University policy, or College policy, the following broad categories of expenses are generally **not** allowable:

1. **Gift Cards:** Gift cards are unallowable regardless of their value.
2. **Items That Will be Given as Door Prizes:** This includes raffles as well, which is not an allowable activity.
3. **Donations to Other Organizations:** Donations are unallowable whether the other organization is within UT or outside of UT.
4. **Alcoholic Beverages:** Alcoholic beverages are not permitted to be purchased and/or served at any UTCOP professional student organization event. This includes setting up a cash bar or including an "uncorking" charge by the vendor.
5. **Expenses Related to Bringing in Outside Speakers:** This includes travel expenses and honoraria.

Solicitation of Donations

All efforts to solicit donations must be coordinated with the Development and Alumni Relations staff. Keep in mind that you are in competition with many other internal and external entities trying to do the same thing that you are. For that reason, it is important to determine your fundraising needs at the beginning of the academic year and to follow these procedures. This will ensure your best chances for success without jeopardizing any other coordinated College efforts that may already be planned or underway. These funds must be used to support an educational endeavor.

1. Assign a key student who will manage the solicitation process for the student organization.
2. Fill out the Student Group Sponsorship Request Form and send to Amanda Mendez (amendez@austin.utexas.edu) in Additional requests must be submitted early in the fall semester.

3. Development Office staff will determine the best approach to seek funds for the particular function and will assist the student in completing the request.
4. Development staff should be invited to any and all events where the sponsor will attend.
5. The student group should send personal thank you notes. The Development Office will send a formal letter of acknowledgement.
6. If the Development staff denies a request based on previous contact with that sponsor, please respect their wishes. They will do their best to help you find an alternative.

Grant Funds for Special Projects from Diversity and Inclusion Committee

The College's Diversity and Inclusion Committee has funds available that student organizations can apply for to support special projects. Student Organizations interested in applying for funds from the Walgreens Diversity Program Grant Project (awarded by the College's Diversity and Inclusion Committee), may apply for funds as follows:

1. Complete the application including the following information (included in the forms section at the back of the workbook):
 - a. Student/Student Organization
 - b. Faculty Advisor (approval and signature is required for submission)
 - c. Brief Summary of the event (including activities to be conducted, budget for project, etc.)
 - d. Goals and objectives for the project
 - e. Anticipated outcomes from the project
 - f. Method for evaluation
 - g. Plans for how information (results) will be used to further the mission of the organization, group, etc.
2. Within one week of receipt of program funds, a report must be submitted to Dr. Skyller Walkes Diversity and Inclusion Committee Chair and include "Walgreens Diversity Program Grant" in the subject line.

Expenses must be approved prior to being incurred. When submitting expenses incurred to complete your project, indicate that reimbursement should come from "Walgreens Diversity Grant Funds" from account 30-2145-0351. If you submit your paperwork referencing your student organization and failing to mention that the expenses are related to an approved diversity project award, this will result in the expenses to be incorrectly paid from one of your organization's accounts.

Depositing the Proceeds from Fundraising Sales into Your Account

As you collect cash and checks from your successful fundraising efforts, it is important to note that there are specific UT policies concerning how your funds should be handled. On the front end, each organization should develop and maintain a system of keeping records on a daily basis (in the form of a log) to account for their sales and/or collection of membership dues. If an audit is ever performed, it should be apparent that all of your collections are being deposited into your UT 19 account. These records must be retained for three years on a rolling basis. Additional training will be provided to ensure that you have an acceptable system in place. Please note, no profit-sharing is allowed (i.e., dining at a restaurant on a specific night where some of the proceeds are returned to the organization).

Pre-numbered receipts must be issued to your customers to support all “over-the-counter” collections of money. The original copies of the receipts are to be given to your customers, and the duplicate copies are retained for balancing with your cash receipts log. If you collect dues, you should follow this same process. As is the case with your daily sales logs, your receipt books should also be retained for a three-year period. If your organization accepts checks in payment for dues or fundraising sales, make sure your customers/members make their **checks payable to The University of Texas at Austin**, not to your organization.

