

## Section 6 | Non-Event/Non-Coach Expenses

*Recent policy changes will appear in hi-lighted and italicized font.*

### QUICK TIPS

#### ***What are common non-travel/non-coach related expenses?***

- *Equipment (Balls, Nets, etc.)*
- *Uniforms*
- *League Membership Dues*

#### ***What do I need from the vendor prior to making a purchase?***

*To use club funds, you will need the vendor to provide a valid invoice to document the purchase and the associated expense(s).*

#### ***Are sport clubs tax exempt?***

*Yes, sport clubs are exempt from paying sales tax when utilizing University-based forms of payment (i.e., procurement cards, checks/ACH, etc.).*

#### ***What payment options do I have to make a purchase with club funds?***

*With assistance from SOBO, sport club purchases can be made with University procurement/credit cards, checks/ACH, or a University Amazon Business account.*

#### ***What needs to be turned in to make a purchase with club funds?***

*A Credit Card Request Form and invoice should be prepared for SOBO when requesting to purchase with a University procurement or credit card. A Check/ACH Voucher and invoice should be prepared for SOBO when requesting to purchase with a check/ACH. An Amazon Order Form should be prepared for SOBO when requesting to purchase with a University Amazon Business account.*

#### ***Where do I find the forms?***

*Forms for SOBO can be found on the [SOBO Forms Webpage](#).*

#### ***Where do I turn in the paperwork and receipts?***

*SOBO will review and process all forms and receipts for sport club payments. During business hours, you may visit them in Room 157 of the IMU. If needed, they can also be emailed at [sobo@uiowa.edu](mailto:sobo@uiowa.edu) or called at 319-335-3059.*

#### ***Can I be reimbursed for non-travel/non-coach related expenses?***

*Yes, as a last resort, paying with personal funds and then requesting reimbursement using club funds could also be an option when arranging sport club payments.*

## **Non-Event/Non-Coach Purchases – Equipment**

### **Equipment Purchases**

When equipment purchases are made using any club funds, the acquisitions become property of Recreational Services which inherits certain risks and obligations. To help protect Recreational Services, the University, the sport club, and its members, such acquisitions must be consistent with University policy. If the equipment will require maintenance, storage, or any insurance costs, contact your Assistant Director before the purchase is requested.

### **Restricted Purchases**

Most anything that is intended to support the club can be purchased with club funds. However, the following types of purchases cannot be made, or can only be made with certain qualifications (as listed in parentheses):

- Equipment items with a cost of \$5,000 or more that are placed on the University's inventory (must have a full-time faculty or staff person designated as custodian, must attach capital asset tag);
- Printing and copying jobs done outside the University (must be done through UI Printing Services)
- Ordering or printing goods with a design that references the University of Iowa (must order from a licensed vendor and obtain UI Licensing approval)
- Personal items or services
- Alcohol/firearms/ammunition
- Telephones (other than University campus phone service)
- Animals
- Radioactive or hazardous materials
- Wagers or gambling of any sort
- Other equipment or services identified by the Office of Risk Management, Insurance & Loss Prevention that have liability exposure. When a question exists regarding liability exposure, the office of Risk Management will be contacted.

## **Non-Event/Non-Coach Purchases | Prior to Paying**

### **Verification of Funds**

Before requesting purchasing assistance from SOBO, the club first needs to verify that sufficient funds are available in the club's account. If the club's current account balance will not cover the proposed purchase, the club will not be able to pay. For recurring expenses or other circumstances that lead to a club having a negative account balance, the club will be responsible to cover the deficit.

### **Invoices For Check Requests**

When a club is requesting to pay with a University check/ACH, a valid invoice needs prepared for SOBO to process the check. Invoices are bills that document the order and associated expense(s) and should be sent to the club from the vendor prior to paying. Vendors should provide the club with a valid invoice that includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much. If the invoice includes a charge for sales tax, the vendor will need to remove it prior to the club paying.

