



The Gertrude C. Ford
Ole Miss Student Union

Student Activity Fee (SAF) Things to Know!

Funding Eligibility

To be eligible for funding, Registered Student Organizations must be:

- Registered with the Student Union;
- In good fiscal & judicial standing with the University of Mississippi and ASB;
- Active for at least 30 days;
- Must not have any outstanding debts to ASB;
- The President & Treasurer must attend an ASB Funding Training;
- Funding requests must be submitted before deadlines

Sponsored and Departmental Organizations

If you represent a sponsored organization that has a University of Mississippi account, you must have your funds sent to you through departmental transfer. Your department will then need to help you make the purchases. **This includes organizations that are directly sponsored by a University of**

Mississippi academic or professional department. For clarification, email asbtreasury@go.olemiss.edu.

Procurement Card vs. Payment Request/Check

- If you are paying an individual person you must request a check. If paying a business over \$1500 you must request a check. You cannot use the procurement card. Please allow TWO WEEKS for the check to process.
- The procurement card may be used for smaller purchases like food, items from local stores, etc.
- Amazon orders must be placed through the Union or Univ. of Mississippi Amazon Business Account. All purchases requiring shipping must be shipped to:
- Ole Miss Student Union, Attn: Student Org Name 218 Student Union Drive, University, MS 38677
- No travel may be paid for using the procurement card. We must request direct payments/checks for all travel. We also recommend organizations work with University of Mississippi departments to coordinate travel funds.
- ALL PURCHASES ARE TAX EXEMPT (except reimbursements)! If you fail to get the tax taken off your organization must write a check to the SAF for the taxed amount.



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Things We Cannot Fund

- Alcohol, other drugs, or funding for events where alcohol will be present
- Weapons, firearms, or any paraphernalia related to these items
- Items for faculty members or non-students; all funding must directly benefit students
- Gifts and giveaways (must be promotional materials and include the organization's logo)
- Events that require ticket purchases
- Donations/Fundraiser - funding may not be used to donate to a cause or philanthropy
- Re-occurring food expenses (cannot have multiple events in a row with food)
- Salaries for students, staff, or faculty
- Storage facilities
- Animals - food or purchase of animals
- Events that occur during University of Mississippi breaks (exception for travel)
- Flowers - real or imitation
- Equipment that cannot be placed on the University department audit/asset list

Things we are able to fund

- Organizational events like concerts, fairs, and late-night programming
- Educational programming
- Educational speakers and consultants
- Food at events for student organizations
- Promotional materials for your student organization - t-shirts, polos, pens, etc.
- Promotional materials for an event your student organization is hosting or facilitating
- Supplies for events like games, bouncy houses, or other short-term rentals
- Art supplies or supplies for students to make something - like pumpkin painting, tie-dye, etc.
- Leadership assessments and surveys for organization member development like Clifton Strengths, True Colors, etc.
- Registration fees for leadership and/or educational conferences (only for students; must have departmental sponsorship for funds to be transferred and managed.)
- Hotels for conference stays (only for students; must have departmental sponsorship for funds to be transferred and managed.)
- Small equipment that can be added to campus department inventories - sound systems, tents, etc.
- Student organization events that do not involve alcohol or other drugs

IMPORTANT THINGS TO REMEMBER:

- SAF funding is first-come, first-served! Organizations may apply for up to \$10,000/semester for events, programs, promotional materials, and organization-related travel.
- The SAF also has special funds designated for large-scale programs and programs that have a diversity, equity, and inclusion (DEI) focus.
- Organizations may submit receipts for reimbursement after having funding approved - for up to \$250.
- FUNDING MUST BE APPROVED PRIOR TO PURCHASE FOR REIMBURSEMENT TO OCCUR.