As was mentioned in an earlier section, **it is not an option** to maintain a petty cash fund (working out of a drawer or a cigar box). All of your financial activities must be run through the University’s accounting system. The reason for this is that since you are a sponsored organization, you are acting as an agent of The University of Texas, and all of the funds you collect are as a result of your UT affiliation (although they are still designated to benefit your organization). You may not operate outside of the official University system under any circumstances. **Violations of this University policy will put your organization at risk for losing its sponsored status.**

As far as the cigar box concept goes, however, it is acceptable and practical to use some type of bag or container to collect your fundraising sales, as long as you keep it in a safe and secured place to prevent loss. Following each fundraising event, you should:

1. Have two people count and verify the cash and checks collected
2. Have one-person (different from the two people who counted the cash and checks) tally and enter into your logbook the total amount of documented collections from the receipt book.
3. Compare the two totals (they should match). If you are off by more than \$25.00 in either direction, you should report it to the Assistant Dean for Financial Affairs, Joe Sosler and the Assistant Dean of Student Success, Justin Samuel.
4. If you have collected cash, you are required by UT policy to present the funds for deposit into your account within 24 hours. If you only have checks and they total \$500.00 or more, then you are required to present them for deposit within 24 hours. If you only have checks and they total less than \$500.00, then you should present them for deposit

within one week. To make a deposit, bring your funds to the Student Affairs Office (PHR 5.112).

5. Make sure you have your account number with you.

Although operating out of a “cigar box” is not an allowable practice, it is recommended that you maintain a \$20.00 reserve so that you can make change at your next fundraising event if it is your normal practice to accept cash. However, you must be able keep these funds in a secured location to prevent loss. For special events, prior approval for increased amounts.

GUIDELINES for STUDENT ORGANIZATION DEPOSITS

Funds should be deposited on a weekly basis, or at such time as receipts total \$500 or more, whichever occurs first.

Prior to delivery of funds, please follow the guidelines below:

- **Make checks payable to UT AUSTIN**
- **ALL CHECKS SHOULD BE PHOTOCOPIED AND THE PHOTOCOPIES SHOULD BE SUBMITTED WITH THE CHECKS.**
- **All CASH AND CHECKS COLLECTED MUST BE DEPOSITED BY THE END OF EACH WEEK.**
- **ALL CHECKS SHOULD BE ENDORSED with the College of Pharmacy “FOR DEPOSIT ONLY” stamp.**
- **TWO (2) ADDING MACHINE TAPES ON CHECKS must be submitted with the deposit.**

You may use the copier in the Student Affairs Office (Room 5.112) to make copies of the checks. An adding machine and stamps will be available in Student Affairs.

Note:

- Adding machine tapes should begin with 0.00 or 0.C (indication that machine was cleared before running tape).
- The tapes should be as long as the length of the checks.
- Computer-generated tapes are not allowed.

The student delivering the funds will log the deposit into the Business Office "Cash Receipts Journal" and will be issued a receipt from a receipt book.

Please keep a file of these receipts and the photocopies of the checks along with pertinent information (total amount delivered, date delivered, account number, and event or purpose). These documents should be made available upon request by Business Office staff or by Internal Audits to satisfy audits requirements.

Procurement of Goods or Services

Procurement of Goods or Services from On-Campus Sources

Sometimes the easiest, fastest, and most economical way to do something is to use an on-campus store or service center. This includes such facilities as the Texas Union, UT Copy Centers, and University Printing. Check with the Student Affairs staff to see if what you want is available on campus. If so, they can assist you with any special details you may need to know about conducting your business. Usually, the only thing needed in order to use your funds is to provide a UT account number. However, if your purchase includes food or catering you will also need to submit an **approved** Official Occasion Expense Form (OOEF) prior to your scheduled event. After you complete the form, submit it to your faculty advisor for review and approval. After they review your event and approve the expense, bring the signed form to the Student Affairs staff and they will present it to the Dean's Office to review for approval and final signatures.

If you are using Dean's Allocation funds for your on-campus purchase, you are required to get prior approval from Assistant Dean, Joe Sosler in the Business Office. Otherwise, once you have received all of the other necessary prior approvals, you are ready to go. At this time make sure you know which account you will be using because the store or service center will need it to complete the sale. At the end of your transaction, it is very important that you get a receipt from that facility, and that you turn it in to Assistant Dean, Joe Sosler in PHR 5.114c **within three business days**. The Business Office is required to verify all charges made to our accounts, so we need that documentation. Also, if you end up using your Dean's Allocation funds, the documentation is necessary to take care of the accounting to track your organization's expenses, since all of the student groups share the same account. Failure to turn in receipts will not prevent your account/budget from being charged. It will, however, be a much more time-consuming process for the Business Office to fulfill their responsibilities related to oversight of your organization's funds.

