University and College Guidelines for Student Organizations 2018-2019

The College of Pharmacy
The University of Texas at Austin
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with the Office of the Dean</td>
<td>4</td>
</tr>
<tr>
<td>Meeting with Dean</td>
<td>4</td>
</tr>
<tr>
<td>Conference Room Scheduling</td>
<td>4</td>
</tr>
<tr>
<td>Student Organization Financial Support and Financial Services</td>
<td>7</td>
</tr>
<tr>
<td>Funding</td>
<td>7</td>
</tr>
<tr>
<td>Fund Balances</td>
<td>8</td>
</tr>
<tr>
<td>Preferred Spending Methods</td>
<td>8</td>
</tr>
<tr>
<td>Allowable Expenses</td>
<td>9</td>
</tr>
<tr>
<td>Unallowable Expenses</td>
<td>9</td>
</tr>
<tr>
<td>Solicitation of Donations</td>
<td>10</td>
</tr>
<tr>
<td>Grant Funding for Special Projects from Cultural Proficiency Committee</td>
<td>10</td>
</tr>
<tr>
<td>Depositing the Proceeds from Fundraising Sales Into Your Account</td>
<td>11</td>
</tr>
<tr>
<td>Procurement of Goods or Services</td>
<td>12</td>
</tr>
<tr>
<td>Procurement of Goods or Services from On-Campus Sources</td>
<td>12</td>
</tr>
<tr>
<td>Procurement of Goods or Services from Outside Vendors</td>
<td>12</td>
</tr>
<tr>
<td>Special Rules for Purchasing Office Supplies</td>
<td>15</td>
</tr>
<tr>
<td>Texas Sales and Use Tax Exemption Certification</td>
<td>15</td>
</tr>
<tr>
<td>Special Procedures When Food Will be Served or Sold</td>
<td>15</td>
</tr>
<tr>
<td>Food Safety Policy</td>
<td>15</td>
</tr>
<tr>
<td>Official Occasion Expense Form (OOEF)</td>
<td>16</td>
</tr>
<tr>
<td>Special Rules Concerning Large Events</td>
<td>16</td>
</tr>
<tr>
<td>Professional Development Travel</td>
<td>17</td>
</tr>
<tr>
<td>Domestic Travel</td>
<td>17</td>
</tr>
<tr>
<td>Student Travel Policy for University Organized or Sponsored Events</td>
<td>18</td>
</tr>
<tr>
<td>Student Travel Policy for Registered Student Organizations</td>
<td>18</td>
</tr>
<tr>
<td>Travel Related Forms</td>
<td>19</td>
</tr>
<tr>
<td>International Travel</td>
<td>19</td>
</tr>
<tr>
<td>College of Pharmacy Student Organizations and the LRC</td>
<td>19</td>
</tr>
<tr>
<td>Dean of Students Office (DOS) Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Safety Education Program</td>
<td>20</td>
</tr>
<tr>
<td>Annual Registration</td>
<td>21</td>
</tr>
<tr>
<td>Screening Activities and Project Collaborate</td>
<td>21</td>
</tr>
<tr>
<td>Notification of Dean’s Office with Semester Events, Activities, Speakers, etc.</td>
<td>21</td>
</tr>
<tr>
<td>Policies for Use of the College’s Wordmark and University Trademarks</td>
<td>21</td>
</tr>
<tr>
<td>Student Promotions</td>
<td>22</td>
</tr>
<tr>
<td>Products</td>
<td>23</td>
</tr>
<tr>
<td>Student Business Cards</td>
<td>22</td>
</tr>
<tr>
<td>Publications</td>
<td>23</td>
</tr>
<tr>
<td>Research Papers</td>
<td>23</td>
</tr>
<tr>
<td>Organization Electronic Letterhead</td>
<td>23</td>
</tr>
<tr>
<td>Forms</td>
<td>23</td>
</tr>
<tr>
<td>College of Pharmacy Student Reimbursement Form</td>
<td>24</td>
</tr>
<tr>
<td>Student Request Authorization Form</td>
<td>25</td>
</tr>
<tr>
<td>Student Travel Indemnification Form</td>
<td>26</td>
</tr>
<tr>
<td>Student Travel Authorization for Emergency Medical Treatment Form</td>
<td>27</td>
</tr>
<tr>
<td>Student Travel Hotel &amp; Transportation Form</td>
<td>28</td>
</tr>
<tr>
<td>Student Travel Required Emergency Contact Information Form</td>
<td>29</td>
</tr>
<tr>
<td>Student OfficeMax/Office Depot Order Form</td>
<td>30</td>
</tr>
<tr>
<td>Student Group Sponsorship Request Form</td>
<td>31</td>
</tr>
<tr>
<td>Approved Vendors for Catering List</td>
<td>32</td>
</tr>
<tr>
<td>Form Description</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Student Organization Deposit Guidelines</td>
<td>34</td>
</tr>
<tr>
<td>Purchasing Request Form</td>
<td>35</td>
</tr>
<tr>
<td>Walgreens Diversity Program Grant Project/Event Report</td>
<td>36</td>
</tr>
<tr>
<td>Official Occasion Expense Form (OOEF)</td>
<td>37</td>
</tr>
<tr>
<td>Student Organization Procard Cover Sheet</td>
<td>39</td>
</tr>
</tbody>
</table>
Working with the Office of the Dean

