

Allowable Items

The following expenditures may be made with SGA funds (**Note:** this list is not intended to be restrictive):

- ✓ Office Supplies. The university awards contracts to vendors, which in turn, offers discounts to the university. Catalogs are available in the SGA office.
- ✓ Printing. University policies require departments/organizations to utilize the services of university copy centers. Organizations needing the services of off-campus vendors must first secure written permission from the Office of Printing Services.
- ✓ Permanent fixtures and publications. All fixtures and publications (25 copies or more) must state “printing funded by SGA” when used to state the organizational purpose or to promote the participation in any program or activity for which the student organization receives funding from SGA.
- ✓ Advertising in Student Media publications. Ads must pertain directly to the organization and state “funded/sponsored by SGA”.
- ✓ Postage. State law forbids the reimbursement for postage stamps. All mail must be delivered to the SGA Office. A university address must be in the upper left corner (e.g., the organization’s name, 900 Asp Avenue OMU 181, Box #XXX, Norman, OK 73019).
- ✓ Rental of facilities and equipment.
- ✓ Entry fees for intramurals and tournaments for registered student organizations sports clubs.
- ✓ Organizational dues. However, individual dues are not permissible.
- ✓ Registration fees for conferences and workshops for OU students and their advisor. The conference/workshop must pertain directly to the registered student organization.
- ✓ Lodging for conferences, workshops and tournaments for OU students and their advisor. The conference/workshop or tournament must pertain directly to the registered student organization or sports club.
- ✓ Transportation. The purpose of the trip must pertain directly to the registered student organization.
- ✓ Services provided by DJ’s, performers, entertainers, etc. A signed contract must be obtained before the event.
- ✓ Security for events.
- ✓ Food for organizational banquets, dinners, meetings, programs, etc. Meal reimbursements for only select individuals are not allowable except for travel purposes.
- ✓ Rental of clothing or regalia for multicultural, international events, performance events, or athletic groups.
- ✓ Clothing for all student groups on the basis of capital investment.
- ✓ All decorations not listed in the **NON-ALLOWABLE ITEMS**.
- ✓ Refreshments for organizational meetings and programs.
- ✓ Marketing items, subject to approval by Budgetary Committee, the purpose of which shall be to promote the organization and shall only be used to promote the events/activities of the specific organization to which those funds have been allocated.
- ✓ Banners promoting an organization or university event. Each RSO will be limited to two banners per year.
- ✓ Subscription renewals.
- ✓ OU solicitation permits.
- ✓ Guest speaker fees.

PLEASE SEE OTHER SIDE FOR LIST OF **NON-ALLOWABLE ITEMS**.



University of Oklahoma®
**STUDENT GOVERNMENT
ASSOCIATION**

Non-Allowable Items

The following expenditures may not be made with SGA funds, and shall be considered Misuse of Funds (Note: this list is not intended to be restrictive):

- ✓ Scholarships.
- ✓ The purchase of tickets for any event organized by a University department, RSO or administration organization.
- ✓ Any donations to charitable causes or activities.
- ✓ Endorsement of political candidates or causes (i.e. campus, local, state, national, or worldwide).
- ✓ Telephone expenditures for rental, installation, or long distance service, except with prior approval of the SGA Budgetary Committee.
- ✓ Gifts, cards, prizes, and gift certificates.
- ✓ Personal items which will belong to an individual and are not necessary or pertinent to the functionality, promotion, or professionalism of an organization, such as: mugs, lamps, any personalized office supplies, appliances, giveaways, plaques, trophies, awards, certificates, monetary awards, or membership pins for any organization, etc.
- ✓ Personal clothing of any nature, with the exception of clothing that will be considered capital investment.
- ✓ Alcoholic beverages or medications.
- ✓ Knives, guns, firearms, ammunition, and weapons of any kind.
- ✓ All University of Oklahoma sanctioned parking permits.
- ✓ Reimbursement for postage charges which were not processed through O.U. Central Mail Service.
- ✓ Any expenditure, by any student organization, of SGA funds for purpose or uses prohibited by the Regents Policy Statement of December 1992.
- ✓ Requests for Salaries and Stipends not in accordance with Title XII, Chapter 5 of this Code and the most current Salaries and Stipends Act.
- ✓ The following decorations: Balloons, loose glitter, and confetti.