Procurement of Goods or Services from Outside Vendors

Should you decide that the best source for a particular purchase is from an outside vendor, then, there are three options for getting this done. The first is by UT Purchase Order. Staff from the Business Office will place your order by phone with the vendor, and the products will either be shipped to the College, or if the vendor is located in Austin, you could also have the option to pick up your order directly from them. If your purchase is to be shipped, it must be delivered directly to the College in Austin, or to an official contact at the remote College of Pharmacy campus in San Antonio, but, never to a home address. The advantage of this process is that you don't have to spend any money out of your pocket, and College staff handles most of the paperwork. The procedures for this method are:

1. After you have decided on what you want and where you want to purchase it from, complete a Purchase Request Form, which may be found in the back of this workbook. You will need to list the specific products you want (including catalog # or item # if available), the exact price per item, and the quantity you are requesting. Also, make sure you write down the vendor's business name, address, and phone number. You also need to decide which of your funding sources you plan to use. Write out the 10-digit account number and include the name of your organization
2. The prices that you list on the Purchase Request Form should not be from a catalog or web site. They should be as a result of speaking with a vendor representative over the phone. Make sure you write down the person's name that you talked with (first and last name), along with their telephone number.
3. After the document has been completed, your faculty advisor must approve the purchase and funding source by signing on the "Authorized Signature" line that is found in the upper right corner of the Purchase Request Form.
4. The final step in the process is for you to take the signed Purchase Request Form to the Student Affairs Office. Make sure you have your contact information somewhere on the form so that you can be contacted once your order has been completed and delivered to the College. After the Student Affairs staff accepts your request, they will forward it to the Business Office for final processing.

The final method for making purchases applies only to catering or restaurant purchases. There are some vendors who have "direct bill" arrangements with UT, whereby they will allow us to order food for meetings or events without a purchase order or without having to pay C.O.D. When they deliver their food to us, they will present us with an invoice, and we will have 30 days to pay them. The procedures for this method are:

1. Only approved College of Pharmacy approved vendors may be used for your events (e.g., monthly meetings, etc.). The list of approved vendors is included at the back of this workbook.
2. Select a vendor to cater your event from the list of vendors that we have direct bill arrangements with. You can get this list by contacting the Student Affairs Office.
3. Complete an OOEF for your event.
4. Have your faculty advisor review and sign off on your OOEF.

5. Present the signed OOEF to the Student Affairs staff. They will forward it to the Dean's Office to review for approval and signatures. Please allow a minimum of two weeks for this to be completed.
6. If your event is intended for anyone outside your organization, then a Food Distribution is required.
7. Place your food order with the vendor.
8. After the event, present the invoice along with the approved OOEF and the Food Distribution approval (if appropriate) within 2-business days to the Student Affairs staff, and they will make sure the vendor gets paid within the required 30-day period.

When All Else Fails, How Can I Get Reimbursed?

Sometimes it may be necessary for someone in your organization to pay for goods or services out of their own pocket for approved expenditures because circumstances dictate that none of the above options will work. In these cases, the individual may request to be reimbursed for their out-of-pocket expenses. Original itemized receipts and proof of payment must be submitted along with a signed reimbursement form along with the approved OOEF, which can be found in the back of this handbook. Reimbursements are the least favored method of conducting business because the person seeking reimbursement assumes some financial risk, and because we generally do not reimburse for sales tax except noted below. The procedures for requesting reimbursement are:

1. Complete the College of Pharmacy Student Reimbursement Form. Present this to your faculty advisor and have them sign off on it if they approve of the expense. **ALWAYS CONTACT YOUR FACULTY ADVISOR PRIOR TO SPENDING ANY MONEY. YOU MUST HAVE PRIOR APPROVAL FROM YOUR FACULTY ADVISOR AND THE DEAN'S OFFICE BEFORE USING ANY OF YOUR UT ACCOUNTS.**
2. If food or catering was involved, then the OOEF must be completed. If the food was/will be served on-campus, then the Food Distribution Form must also be completed. See previous information for how to complete these processes.
3. After all required approvals have been received, you may present your documentation along with an original itemized receipt to the Student Affairs staff. The receipt must show proof of payment. They will complete the process for getting you reimbursed. The receipt must contain:
 - The name and address of the vendor
 - The date of delivery or service
 - The item/service provided
 - The unit cost of the item/service
 - The number of items/services provided
 - The total cost including shipping, handling or delivery charges
 - Tax cannot be charged
 - Receipts must be itemized, for example:

- 5 veggie pizzas @ \$11.00 each, total \$55.00
- 6 sausage pizzas @ \$13.00 each, total \$78.00
- 20 drinks @ \$1.00 each, total \$20.00
- 3 orders cinnamon sticks @ \$8.00 each, total \$24.00
- Delivery charge \$10.00
- Tip \$5.00
- Grand Total: \$192.00

Tips and Gratuities If the receipt is from a restaurant, a 15-20% tip on the subtotal is allowed for in-house dining. Please DO NOT tip 15-20% to delivery drivers. Please DO NOT tip 15-20% for buffets. You should never pay more than \$10 as a delivery tip. Please note Dominos adds auto gratuity.

Sales Taxes Sales tax listed on a **restaurant** receipt may be reimbursed if the event is preapproved and the circumstances so dictate. Tax on food from a grocery store, bakery, food or convenience store will not be reimbursed. Sales tax on food picked up or delivered will not be reimbursed, dine-in only. Also, sales taxes paid for any other purchases of goods or services cannot be reimbursed.

Special Rules Concerning Purchases of Office Supplies

All office supplies MUST be ordered from OfficeMax/Office Depot through the Office of Student Affairs. To place your order:

- **All OfficeMax/Office Depot orders MUST be signed by your advisor prior to submitting to the Student Affairs Office.**
- The OfficeMax/Office Depot order form can be found on the student organization website
- Decide what items you would like to order, making note of the item number. The OfficeMax/Office Depot printed catalog is available in the Student Affairs Office (PHR 5.112), and on-line at <http://www.officemax.com>.

Your order will be placed within a week and will be delivered to the College of Pharmacy Receiving Room, PHR 2.112. You will be notified when the order arrives, and it must be picked up *within three working days of receipt*. Please plan ahead to work within this schedule.

PLEASE NOTE: Office supplies purchased out-of-pocket CANNOT be reimbursed.

Some items are restricted – if you have any questions, check with the Student Affairs Office staff.

Texas Sales and Use Tax Exemption Certification

Must have to demonstrate proof of UT tax-exempt status, the form can be found in the back of this document. The tax-exempt certification may only be used for official UT business purposes, never for personal purchases.

Special Procedures When Food Will be Served or Sold

Food Safety Policy

There is a food safety program on campus that was implemented to ensure that food and beverages provided on campus are safe for consumption. Environmental Health and Safety (EHS) staff are responsible for conducting food safety inspections of the permitted food vendors and kitchen facilities on campus, approving distribution of food and beverages on campus by staff, students, or vendors. There are specific rules for serving foods that are considered Potentially Hazardous Foods (PHF), which includes items such as cooked meats, fajitas, hamburgers, etc.)

Action Required

Prior approval from EHS is required in order to serve food on campus, *only if the event is intended for those who are not UT faculty, staff or students*. If you are selling items as a part of a fundraiser to non -UT affiliated, then a food distribution form is required. It doesn't matter if the food is prepared on or off campus. If the event is taking place at an off-campus location, then a form does not have to be completed. Approval is not required for foods that are not potentially hazardous, such as chips, cookies, candy, soda, and popcorn. Approval is also not required if you do business with the Texas Union or other on-campus catering facilities. Food distribution forms are available from the [EHS Food Safety website](#). This is an online form that requires a UT EID. Once approved, you will receive a confirmation e-mail from EHS. You are required to print and display the confirmation at the food distribution site during your event.

Timeline

EHS requires a minimum of seven working days lead-time for requests to be reviewed and processed.

[Official Occasion Expense Form \(OOEF\)](#)

The Official Occasion Expense Form (OOEF) must be processed in advance any time University funds are being used to pay for food, beverages, and flowers related to an event. An "official occasion" is defined as a reception, luncheon, dinner, or similar event that is sponsored and funded by UT (e.g., conferences, meetings, planning retreats, staff meetings).

These functions are normally associated with special programs or conferences, University guests, faculty and staff recruitment, or business meetings that span a mealtime. The form may be found at the at end of this document.