Contact Information

Dean: M. Lynn Crismon
Executive Assistant: Nicole Toomey
Assistant Dean for Administrative Affairs: Debra Madden
Administrative Affairs Manager: Jamie Vance
Administrative Manager: Janet Larsen
Administrative Manager: Thomas Bowie

Phone: 471-7428
FAX: 232-1893
Office Location: PHR 5.112
Dean’s Office Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m. (closed for lunch from 12:00pm-1:00pm)
Web Site: http://sites.utexas.edu/pharmacy/about/

Building Hours

Monday – Friday: 7 AM – 7PM (open access) / 7PM – 11:30PM (access with UT ID)
Saturday – Sunday: 7AM – 11:30PM (access with UT ID)
Holidays: 7AM – 11:30PM (access with UT ID)

Meeting with the Dean

The Dean is very supportive of students and student organizations. He wants your experience with the College to be a positive one. To see the Dean, email Nicole Toomey (Nicole.toomey@austin.utexas.edu) for assistance in setting an appointment. It would be unusual for you to see the Dean on same-day notice due to his schedule. Please gather and bring as much pertinent information as possible when meeting with the Dean. Have names, dates, times, subject and 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 receptionist, with a note indicating you name, contact information, what you need reviewed for a signature, and due date. Dean Debra Madden 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 official meetings only. No reservations for study groups will be made. The rooms in the LRC Library (PHR 3.114A, 3.114B, 3.114C, and 3.114D) may be used for study groups when not occupied. Be aware, however, that classes and reservations take priority in these rooms.
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

Departmental 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 (WebEx self-serve)
- PHR 3.114B (WebEx self-serve)
- PHR 3.114C (WebEx self-serve)
- PHR 3.114D (WebEx self-serve)
- PHR 4.114 (built-in broadcast capability)
- PHR 4.212
- PHR 5.214

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

The online form for reserving space, can be found at the following link:

https://deanofstudents.utexas.edu/secure/sa/roomapp.php

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 College classrooms in the College of Pharmacy by accessing the web room reservation request at:

https://utexas.qualtrics.com/SE/?SID=SV_3Q7laYzm7UIMaGh

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

Category I: Rooms that are locked and alarmed after 5:00 pm – includes 2.208, 2.214, 3.106, 3.110, 4.212 and 4.114
This will require a faculty advisor be present to unlock and disarm the room at the beginning of the event and lock and rearm the room at the end of event. These rooms should not be requested or reserved unless there are exceptional circumstances. Please attempt to book General Purpose Classrooms (GPC) prior to requesting a Category I room after hours. Broadcast capability is not available after hours unless there are exceptional circumstances. Prior approval from the Dean’s Office must be obtained.

Category II: 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 that these rooms are typically available are: M-Th 8am-11pm and F/Sat 8am-5pm. The LRC Library is closed on Sundays and during semester breaks.

Other policies related to using classrooms:
No food is allowed in the departmental 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

Emergencies

In instance of a medical emergency, always call 9-1-1 before contacting any other individuals. Once the proper medical professionals have been contacted, please contact Dean Duhon at 512-475-9756.

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.

Trained staff members will assist the individual in exploring available options and strategies. They will also provide appropriate guidance and resource referrals to address the particular situation. Depending on the situation, individuals may be referred to resources including but not limited to the Office of the Dean of Students/Student Emergency Services, Counseling and Mental Health Center, and the Employee Assistance Program.

The Behavior Concerns Advice Line provides a central resource to anyone who is concerned about an individual and may not be sure about how best to help them. By calling the advice line, or submitting information online, campus and community support networks may be accessed; optimizing the chance that individuals will receive needed assistance. Contact the Behavior Concerns Advice Line if you are concerned about someone and want to help.

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.
SURERide

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, visit this website: https://parking.utexas.edu/sure

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-xxx-xxxx. Each of the various funding sources has its 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. Please note that all allocations become active on August 1 and will expire on the following July 31st 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 Susan Brown, Assistant Dean for
Development and Alumni Affairs. 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. Therefore, please see the Student Affairs staff after discussion with your advisor and before doing anything that costs money. **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 Joe Sosler. Receipts from on-campus purchases are required to be delivered to 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 loaned out for your use if the vendor won’t accept a UT purchase order. The downside of this is that you will generally have to drive to the vendor’s place of business and this involves time on your part. For items
that can be purchased online using the procurement card, you may order items using the Business Office’s card. The ProCard is available for a 2-hour period when signed out and must be returned to the Business Office before the close of business.

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. It is available on the 5th floor.

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.

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. Our staff have a lot of other responsibilities, and it may be difficult at times for them to drop what they are doing to assist you because you have a procrastination-induced emergency. Just keep in mind that the less time you have to conduct your business, the more likely it is that your only option may be to pay the expense out of your pocket and request reimbursement at a later time.

**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 are the induction banquets for Rho Chi and Phi Lambda Sigma and end of year Pharmacy Council Appreciation Luncheon.
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.

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 Elizabeth Cox at elizabeth.cox@austin.utexas.edu or drop off to Ms. Cox in room PHR 5.110. *(This should be submitted with your annual budget submission).* 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. Carolyn Brown, Diversity and Inclusion Committee Chair, at cmbrown@austin.utexas.edu 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.