### **Sales Tax Removal**

Sport clubs are exempt from paying sales tax when utilizing University-based forms of payment (i.e., procurement cards, checks/ACH, etc.). When purchasing anything with club funds, the vendor will need to first remove all sales tax from the order or invoice. To do so, the vendor will likely request the University's Tax Exemption Form or the University's W9. To receive these up-to-date documents, contact SOBO.

### **Shipping**

Before an order or invoice can be made, if the purchase needs shipped, it needs to be shipped to a University address. Off-campus or personal addresses are not considered valid shipping locations. It is recommended that all sport club packages be sent to the Sport Programs Office. Once delivered to the Sport Programs Office, the club's Assistant Director will notify the club. The address below may be used:

University of Iowa {Insert Sport Club Name}  
225 South Grand Avenue  
Field House, Room E216  
Iowa City, IA 52242

## **Non-Event/Non-Coach Purchases | Payment Methods**

### **Using a Procurement/Credit Card**

Procurement/Credit card checkouts are available on an appointment-only basis. To schedule an appointment, contact SOBO at least 2 business days before your desired appointment day with a completed Credit Card Request Form (from SOBO's webpage).

After the procurement/credit card was used, for SOBO to reconcile the expense, they need to be given an associated receipt that exactly matches the amount paid. Unpaid invoices that document the expenses may also be used as receipts. A valid receipt includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much.

### **Using Amazon Business**

Orders through Amazon should be made using the University's Amazon Business account. To do so, contact SOBO with a completed Amazon Order Form (from SOBO's webpage).

### **Requesting a Check/ACH**

Check requests should be made well in advance. Allow for at least 4-6 weeks for SOBO to process a check. Contact SOBO with a completed Check/ACH Voucher (from SOBO's webpage) and state whether you would like the check to be mailed to the vendor or be held for pick-up from SOBO by a club officer.

## **Non-Event/Non-Coach Purchases | Paying Independent Contractors**

### **Non-Event/Non-Coach Contractors**

Occasionally, sport clubs may need to pay a photographer or other individuals who are not associated with a club event and are also not coaches. To pay these individuals, send a Contract Template (from SOBO's webpage) to the contractor(s) to have them complete. Once completed, a club officer should send the form to SOBO who will review and then send to University Purchasing. If the payment is going to a business rather than an independent contractor, the vendor should complete and return Check/ACH Voucher (from SOBO's webpage).

Once the contract(s) have been sent to SOBO, a club officer will then need to have the contractor(s) complete a services voucher (from SOBO's webpage) before returning to SOBO. There are separate vouchers for both non-students and students.

Once all information is submitted, SOBO will use both the contract(s) and the voucher(s) to request a check. Non-student contractors should expect 4-6 weeks to receive the check in the mail. Student contractors will be paid on the monthly cycle through Human Resources.

## **Non-Event/Non-Coach Purchases | Food Orders**

### **Non-Event Food Order Reimbursements**

For food orders when less than 20 people ate such food, the receipt and Member Reimbursement Form (from SOBO's webpage) need to be accompanied with a list of names of those that ate the food.

## ***Non-Event/Non-Coach Purchases | Requesting Reimbursement***

### ***Non-Event Reimbursements***

*As a last resort, club members may opt to pay for club orders using personal funds. While this is not the preferred nor quickest method, club members may still be reimbursed with club funds. Each club member that is requesting reimbursement needs to keep all receipts. A valid receipt includes the vendor's name, vendor's contact info/ mailing address, and an itemized breakdown of what was purchased and for how much.*

*In addition to keeping receipts, each club member that is requesting reimbursement needs to complete a Member Reimbursement Form (form SOBO's webpage) which asks for a description of the expense. Once the form is completed by each member requesting reimbursement, it then needs sent to the club's treasurer to approve before sending everything to SOBO. If the club's treasurer is requesting reimbursement, the president needs to approve it on the form before sending everything to SOBO.*

*Once SOBO receives the receipt(s) and form(s), club members should expect 4-6 weeks to receive a reimbursement check in the mail. If interested in receiving payment through direct deposit rather than a mailed check, contact SOBO.*