To prevent a personal tax liability, you will need to document each occasion with itemized receipts for expenses. The College of Pharmacy requires that an OOEF be signed by the organization's advisor and brought to PHR 5.112, Student Affairs Office, so that the OOEF can be submitted for review for approval from the Dean's Office two weeks prior to the event. The OOEF for any event should be completed by the student organization's accounting representative. The account number to be charged and your faculty advisor's signature are required prior to submitting to the Student Affairs Office. The Student Affairs staff submits to the Dean's Office for approval. When approved by the Dean's Office, the student organization representative will be contacted by email/telephone. No stamp/e-signatures are allowed, only scanned or original signatures are permitted **Note that there are times when OOEF's are not approved.**

Special Rules Concerning Large Events

Whenever you plan to put together a large event, such as a banquet that will be held at a restaurant or hotel, you have the option to pay for the event out-of-pocket. Should you decide to do this, you would follow the standard rules associated with reimbursements. However, large events can also have a large cost associated with them. Therefore, in such circumstances, your organization may have another option available to you. You can request that the vendor direct-bill the expenses to UT. If the vendor is willing to do this, a contract will need to be prepared between the College and the vendor. When these situations arise, contact the Assistant Dean for Financial Affairs, Joe Sosler, for assistance on how to get this done. No one in the College of Pharmacy is authorized to execute such contracts on behalf of the University, so it is very important to allow sufficient lead time for the contracts to route through the appropriate UT office to obtain the necessary signatures. **Do not attempt to execute these on your own! You would be assuming a great financial risk by doing this.**

When planning a large event, please follow these procedures:

1. Discuss your plans with your faculty advisor to get tentative approval to proceed.
2. Contact vendors for hosting your event, and to check on availability of dates.
3. After you come up with a tentative vendor, complete an OOEF form and follow the normal process for getting it approved. You must submit a detailed account of the entire contract.
4. After the OOEF has been reviewed for approval by the Dean's Office, contact Assistant Dean, Joe Sosler about whether a contract should be prepared and executed.

5. If a contract is required by either party, your event is not considered to be officially scheduled until such time as the contract has been completed and signed by both parties.
6. After the event, the vendor will present an invoice to one of the student organization representatives. Within a few days of that, the invoice should be presented to the Student Affairs Office staff for payment, along with the approved OOE. They will see that the vendor is paid within the required 30-day period.

Professional Development Travel

Domestic Travel

COP student organization representatives often travel to conferences, workshops, meetings, etc. In order to be reimbursed for any travel expenses, it is mandatory to strictly follow the proper procedures. As soon as you know you will be traveling, please download all forms for domestic travel are available from the [Student Organization website](#).

IF YOU ARE TRAVLING MORE THAN 25 MILES FROM CAMPUS, ALL TRAVEL DOCUMENTS MUST BE SUBMITTED 3 WEEKS PRIOR TO TRAVEL. If you have additional questions, please contact the Student Affairs Office.

NOTE: A Student Travel Request Authorization Form, and associated paperwork, must be submitted to the Student Affairs staff for each individual traveling as an official representative of the College. Official representation includes the following:

1. Students awarded a travel stipend from the College
2. Students attending a conference and acting as an official representative of the College, e.g., representing the student organization chapter, presenting a paper, etc. Paperwork is required in this case even if the student is not receiving a travel stipend. A set amount is approved for each travel stipend. Students who are awarded a travel stipend from the organization may only be reimbursed up to the maximum amount approved. Students cannot be reimbursed prior to travel.

Example: ASHP Midyear Clinical Meeting, Las Vegas, NV

- i. Early Registration \$200.00
- ii. Travel \$300.00
- iii. Total Stipend \$500.00**

Definitions regarding travel

1. An **organized event** is one that is initiated, planned and arranged by a member of the University's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

2. A **sponsored event** or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.
3. An **enrolled student** is one who has been admitted to and is attending classes at the University.
4. An **appropriate administrator** is a Dean, Department Chair, or Director of an administrative unit, or their delegate.

Only students in good academic standing are permitted to receive travel stipends from the College (have your advisor contact Dean Samuel for approval). If approved for travel reimbursement please provide any and all original, itemized receipts pertaining to your travel. These must be submitted to the Student Affairs Office, along with the travel scholarship form (signed by the student and their faculty advisor), at the completion of the trip in order to be reimbursed. In addition, **Travel MUST BE COMPLETED before any personal reimbursements will be given -- no exceptions!**

Your faculty advisor must sign off on all travel paperwork prior to submitting to the Student Affairs Office for approval. ***Students are responsible for requesting permission for alternate exam times, making up missed classes, labs, etc. COP faculty are not required to grant permission for an alternate exam time or for making up any missed work.***

Travel policy documents (University-required paperwork) must be completed by any student organization traveling or participating in an event more than 25 miles from campus (this includes travel to a faculty member's house and/or other venue that is more than 25 miles away from the University. Students attending events from other campuses are also required to complete travel paperwork).