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, Bryson Duhon.
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 Tristan D’Artagnan in PHR 5.114 between the hours of 8am-12n and 1pm-4:30pm
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.
**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. The form is available in the back of this workbook. 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 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 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 one of the remote College of Pharmacy campuses in either San Antonio, RGV, or El Paso, 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 Purchasing 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 Purchasing 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 Purchasing Request Form.
4. The final step in the process is for you to take the signed Purchasing 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 second method for making purchases of goods and some services is via credit card purchase. The Business Office has a University-issued MasterCard, which we also refer to as a ProCard or procurement card. This can be loaned out for short-term use (2-hour max) from Herman Schwarzer, who is the custodian of the College’s card, upon the Student Affairs staffs’ recommendation. The procedures for this method are:
1. Follow all four steps that are listed under the purchase order procedures. The only deviation from this process will be that if you are making your purchase from a local vendor, the Student Affairs staff may decide that the best way to complete the process would be for you complete your purchase by credit card rather than by purchase order. At that point, they will ask you to present your Purchasing Request Form to Herman in the Business Office.
2. Mr. Schwarzer will review your documentation to verify that the credit card may be used to complete your transaction. If it is, and if the card is not being used by anyone else at the time, he will let you check it out from him. However, he will only loan it out if it can be returned back to him within two hours, and it cannot be checked out overnight or over the weekend.
3. If you are purchasing food from a grocery store, you must have an approved OOEF before you will be allowed to make the purchase, so plan accordingly. Also, if you are purchasing food that will be used for a fundraising sales event, you must also have approval from UT’s EHS office before the day of your event. However, this approval isn’t necessary for you to check out the credit card.
4. You may not ever do business with vendors whose payments are processed through PayPal. There is a security issue with PayPal that is likely to lead to our credit card being compromised.
5. When you go to the vendor to complete your purchase, you must get an itemized receipt from them, and you cannot let them charge you sales tax. UT is sales tax exempt.
6. Under no circumstances should you ever provide our credit card number to a vendor by e-mail or other electronic communication. This is a major security issue.
7. Once you are done with your purchase, return the card to Mr. Schwarzer, along with the itemized receipt.

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 Business 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. Go to the UT EHS website (http://ehs.utexas.edu/programs/foodandwater/food-safety.php) and complete the online Food Distribution Form if the event will be held on campus. Allow a minimum of seven working days for this to be reviewed and approved.
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 a few 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 where 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.

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. 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 at the end of this workbook.
- 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 be obtained from Student Affairs Office (SA) to demonstrate proof of UT tax-exempt status. The tax-exempt certification may only be used for official U.T. 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 members of your organization. If you are selling items as a part of a fundraiser to non-members, 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: https://ehs.utexas.edu/programs/foodandwater/fooddistribution/. 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.

**COP Procedure**

A copy of an EHS approved Food Distribution Request must be submitted to the Student Affairs staff with any payment or reimbursement voucher request. This is in addition to the Official Occasion Expense Form and all required backup documentation. Payments may be delayed or denied if this EHS approval is not included.

**Official Occasion Expense Form (OOEF)**

The Official Occasion Expense Form (OOEF) is available online at:  
and 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. 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.  
**All OOEFs for fall 2018 must be submitted by 9/14/18; all OOEFs for spring 2019 events must be submitted by 2/1/18.** 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. **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 approved by the Dean’s Office, contact 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 OOEF. 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 student travel documents from the Dean of Students website to ensure reimbursement for any monies spent (http://deanofstudents.utexas.edu/online/student/travel/). **ALL TRAVEL DOCUMENTS MUST BE SUBMITTED 3 WEEKS PRIOR TO TRAVEL.** If you have additional questions, please contact the Student Affairs Office. All forms for domestic travel are available from the Dean of Students website (Dean of Students Office Website for Domestic Travel http://deanofstudents.utexas.edu/online/student/travel/).

**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.

1. Example: ASHP Midyear Clinical Meeting, Las Vegas, NV
   a. Early Registration $200.00
   b. Travel $200.00
   c. Total Stipend $400.00

**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 Duhon for approval). If approved for travel reimbursement please provide any and all original, itemized receipts pertaining to your travel. These must be submitted to Tristan D'Artagnan in room PHR 5.114, along with the travel scholarship form (signed by the student and their
Your faculty advisor must sign off on all travel paperwork prior to submitting to the Student Affairs Office for approval. Once your travel paperwork has been approved, your advisor should notify faculty of student organization travel (this can be done by sending an e-mail to faculty indicating the meeting, student(s) who will be attending, date(s) and location of the meeting/event). 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:

b. Completion of the Request for Authorization Student Travel: University Organized or Sponsored Events Form
c. Release and Indemnification Agreement – Adult Student
d. Authorization for Emergency Medical Treatment – Adult
e. Comply with University Policies for Travel: http://www.policies.utexas.edu/policies/student-travel-policy-university-organized-or-sponsored-events
f. Submitting all required documentation to their advisor for approval prior to travel.
g. Submission to Student Affairs Office three (3) weeks prior to travel.

Student Travel Policy for University Organized or Sponsored Events
See policy memorandum: http://www.policies.utexas.edu/policies/student-travel-policy-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 that 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 Bryson Duhon, 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
See: http://deanofstudents.utexas.edu/sa/stuorgstravel.php

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 Bryson Duhon, 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-Related Forms

Many forms are required for student travel. The forms can be downloaded from the International Office website at https://world.utexas.edu/abroad

And, you may use refer to the forms and instructions on the college’s website at http://sites.utexas.edu/phr-student-orgs/links-and-documents/

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 Dean’s office. Additional information on this policy may be found at: http://www.world.utexas.edu/risk/policies/student.

