

As part of the Quick Reference series, this document is designed to be a brief overview. For additional information, please contact the following:

- Requesting Segregated University Fee funding for a student organization: Senate Appropriations Committee (SAC), (414)229-2930, [sa-sac@uwm.edu](mailto:sa-sac@uwm.edu)
- To arrange expenditures of Segregated University Fees from approved funding: Center for Student Involvement, (414) 229-5780

### Segregated University Fees

Segregated University Fees (SUF), are fees in addition to instructional fees (tuition), assessed to all students for student services, activities, programs and facilities that support the mission of University of Wisconsin System institutions. Only student organizations which meet the institutional qualifications for official recognition and are so recognized and University departments may receive SUF support. SUF may only be expended for items and activities that are related to the mission of the institution and to the purposes of the organization. Segregated University Fees are state funds which are deposited and held in the State Treasury, and which are subject to same limitations on use as other state funds. Any fundraising or other money deposited in to a State agency account will be treated and maintained as State funds. Financial Policy 50 "Segregated University Fees" (F50) sets forth legal and policy principles applicable to the administration of student Segregated University Fees and can be viewed at: <http://www.uwsa.edu/fadmin/fppp/fppp50.htm>.

### Segregated University Fee Eligibility

To be eligible, student organizations must first be registered with Student Involvement at the UW-Milwaukee. Only those organizations whose officers are UWM students will be eligible for funding (enrolled for at least half-time; 6 credits for undergraduates and 4 Credits for graduate students). There are two ways student organizations may receive segregated fees: (1) Senate Finance Committee and (2) Student Appropriations Committee (SAC) Funding Requests.

#### *The Senate Finance Committee (SFC)*

The Senate Finance Committee is a committee of the Student Association Senate, established by the Student Association Constitution, to allocate money from the Segregated University Fee in accordance with Board of Regents' regulations, UW System Policies, and laws of the State of Wisconsin. SFC will consider applications for funding in the fall of the year preceding the year in which the funding will begin. Applicants wishing to obtain continued funding shall complete all required documents distributed by the Office of the Vice Chancellor of Student Affairs and the SFC in accordance with the posted timeline for that school year. Only applicants eligible for SUF funding, as defined in the UW System Policies, may apply. Applicants receiving money from the SFC must follow UW System Policies all and other applicable state and federal laws.

#### *The Senate Appropriations Committee (SAC)*

SAC is a standing committee of the Student Association Senate, established by the SA Constitution, and receives funding from SFC to allocate monies to eligible student organizations. SAC will ensure that a diverse body of eligible student organizations receives funding. For the most current SAC information, deadlines, bylaws, requirements, etc. visit: <http://www4.uwm.edu/studentorg/sa/legislative/committees/sac/>.

SAC will have two major budget meetings a year, one in November and one in April. The grants considered at these major budget meetings are referred to Semester Grants or Large Grants. During the rest of the year, SAC will meet once a month to review requests referred to as Emergency Grants or Small Grants (\$700 or less). All requests must be submitted using the online grant forms accessible in PantherSync. Semester (Large) grant training is now provided by SAC in advance of submission deadlines. Organizations requesting funds need to use one of three funding forms: Operations Grant, Event Grant, Travel Grant.

SAC members meet with the students and determine funding amounts based on available funds, the type of expenses, the impact the request would have on UWM students, availability of other sources of funding, prior allocations, and the soundness of the organization requesting the funds. Each request is dealt with on its own merits. SAC normally does not fund 100% of any requests. SAC encourages student organizations to fund raise, charge fees, or obtain other sponsorship to help defray costs of their activities. The grant allocation process normally takes three weeks or more to get funding approved, so groups need to plan ahead. Contact SAC, 229-2930, [sa-sac@uwm.edu](mailto:sa-sac@uwm.edu), <http://www4.uwm.edu/studentorg/sa/legislative/committees/sac/> for forms and more information.

### **Processing Expenditure of Segregated University Fees**

Student organizations which receive SUF funds have special regulations to comply with for expenditures. Certain purchases, such as alcoholic beverages, gifts, donations, or personal items cannot be made using segregated fees. A request/authorization statement from the student group, signed by a current officer, is required before any payment will be processed. None of a group's SUF allocation may be used without the proper forms being prepared and submitted to Student Involvement.

Reimbursement for amounts previously paid with personal funds or from an organization's treasury (such as a bank or credit union account) is prohibited, except for amounts with proper receipts. Reimbursements are not recommended due to the length of time it takes to get a check and very complex purchasing procedures that must be followed. Contact Student Involvement in advance of the anticipated expenditure for regulations regarding reimbursement to ensure proper procedures and State contracts are being followed.

When revenue is generated for a program supported by segregated fees all funds generated (also called "receipts") must be deposited with Student Involvement (see the *Student Organization Manual, Admission Events* for more information).

### **Inappropriate Segregated University Fee Expenditures**

Items purchased by segregated fees may not be used for academic, personal, political, commercial gain, or other purposes not authorized by the University and UW-System policy. Students cannot gain academic credit as a result of a conference, workshop, project, or activity funded by segregated fees. Equipment and other items purchased by segregated fees may not be used by students in academic credit producing activities. Segregated fee funds cannot be used for political activities, and items purchased with segregated fee funds cannot be used for political activities. "Political activity" is any activity in which an individual or group attempts to influence another individual or group to vote for a person or party in an election. Segregated fees cannot pay for gifts, donations, or contributions and have significant restrictions on awards. Financial Policy 50 (<http://www.uwsa.edu/fadmin/fppp/fppp50.htm>) outlines other expenses not allowed.

### **Contracts Using SUF funds**

If an organization is planning an event, and is using Segregated University Fees to pay a speaker or performer (done only under a UWM contract or UWM contract rider), the organization must arrange a meeting with a Student Involvement advisor. Please schedule the meeting 6 - 8 weeks in advance of the event, or it may not be possible to process the contract paperwork in time for the event. Student organizations are not authorized to sign UWM contracts or make verbal commitments when using segregated fees.

**Student organizations may not contract for any services or goods, nor imply that the University in any way supports or approves of the event, activity or contractual arrangements.**

### **Travel Using Segregated University Fees**

Using SUF for student organization travel is a complex process. The University and the State have contracts with regards to the purchase of transportation, lodging and accommodations. In addition, specific documentation is needed to arrange payment of conference registration fees and similar payments. Please arrange to meet with the Business Manager in Student Involvement regarding SUF travel at least 6-8 weeks prior to the start of travel to insure timely processing.

### **Specific Expenditures**

This is only a general outline of the expenditure process. Different types of expenditures have different steps, additional steps and various time requirements. Since the University is the collector, regulator and holder of Segregated University Fees, the money is considered state funds. There are numerous regulations governing their use, so student organization officers must be familiar with all the procedures and rules associated with Segregated University Fees. For more detailed information see the manuals online at [www.activities.uwm.edu](http://www.activities.uwm.edu) or contact Student Involvement at (414) 229-5780, [activities@uwm.edu](mailto:activities@uwm.edu).

**Any funds held in the name of the student organization in a bank or credit union account are not Segregated University Fees.**

*Also see the following Quick Reference sheets: Bank Account, Funding, and Fundraising*

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