Two members of the organization should be appointed to serve as "travel coordinators" (individuals responsible for collecting all university-required paperwork and submission to the COP Student Affairs Office). Travel Coordinators are responsible for the following:

- a. Completion of the Request for Authorization Student Travel: University Organized or Sponsored Events Form
- b. Release and Indemnification Agreement – Adult Student
- c. Authorization for Emergency Medical Treatment – Adult
- d. Comply with University Policies for [Travel](#)
- e. Submitting all required documentation to their advisor for approval prior to travel.
- f. Submission to Student Affairs Office three (3) weeks prior to travel

[Student Travel Policy for University Organized or Sponsored Events](#)

This policy applies to the travel of enrolled undergraduate and graduate students (including professional students, e.g., pharmacy students) to attend activities or events that are: organized and/or sponsored by The University of Texas at Austin; and occur more than twenty-five (25) miles from the University campus. ***This includes travel to an advisor's home that is 25 miles from campus and/or travel from any assigned region to attend a COP function/event.*** Students must obtain prior authorization for such travel from their faculty advisor and Justin Samuel, Assistant Dean of Student Success. All required travel paperwork must be submitted to the Student Affairs staff at least 3 weeks prior to scheduled travel. Paperwork submitted after that time will not be processed.

Student Travel Policy for Registered Student Organizations

This policy applies to the travel of student members of a registered student organization when: the organization requires its student members to attend an activity or event; and the activity or event occurs more than twenty-five (25) miles from the University campus.

Registered student organizations that require student members travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from their faculty advisor and Justin Samuel, Assistant Dean of Student Success. All required travel paperwork must be submitted to the Student Affairs staff at least 3 weeks prior to scheduled travel. Paperwork submitted after that time will not be processed. ***This includes travel to an advisor's home that is 25 miles from campus and/or travel from any assigned region to attend a COP function/event. Travel may not be approved if turned in late.***

International Travel

In order to support all students traveling to international locations, the University has put into place the Student Travel Policy for International Locations. All undergraduate, graduate, and professional students participating in activities or events abroad (whether required or optional) are required to comply with this new policy. Students traveling abroad are required to register online with UT's International Travel Registry, attend a one-hour pre-departure workshop, and submit basic information about their travel to the Study Abroad Office prior to departure. Please note, students participating in official study abroad programs are not required to complete the International Travel Registry or attend the workshop, as students on established programs follow a parallel process outlined by the Study Abroad Office. All sponsored organization international travel must be approved by the Office of Student Affairs. **PLEASE NOTE THAT ANY INTERNATIONAL TRAVEL REQUIRES A MINIMUM OF 6 MONTHS PRIOR NOTICE FOR APPROVAL BY THE COLLEGE OF PHARMACY.** Requests for travel to countries or areas identified as high risk will not be approved.

College of Pharmacy Student Organizations and the LRC

Welcome! We at the LRC are excited about the opportunity to work with student leaders at the College of Pharmacy. We are looking forward to increased collaboration with your organizations. Below please review a few items that might of interest to you.

On behalf of the Learning Resource Center staff,
Oliver Gomez, Director of the LRC
(512) 471-8451
oliver.gomez@austin.utexas.edu

1) **Video conferencing for student organizations meetings:**

- a. Your membership meetings are scheduled in rooms that have built-in video conferencing capability (via Cisco WebEx), an LRC staff member will start your WebEx meeting for you. It would be good for one or two of your members to be familiar with the Classroom AV and WebEx touch panels in these rooms. The LRC will meet with all student organizations during their first meeting to review the procedures for using the WebEx video system. During the semester, if you face any connectivity or quality issues, please contact the LRC as soon as possible. You can use the wall phone, which is in most classrooms, to call upstairs to the LRC. The number is printed on the phone, that number is: (512) 471-1400.
- b. Your ad hoc or officer meetings are not scheduled in any particular rooms; we encourage the student organization leaders to schedule these using your Pharmacy WebEx host account. A WebEx host account has been created for each student organization president. If you do not know your WebEx login credentials, contact John Reineke in the video control room: john.reineke@austin.utexas.edu

2) Kimberly Wood is responsible for maintaining the College's **web site**. Student documents the website changes they would like to see and sends the proposed changes to the faculty advisor for approval. Faculty advisor approves the website changes and sends documentation to Oliver Gomez (oliver.gomez@austin.utexas.edu), the Director of IT for the College.