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) The LRC is responsible for maintaining the College’s web site. However, your organization is responsible for providing updated and accurate content for your organization’s web pages. To submit changes to your pages, please email changes or additions to Bryson Duhon
(duhon@austin.utexas.edu) for content approval. Once approved please email to Oliver Gomez (oliver.gomez@austin.utexas.edu). Please include the URL for the page(s) you are editing and indicate what changes you would like made.

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) Take advantage of the hallway monitors to promote your meetings and events. Contact Nick Nobel to submit a request. Please submit the request at least 7 days before you would like the message to appear.

5) 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 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.

6) 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 DOS will be conducting an in-person workshop for all COP student organization representatives (including distant campuses) on October 9th from 12:30-1:30PM in lieu of the October Pharmacy Council meeting. The President and one (1) additional representative from each organization must attend the workshop. 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: http://deanofstudents.utexas.edu/safetyed/complete.php

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. 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: http://deanofstudents.utexas.edu/
To complete the Annual Registration process each April, follow steps 1-4:

1. Visit [www.hornslink.org](http://www.hornslink.org) 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. Pay $20 annual re-registration fee
   a. online at [http://bit.ly/DOStxshop](http://bit.ly/DOStxshop), and click on "Student Organization Registration Fee; or
   b. by your sponsoring department by emailing soc@austin.utexas.edu and submitting an IDT.

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 at [http://sites.utexas.edu/phr-student-orgs/links-and-documents/](http://sites.utexas.edu/phr-student-orgs/links-and-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.

All student organizations serve an essential role in helping the College fulfill its mission. It is important that the Dean’s Office is notified and aware of the activities that each organization will be doing on an annual basis. Frequently, organizations invite speakers, dignitaries, and others to the College to present at monthly meetings, special events, etc. The Dean, and other representatives from the Dean’s Office, faculty and staff, may be interested in attending an organization’s event, meeting with invited guests, etc. Communication of your organization’s activities is vitally important. All COP organization events must be pre-approved by each organization’s faculty advisor. At the beginning of each semester (fall and spring), please utilize the Event Form Qualtrics: [https://utexas.qualtrics.com/jfe/form/SV_4UiDNCKPFcSOXoF](https://utexas.qualtrics.com/jfe/form/SV_4UiDNCKPFcSOXoF) to submit all events. All Events for fall 2018 must be submitted by 9/14/18; all OOEFS for spring 2019 events must be submitted by 2/1/18 (Same date as OOEFS).

### 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 recently adopted a new wordmark in line with university branding. Student organizations wishing to produce promotional items for sale/distribution must secure written approval of their intended art work/design PRIOR to contracting with a vendor. To secure approval for a product design, first gain approval from your faculty advisor. Once you have your faculty advisor’s approval, send an electronic copy (PDF) of your intended design along with a brief description of the product you with to produce to Nick Nobel at nobel@austin.utexas.edu. Once your design has been approved by Mr. Nobel, you must gain approval from Pharmacy Council to prevent production of an item that another organization may be selling. 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’s contact information is as follows:
Nick Nobel, communications coordinator: (512) 232-1769; nick.nobel@austin.utexas.edu

Student Promotions 2018-2019

http://www.utexas.edu/pharmacy/faculty_staff/wordmark.html. Student organizations wishing to use the wordmark for producing products should request a high resolution version of the chosen orientation by contacting Nick Nobel, communications coordinator, via email at nobel@austin.utexas.edu. It is appropriate to use the mark for student organization products, on student business cards, on posters/displays and other opportunities for identifying yourself or your organization as representing 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 art work/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@austin.utexas.edu. Remember to do this prior to giving your vendor approval for production. If you 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 found at https://portal.trademarks.utexas.edu/. Look for the “LOG IN” box at the bottom of this page and follow the prompts to submit your request.

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 24 hours. Trademark Licensing requires at least 48 hours 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.

Student Business Cards

Students are permitted to produce business cards. To assure consistency in our brand, the preferred format is included in the forms section in the back of this workbook. You may personalize your information and include whatever contact information you choose. Contact information is not required. Your identifier can be your Pharm.D. student status and year or you can include an elected office or student organization affiliation.
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 also obtain print quality resolutions of the wordmark from Nick Nobel, publications editor for the college. In addition to the wordmark, all publications should include the university tagline “What starts here changes the world.”

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 advance permission from the publications 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 (http://sites.utexas.edu/adrgs/research-tools/resources/poster-design-printing/). Advanced scheduling is required for design and printing services.

Organization Electronic Letterhead

If your student organization wishes to communicate via electronic letterhead, the correct header for the letterhead is included in the forms section at the back of this workbook.

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 at http://sites.utexas.edu/phr-student-orgs/links-and-documents/.
STUDENT TRAVEL SCHOLARSHIP FORM

To: Tristan D'Artagnan – Business Office PHR 5.114

Subject: Travel Scholarship

On behalf of the College of Pharmacy and the ______________________, it is our pleasure to inform you that you have been awarded a $______ scholarship to help pay for your travel expenses and registration fees to a scientific meeting during the ___/___ academic year. These funds will be made available to you AFTER you have attended the meeting. Please retain ALL original receipts for expenses incurred from the meeting. Please submit your original receipts and a copy of your abstract within two weeks of returning from your meeting.

These scholarships are being awarded with the understanding that your expenses are not being completely covered by other funds. Your travel scholarship may not exceed your actual expenses associated with travel to the meeting.

