

Registered Student Organization Account

Financial Guidelines

Fall 2025

- **Hours of Operation:**
 - M, T, R, F 8:30 to 4pm
 - Limited availability on Wednesday Afternoons
- **Tax Status:**
 - RSOs are not part of the University therefore and **ARE NOT TAX EXEMPT**
 - RSOs CANNOT use the University's tax status as a Non-Profit for the purpose of soliciting donations from companies. They can use their own if they have one, or their state or national chapters tax info.
 - RSOs are not able to contract using SIU's status or utilize SIU's insurance coverage
- **Deposits:**
 - We accept cash, check or credit card purchases anytime we are open
 - Credit cards will be charged a fee if the RSO cannot cover the fee
 - Checks should be made out to SIU and then your RSO name
 - Transfer Vouchers – this method is used when SIU departments are donating money to your organization, have the departments accountant email this document to rsoacct@siu.edu
 - No online cash apps can be used without incurring tax consequences. RSOs who need to utilize an electronic form of payment can sign out a wireless card reader from our office. It must be returned each evening to batch out the sales and cannot be kept overnight
 - Credit card machines can be reserved in Saluki Connects website by choosing forms on the dashboard and filling out the resource checkout form.

- **Restricted vs. Unrestricted Funds:**
 - All accounts have a 5-year rule – activity must happen in the account within a 5-year period or all funds will be forfeited to Office of Student Engagement. Activity can be deposit or a purchase made
 - Unrestricted funds are any funds that the RSO deposits on their own. This can include fundraising money, dues, donations, etc.
 - Restricted funds are any funds given to the RSO from USG or other source where the funds can only be used for a particular purpose. USG funds not used before June 15th in the school year the funds were given will be lost and removed from your account
 - GPSC funds are unrestricted funds

- **How to Spend Money:** RSO must be in good standing with the Office of Student Engagement and campus to make purchases. RSOs in the Dawg House will not be allowed to spend money or reserve space until the offense is corrected
 - PCard (Credit Card) – can be used for most things that can be purchased online or with a credit card. RSO must come into the office in order to place their order
 - Check – Reimbursements, payments of Donations, and taxable income payments must be made by check. Checks can take up to 4 to 6 weeks to process, so you must think ahead in order to process a payment with this method
 - Reimbursement – items that cannot be purchased with a check or online can be reimbursed.
 - Reimbursements must have a detailed receipt
 - Food receipts must be detailed and cannot be a summary
 - Printouts from a checking/debit or card account cannot be used as proof of purchase
 - All items paid for with link card/food stamps CANNOT be reimbursed by law

- Reimbursements are paid by check or put into debit dawg account
 - Checks can take up to 4-6 weeks, Debit Dawg 1-2 weeks
- Transfer Voucher – this method is used to pay or reimburse other SIU departments. In order to do this, we must have detailed receipts of what is being reimbursed and the department accountant should email the documentation
- Car Rentals – must go through the Office of Student Engagement and Enterprise and require an itinerary of the trip and copies of the license for each driver. Must give at least a one week notice to book
- Taxable Income – payments to DJs, Entertainers, Photographers, Speakers, Choreographers, Graphic Designers, etc. are taxable income and will generate a 1099 at the end of the year. These items must be paid by check and require tax paperwork in order to pay.
- Printing- our office will print up to 50 full color copies of any 8x11 flyer once a week. There is no cost for this printing these. If additional copies are needed copies will be printed through Printing and Duplicating. This can be done by coming to our office with the electronic file of what you want printed.
- **Purchase Approvals:**
 - Items Under \$100 – require an RSO officer to approve
 - Items Over \$100 – requires an RSO officer and your adviser to approve
 - Adviser approvals can be on the form or by email but must be in writing
 - You can not fill out a stack of under \$100 forms to get around this rule. If the total of the purchase/reimbursement to one vendor/student exceeds \$100 you will need Adviser approval
 - Reimbursements to an officer cannot be approved by the same officer who is being paid
- **Prohibited/Restricted Items:** items that have restrictions
 - Gift Cards cannot be purchased or reimbursed
 - Printing cannot be paid for from an off-campus vendor, must use Printing and Duplicating. See the accountant to place an order

- Car Rentals cannot be paid for with a pcard and must be booked through the RSO accountant
 - Parking Tickets, Toll Booth fees, and Fines cannot be paid for by Credit card and can not be reimbursed
 - Insurance cannot be purchased but can be reimbursed
 - Wearing apparel with logos is restricted to Silkworm only if we pay for it, otherwise it must be a reimbursement
 - Alcohol is prohibited and cannot be purchased
 - Flowers can only be purchased for events and not for individuals
 - Gifts, Raffle items, Bingo items or Prizes are prohibited due to state and local laws
- **Contacting us:**
 - General contact info RSOAcct@siu.edu
 - **Tracy Lake** email: tlake@siu.edu Phone 618-453-2521
 - **Abdelmonaem Abunnur** abunnur@siu.edu Phone 618-453-7528

All Forms can be found in our office on the wall or at
<https://getinvolved.siu.edu/student-organizations/rso-finances.php>

IF YOU DON'T KNOW THE ANSWER TO SOMETHING PLEASE ASK!