3) The LRC also maintain the **Audio/Visual** (A/V) capabilities of our rooms. If you are giving a presentation in a classroom, please submit an A/V request, even if you know how to use the technology. Sometimes, the equipment in a particular room is taken offline (maintenance, repair, replacement, etc.). If we know there is a presentation planned, we will make sure there is equipment in the room to service your request.

- 4) The LRC manages voice and data **networks** in our buildings. This includes reporting and remediation of **security** matters. The UT Information Security Office (ISO) will refer security incidents to the LRC for investigation. Computer viruses, compromised passwords, or hacked systems that are connected to the College of Pharmacy network will be reported to the LRC and blocked from using the network. Personally owned devices should be taken to the ITS Helpdesk on the 2nd floor of the FAC building for help remediating the problem. Please be aware that sharing copyrighted material can also result in a referral from the ISO.

- 5) In addition, the LRC provides a number of other services for the College including lecture capture, desktop support, poster printing, and support for offsite College events. We are interested in hearing from you about any ideas that might help your organizations be even more successful. If you have an idea, and if there is an IT angle to it, come and talk to us!

Dean of Students Office (DOS) Requirements

Safety Education Program

All student organizations are required to complete the Safety Education on an annual basis. At least one (1) authorized representative (Either the organization's President/CEO/Chair or primary contact on HornsLink) must attend at the beginning of the fall semester. Faculty advisors only have to attend the education program one time. ***The President and one (1) additional representative from each organization must attend the workshop (the person listed on Hornslink must be in attendance). Organization representatives who attend the program must present the information to their organization following attendance of the training program.***

For more information, visit the [Dean of Students website](#).

Annual Registration

All sponsored and registered organizations are required to register their organization with the Dean of Students Office at the end of the spring semester. Pharmacy Council assists with this process via streamlining payment. See below for specific registration steps. Note, the \$20 fee cannot be paid via Dean's Allocation funds. Student organization representatives will receive an e-mail confirmation from DOS that your organization has been registered. Failing to register your organization could jeopardize your organization's ability to use any of your university accounts, so it is critical that your organization comply with this University policy. Other information to support your organization can be found at the [DOS website](#).

To complete the Annual Registration, process each April, follow steps 1-4:

1. Visit [HornsLink](#) and log-in using your UT EID and password.

2. Go to your student organization's page and click on the "Register" button. It will appear on the far right your organization's name.
3. Complete steps 1-7 and submit.
4. Send the Account number (fundraising or gift) for the \$20 fee to the Pharmacy Council Financial Director who will then provide the information to the DOS office.

If there is an issue within your registration application, Student Activities will return your submission through HornsLink. Approval is not automatic until it is officially approved by Student Activities staff. Please allow 2-3 business days for processing. The University's [Institutional Rules](#) require all student organizations to register annually. If you have any questions, please contact the Student Organization Center at (512) 471-3065.

Screening Activities and Project Collaborate

Student organizations serve the University and other communities by performing service activities and participating in health fairs. The College of Pharmacy has specific policies and procedures that must be adhered to when any student organization is performing health screenings and/or participating in any health fairs. The COP's policies and procedures can be found on the College's website under [Health Fair Documents](#). Failure to comply with these procedures may prohibit the organization's participation in future events.

Notification of Dean's Office & Dean of Students with Semester Activities, Speakers, etc.

This year, we are asking that student organizations submit an event proposal form for each and every general meeting that includes food and/or guest speakers, as well as for every event outside of general meetings. Proposals are requests for approval and will be reviewed by the Student Affairs office. **Please see the event proposal form [here](#).**

One of the primary reasons we are asking that student organizations submit proposals to hold events is to monitor activities in accordance with current [University Meeting and Events Guidelines](#). These guidelines include, for example, taking attendance and posting signage related to COVID-19. Another important reason is to curate a list of College events to share back out with the community, with a further intention to not overschedule events and reduce events conflicting with each other on the calendar.