If you do not attend the meeting, please inform a representative or advisor as soon as possible. We hope you will join ___________________________ in thanking the Dean for his generous support of your travel/education. If you have any questions, please contact any representative or your advisor.

TRAVEL SCHOLARSHIP

Please complete the following within 2 weeks of returning from your meeting.

Travel scholarship $______

Meeting Attended: ____________________ Dates of Meeting: ____________________

City and State of meeting/event: ____________________

Print Your Name: ____________________

UT EID: ____________________ Your Contact Phone #: ____________________

Current Address: ____________________

ALL APPLICABLE STUDENT TRAVEL PAPERWORK/REQUESTS WERE SUBMITTED AND AUTHORIZED PRIOR TO TRAVEL DATES.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Advising Professor's Signature</th>
</tr>
</thead>
</table>

**Funding Section**

- Research Day Travel
- Leadership Travel
- PharmD Research Travel
- Walgreen's Diversity
- Other

Dean's Allocation (Business Ofc)Acct # ____________________
Student Org Fundraising Acct # ____________________
Student Org Gift Acct # ____________________
Other Acct # ____________________

REVISED 7/6/2018
# Request for Authorization

**StUDENT TRAVEL: UNIVERSITY ORGANIZED OR SPONSORED EVENTS**

**THE UNIVERSITY OF TEXAS AT AUSTIN**

## Part I. Requestor/Sponsor Information

<table>
<thead>
<tr>
<th>Name of University Employee Responsible for Trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position/Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Unit/Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phones: Office</th>
<th>Cell</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Part II. Trip Information

<table>
<thead>
<tr>
<th>Purpose of Trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Destination:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates of Travel: Departure</th>
<th>Return</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Number of Participants:</th>
<th>Number of Non-Student Participants:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lodging Arrangements: Address and Phone Number Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone ( )</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Transportation Arrangements:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle: _____Rental Car _____Personal Car _____ Van _____ UT Owned/Leased Vehicle (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name(s) of Drivers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of University Employee Available for Contact in Event of Emergency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phones: Office</th>
<th>Home</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Part III. Administrator Approval

<table>
<thead>
<tr>
<th>Required Information/Documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ List of All Participants/Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ Release/Indemnification Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ Proof of Medical Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ Medical/Emergency Treatment Authorization Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ Valid Driver's License, if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ Proof of Current Liability Insurance (For Personal Vehicle Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE UNIVERSITY OF TEXAS AT AUSTIN

Release and Indemnification Agreement – Adult Student

STUDENT: ___________________________________________ UT EID: ______________________

Name (last name first - please print or type)

Address

City, State, Zip Code:

DESCRIPTION OF ACTIVITY OR TRIP: __________________________________________________________

________________________________________________________

MODE OF TRANSPORTATION: _____ Auto (Driver) _____ Auto (Passenger) _____ Airplane _____ Bus

LOCATION(s) of activity or trip: _____________________________________________________________

DATE(s) of activity or trip: FROM _________________ 20____ TO _________________ 20____

I, the above named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the University of Texas at Austin, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Texas at Austin, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Texas at Austin and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

_________________________________________  _______________________________ 20____
Signature of Student

Date signed:

_________________________________________  _______________________________ 20____
Signature of Witness

Date signed:

Printed Name of Witness

Form: ADULT STUDENT - Revised 10/96
THE UNIVERSITY OF TEXAS AT AUSTIN
Authorization for Emergency Medical Treatment – Adult
(For Persons Eighteen Years of Age or Older)

I. MEDICAL INFORMATION (please type or print legibly)
   a. Name ____________________________ (last, first, middle)
   Address ____________________________
      (street or P.O. box, city, state, zip code)
   Telephone Number: Day_________ Night_________
   b. Name of Nearest Relative ____________________________
      (last, first, middle)
   Address ____________________________
      (street or P.O. box, city, state, zip code)
   Telephone Number: Day_________ Night_________
   c. Physician’s Name ____________________________
      Full Address ____________________________
      Telephone Number: Office_________ Emergency_________
   d. Dentist’s Name ____________________________
      Full Address ____________________________
      Telephone Number: Office_________ Emergency_________
   e. Health Insurance Company Name ____________________________
      Policy Number ___________ Telephone ___________
   f. Allergies ____________________________
   g. Current Medications ____________________________
   h. Special Health Needs ____________________________

II. EMERGENCY MEDICAL AUTHORIZATION

I, the undersigned, do hereby authorize The University of Texas at Austin and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are:
_________________________ 20____ to _______________________ 20____

I am eighteen years of age or older, have read the above authorization, and confirm that the information contained therein is true and accurate.