Events anticipated to be held **between now and Oct 31, 2021** should be proposed using [the form by Wednesday, Aug 25, 2021](#), or at least two weeks prior to the anticipated event – whichever date is sooner.

Events anticipated to be held **between Nov 1 and Dec 31, 2021** should be proposed by **Friday, Oct 15, 2021**.

Proposal due dates for spring 2022 events will be announced later this semester, but the form can be submitted at any time prior to the due date.

Policies for Use of the College's Wordmark and University Trademarks

College of Pharmacy sponsored student organizations may use the University and College's name and logos if they adhere to University and College policies on the use of trademarks. The College has updated wordmarks in line with university branding. Complete procedures for using the College's wordmark and the University's trademarks are listed below and designs are included in the back of this workbook.

Nick Nobel, Director of Communications, nobel@utexas.edu

Student Promotions 2021-2022

Student organizations wishing to use the official college wordmark for producing products should request a high-resolution version of the chosen orientation by contacting Nick Nobel, communications coordinator, via email at nobel@utexas.edu. It is appropriate to use the mark for student organization products, student business cards, posters/displays and other opportunities for identifying yourself or your organization as a representative of the UT College of Pharmacy. Current inventory of products/business cards/and other materials displaying the old mark may still be used

Products

Student organizations wishing to produce promotional items for sale/distribution must secure written approval of their intended artwork/design PRIOR to contracting with a vendor. To secure approval for a product design, first gain approval of the design from your faculty advisor. Once you have the faculty advisor's approval, send an electronic copy (PDF) of your intended design along with a brief description of the product you wish to produce. This information should be emailed to Nick Nobel, communications coordinator, at nobel@utexas.edu. Remember to do this prior to giving your vendor approval for production. If your design does not have this approval, you will not receive funding. Once you have an email from Nick Nobel verifying your approval, print out a copy of the email and attach it to your funding form when you submit it to the Office of Student Affairs for funding.

Bevo, the word TEXAS, and certain identifiers for The University of Texas at Austin are

trademarked by UT Austin. No one may use these images without review and written permission to reproduce from the UT Office of Trademark Licensing. You can incorporate UT trademarked images into your products, BUT you MUST have approval from Trademark Licensing prior to submitting your artwork for production. Approval from Licensing Trademark does not replace approval from the college communications coordinator. To gain approval from the Trademark Office, you will submit the artwork and information about your intended product via the [Trademark Portal](#).

Plan ahead. Approval from a faculty advisor may be delayed if that faculty member is out of town. Approval can generally be obtained from the college communications coordinator within one business day. Trademark Licensing requires at least two business days for approval. Be sure to allow sufficient time for the approval process. University protected marks can only be produced by vendors by way of approval from the Trademark Office. Only licensed vendors may gain permission to print university marks. Proper process for gaining approval is the same as for other product development. Start with approval from your faculty advisor, and then submit the design to the college communications coordinator. Once you gain approval from the communications coordinator, submit the design to Trademark Licensing. Products produced without prior approval from the college communications coordinator and (if necessary) Trademark Licensing may not be funded.

You do not require trademarks approval if your student organization uses a design that does not incorporate UT or College of Pharmacy branding. It stills requires approval from your faculty advisor and Pharmacy Council.

Publications

You must obtain approval from your faculty advisor before printing a student organization newsletter. It is recommended that you utilize the services of the publications editor in helping you plan your publication. This office can assist you in determining the best publication format, and the most cost-effective manner for producing your communication piece. All publications from the college, including student organization publications, should include the college wordmark. You can download high-resolution wordmark files on the college's [Visual Identity page](#).

Research posters

Any research or professional poster should incorporate the college wordmark as the identifier for the University of Texas at Austin College of Pharmacy. Do not use the college seal. Be aware of the color guidelines and orientation options described above. These posters DO NOT require advanced permission from the communications office prior to printing. Posters can be

designed and printed for you in the college in the IDL in PHR 3.112. An account number will be required so that cost of printing can be billed. Please be sure to carefully read information about [poster production services](#) on the [website](#). Advanced scheduling is required for design and printing services.

Forms

The following pages have some common forms that are generally required for your organizations to conduct business during the year. If you don't find the forms that you need, please consult with the Student Affairs Office staff, PHR 5.112 between the hours of 8am-5pm M-F. You may also find what you need on the College of Pharmacy website under [Student Organizations website](#).