__________________________________________ Date: ___________________ 20____
(Signature of Individual Providing Authorization)
Travel Information: Hotel & Transportation

Lodging:

Hotel name: __________________________________________

(OR name of family member you are staying with)

Address: ____________________________________________

City & State: ___________________________ Phone: ____________

Travel Information / Method of Transportation:

Date of Departure: ___________________________ Date of Return: ___________________________

*Flying:

Airline: ___________________________ Copy of Itinerary Attached (required)

<table>
<thead>
<tr>
<th>DEPARTURE</th>
<th>RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight #:</td>
<td>Flight #:</td>
</tr>
<tr>
<td>To:</td>
<td>From:</td>
</tr>
<tr>
<td>Departure Time:</td>
<td>Departure Time:</td>
</tr>
<tr>
<td>Departure City:</td>
<td>Departure City:</td>
</tr>
<tr>
<td>Layover City:</td>
<td>Layover City:</td>
</tr>
<tr>
<td>Arrival Time:</td>
<td>Arrival Time:</td>
</tr>
<tr>
<td>Arrival City:</td>
<td>Arrival City:</td>
</tr>
</tbody>
</table>

*Bus:

Bus line: ___________________________

<table>
<thead>
<tr>
<th>DEPARTURE</th>
<th>RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route #:</td>
<td>Route #:</td>
</tr>
<tr>
<td>To:</td>
<td>From:</td>
</tr>
<tr>
<td>Departure Time:</td>
<td>Departure Time:</td>
</tr>
<tr>
<td>Departure City:</td>
<td>Departure City:</td>
</tr>
<tr>
<td>Layover City:</td>
<td>Layover City:</td>
</tr>
<tr>
<td>Arrival Time:</td>
<td>Arrival Time:</td>
</tr>
<tr>
<td>Arrival City:</td>
<td>Arrival City:</td>
</tr>
</tbody>
</table>

*Auto:

____ I am a Passenger in car driven by ___________________________

____ Driver (If you are not on the policy or 25 or older, you cannot drive.)

Drivers – Attached (must be turned in all together):

____ Copy of Driver’s license for each driver (includes back up drivers)

____ Copy of current liability insurance for car (expired date NOT accepted)

____ Inspection Sticker has been verified or witnessed by the organizations Vice- 
    president /UT College of Pharmacy Faculty member

____ Completed verification form signed & dated by witness or faculty member

____ Names of all passengers in car (student and non-student)

_________________________  ___________________________
_________________________  ___________________________
_________________________  ___________________________
THE UNIVERSITY OF TEXAS AT AUSTIN

Required Emergency Contact Information Form

(We need both the Attendee and Emergency Contact name, complete address and phone numbers)

Name of Attendee: ____________________________________________

Local Address: ____________________________________________

Permanent Address: _______________________________________

Phone Number: Day: _______________________________________

Night: _______________________________________

Cell: _______________________________________

Name of Emergency Contact: _______________________________________

Local Address: _______________________________________

Phone Number: Day: _______________________________________

Night: _______________________________________

Cell: _______________________________________
(After filling out this form please turn it in to the Student Affairs Office in PHR 5.112). (The OfficeMax web site is www.officemax.com). You may look at this web site to get your catalog numbers. On-line pricing may not reflect your true price as determined by our contract with OfficeMax.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity</th>
<th>Description</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name of Organization: ____________________________ Abbreviate: ________

Name of Student ordering: __________________________

Student Phone #: __________________________

Student E-mail: __________________________

Account to be Charged: __________________________

President's Signature: __________________________

Advisor's Signature: __________________________
University of Texas College of Pharmacy
Student Group Sponsorship Request Form

Group Name: __________________________________________________________

Mission: ______________________________________________________________

______________________________________________________________

President or Contact: _________________________________________________

Advisor: ______________________________________________________________

Name of Event: _________________________________________________________

Date of Event: _________________

Purpose of the event: ____________________________________________________

______________________________________________________________

______________________________________________________________

Group(s) attending: ____________________________________________________

______________________________________________________________

Expected # of attendees: _________________

Amount of money requested: _____________________________

The sponsorship money will pay for: ______________________________________

______________________________________________________________

Opportunities to recognize the sponsor at the event:

______________________________________________________________

______________________________________________________________
## Vendor List

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Phone Number</th>
<th>Vendor Address</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Market, HEB, Randall's</td>
<td></td>
<td></td>
<td>ProCard – provide Herman in Bus. Office w/ previously approved OEOF. All receipts returned to him. Check out &amp; return ProCard the same day.</td>
</tr>
<tr>
<td>On-campus purchasing</td>
<td></td>
<td></td>
<td>I.D.T. – Complete paperwork for copying, etc. in TX Union, giving org. name &amp; acct. #. Orig. receipt to Bus. Off.</td>
</tr>
<tr>
<td>Austin's Pizza (5% tip only)</td>
<td>512.795.8888</td>
<td>2324 Guadalupe St., 78705</td>
<td>Acct # 471-1737 (Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Austin's Pizza (5% tip only)</td>
<td>512.835.1111</td>
<td>1950 Rutland Dr., 78758</td>
<td>Acct # 471-1737 (Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Chick Fil A</td>
<td>512.473.8651</td>
<td>MLK UTDTO</td>
<td></td>
</tr>
<tr>
<td>Domino’s Pizza (Austex Pizza)</td>
<td>512.477.0101</td>
<td>1900 Guadalupe St., 78705</td>
<td>Provide the following info: UT College of Pharmacy, your name, phone # and billing address: University of Texas, College of Pharmacy, Room 5.112, Austin, TX 78712</td>
</tr>
<tr>
<td>Double Dave’s Pizzaworks (IDC Pizza, LLC)</td>
<td>512.476.3283</td>
<td>3000 Duval St., 78705-3823</td>
<td>Provide the following info: UT College of Pharmacy, your name and Fax #, (student affairs fax # 512-232-1893) 78712</td>
</tr>
<tr>
<td>El Mercado Restaurant</td>
<td>512.477.7689</td>
<td>1702 Lavaca St., 78701</td>
<td>Provide the following info: UT College of Pharmacy, Student Affairs, FAX 232-1893</td>
</tr>
<tr>
<td>Fazoli’s Italian Restaurant (Austapasta Ltd)</td>
<td>512.335.4436</td>
<td>13201 RR 620 N, Suite S, 78717</td>
<td>UT College of Pharmacy</td>
</tr>
<tr>
<td>Fricano’s Deli (Frimuba LLC)</td>
<td>512.482.9980</td>
<td>104 E. 31St. St. # C, 78705</td>
<td>UT College of Pharmacy</td>
</tr>
<tr>
<td>Jason’s Deli (Deli Mgmt)</td>
<td>512.453.8666</td>
<td>1000 E. 41St. St. # 940, 78751-4856</td>
<td>Acct # U11460</td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Subs (Bushwood Invest. LLC)</td>
<td>512.499.0100</td>
<td>3203 Red River St., 78705-2612</td>
<td>Acct UT College of Pharmacy, 471-1737,</td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Subs</td>
<td>512.457.4900</td>
<td>516 Congress Ave., 78701-</td>
<td>Acct UT College of Pharmacy, 471-1737, (Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Phone Number</td>
<td>Address</td>
<td>Account Details</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------</td>
<td>----------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jimmy John’s Gourmet Subs (Bushwood Invest. LLC)</td>
<td>512.478.3111</td>
<td>601 W. MLK Blvd., 78701</td>
<td>Acct UT College of Pharmacy, 471-1737, (Invoice Sent 7-10 business days)</td>
</tr>
<tr>
<td>Juan in a Million</td>
<td>512.576.9975</td>
<td>2300 E. Cesar Chavez St., 78702-4604</td>
<td>Acct # 471-1737, (Place all orders thru catering)</td>
</tr>
<tr>
<td>Oishi Japanese Fusion</td>
<td>512.236.0207</td>
<td>2025 Guadalupe Street, 78705</td>
<td>Order 48 hours in advance. Prefer pick up.</td>
</tr>
<tr>
<td>Pizza Hut (Heart of Texas Pizza)</td>
<td>512.320.8030</td>
<td>1811 Guadalupe St., 78701-1216</td>
<td>Acct # 471-1737</td>
</tr>
<tr>
<td>Scholz Beer Garden</td>
<td>512.474.1958</td>
<td>1607 San Jacinto, 78701</td>
<td></td>
</tr>
<tr>
<td>Tiff’s Treats</td>
<td>512.473.2600</td>
<td>1806 Nueces St</td>
<td>&quot;UT College of Pharmacy Student Affairs&quot; - account name</td>
</tr>
<tr>
<td>Zen Japanese Food</td>
<td>512.300.2633</td>
<td>3423 Guadalupe St., 78705</td>
<td>Acct # 471-1737</td>
</tr>
<tr>
<td>Zen Japanese Food</td>
<td>512.232.1418</td>
<td>2201 Speedway, 78712</td>
<td>Acct # 471-1737</td>
</tr>
</tbody>
</table>

*When placing an order, make sure you give the vendor you name and phone number.
*If the vendor does not put the org’s name on the invoice, please add before turning into Stu. Affairs.
*Tip can be 10% of TOTAL, but no more than $10.
*If the tip is provided, student should legibly sign next to the tip.
*Original itemized invoices and receipts need to be turned into Student Affairs immediately after the event.
GUIDELINES for STUDENT ORGANIZATION DEPOSITS

Funds should be brought to the Business Office 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 Business Office (Room 5.114) to make copies of the checks. An adding machine and a stamp are also available in the Business Office.

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.
# Purchase Request Form

**Account #:**

**Req. #:**

**Date:**

**Purchase Order #:**

**Requestor Name:**

**Order Confirmation #:**

**Requestor Phone #:**

**Requestor E-Mail:**

**Professor/PI or Advisor Name:**

**Authorized Signer on Account:**

**Name of Student Organization (if applicable):**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description (Catalog number, description of item, special instructions)</th>
<th>Qty</th>
<th>Unit (Case, Each, Pkg.)</th>
<th>Per-Unit Price</th>
<th>Line Item Price (Quantity x Unit price)</th>
<th>If ordering chemicals, are the chemicals hazardous?</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Subtotal**

**Handling Fee**

**Express Shipping**

**Shipping**

**Order Total:**

**Complete Name of Vendor:**

**Quote Number:**

**Vendor’s Address:**

**Date:**

**Vendor’s Phone Number:**

**Vendor’s email address:**
Walgreens Diversity Program Grant Project/Event Report
The University of Texas College of Pharmacy
Coordinated by the Cultural Proficiency Committee

Please complete the following brief report of your project/event which was supported by the Walgreens Diversity Program Grant program.

Within one week of receipt of program funds, please submit this report to Dr. Carolyn Brown, Chair of the Cultural Proficiency Committee, at cmbrown@mail.utexas.edu and include “Walgreens Diversity Program Grant” in the subject line.

_________________________________________________________
Student/Student Organization: __________________________________________

Faculty Advisor: ____________________ Signature: ________________________
(Faculty Advisor name and signature required.)

Faculty/Staff Name: _________________________________________________

Office Address: ____________________ Mail Code: ______ Phone: __________

Report Prepared By: ____________________ Date: ________________________

Student E-Mail Address: ____________________ Faculty E-Mail Address: ______

Phone: Office____________________ Cell___________________

Brief Summary of Event
Give a brief summary of the project/event based on the goals, objectives and activities/strategies involved in this request.

Evaluation
Based on your plan for evaluating the success of the project/event, was your project successful?

How will the evaluation results be used?
# Student Organization

## Official Occasion Expense Form

To prevent a personal tax liability, each occurrence must be documented with receipts for expenses. A written statement including the information requested on this form must accompany the payment voucher for processing within 30 days of the occasion.

**Student Organization:**

**Account to Be Charged:**

**Form Prepared by:**

**Phone Number:**

**Today’s date:**

**Name of Faculty Advisor:**

---

<table>
<thead>
<tr>
<th>Event Location:</th>
<th>Date of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Names of Attendee(s): (if 10 or less)</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>-----------</td>
</tr>
</tbody>
</table>

**Approximate number attending: (for groups of more than 10)**

**Purpose of the event:**

---

**Benefit to The University of Texas:**

---

**Estimated Cost:**

<table>
<thead>
<tr>
<th>Average Cost per Person:</th>
<th><strong>Actual Cost:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ or □ Average Cost Per Person Not Required</td>
<td>(to be filled out by Business Office)</td>
</tr>
</tbody>
</table>

Average cost per person is not required when there is no negotiated agreement with a vendor for a total package price that includes food and non-food expenses. The agreement/contract must be included with the payment voucher.

**Justification if average cost per person is exceeded or if alcohol is the primary expenditure.** (Requires dean, vice president, or vice president equivalent approval below. Official delegates may not approve these exceptions.)

Check the following boxes if applicable to your event:

- Contract Required? □
- Contract Attached? □
- Recurring Event? □
  - If checked, select frequency: Weekly □ Bi-Weekly □ Monthly □ Yearly □

- Vendor(s): ____________________________
  - Charge to ProCard? Yes □ No □

**Amount for Food:**

**Amount for Other:**

**Explain what funds are to be spent on:**

---

**Requested by:**

**Advisor Signature**

**Date:**

---

**Approved:**

Debra Madden/Dean M. Lynn Crismon

**Date:**
The College of Pharmacy
The University of Texas at Austin

OFFICIAL OCCasion Expense Form InstrUctIOns
The Official Occasion Expense Form is a tool to ensure that all data necessary to process a reimbursement or payment request for an official occasion or entertainment expense is submitted.

Date of Event: Date of event, not the date the form is being completed.

Location/Place: Name of business establishment, restaurant, etc. where event occurred. If event did not take place in Austin, please identify city and state.
Examples:
- Faculty Center
- PHR 5.112H, Dean's Conference Room
- County Line Restaurant, San Antonio, TX

Participants: List participants by name, title, and affiliation, if ten or less.
Examples: (If 10 or fewer)

<table>
<thead>
<tr>
<th>Name of Participant(s)</th>
<th>Title</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. John Doe</td>
<td>Professor</td>
<td>UT Austin, College of Pharmacy</td>
</tr>
<tr>
<td>Dr. Jane Doe</td>
<td>Professor</td>
<td>UTHSCSA, Pharmacotherapy</td>
</tr>
<tr>
<td>Dr. Jill Gee</td>
<td>Professor</td>
<td>Texas Tech Univ., College of Pharmacy</td>
</tr>
<tr>
<td>John Hee</td>
<td>Manager</td>
<td>People's Pharmacy</td>
</tr>
</tbody>
</table>

Group Attending: If more than ten people participated, supply a general description and approximate the number of people that attended.
Example: (General description if over 10)
Pharmacy graduate students and faculty in the Faculty Lounge (PHR 5.108). Twenty-five people attended.

Purpose: Supply a brief explanation of the purpose of the events.
Examples:
- Refreshments were provided at meeting to discuss joint research projects between UT Austin, UTHSCSA, and CompanyX
- Buffet was provided at reception for graduate students to meet new faculty members in the department.
- Lunch was provided to people attending all day meeting of the department's visiting committee.

Benefit to UT: Supply a brief explanation of how the event is expected to benefit the university or the benefits actually derived from the event.
Examples:
- To further the relationship between higher education and industry in the area of Pharmacy research. CompanyX has entered into an agreement to provide funding for 3 years to the research consortium between the universities.
- The visiting committee provides the department with guidance in the direction the department should be going with respect to educational issues.

Estimated/Actual Costs: The individual signing the "prior to" OOEFP's needs to know the estimated expenses for the event so that they can make an educated decision whether or not to approve the OOEFP request.

Check Boxes: The information requested here provides additional information to help determine approvals and funding for the event. If a contract is required, please attach a copy.

Signatures: These are required for approval of any document.
**PROCARD COVER SHEET**

<table>
<thead>
<tr>
<th>Account No:</th>
<th>Authorized Signature on Acct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name:</td>
<td>Printed Name:</td>
</tr>
<tr>
<td>Requestor/End-User Name:</td>
<td></td>
</tr>
<tr>
<td>ProCard User/Order placed by:</td>
<td>Date product(s) will arrive/arrived</td>
</tr>
<tr>
<td>Transaction Date</td>
<td></td>
</tr>
<tr>
<td>Vendor name and Contact info</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items Purchased/Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Notes:</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unallowable Tax</td>
</tr>
<tr>
<td></td>
<td>Shipping</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

For Student Organization Use Only

Name of Student Organization:

Requestor Contact Name:  Email:  Phone:

<table>
<thead>
<tr>
<th>Business Office Use Only</th>
<th>DTN:</th>
<th>Doc ID #:</th>
</tr>
</thead>
</table>

Updated 8/8/17