MEMORANDUM

Date: August 3, 2009
To: UTEP Alumni Association Chapter Officers
From: Office of Alumni Relations
Subject: University of Texas El Paso Alumni Association Chapters Financial Protocol

The UTEP OAR staff and the UTEP AA is here as a resource for chapters. If there is ever a doubt regarding this process or any financial issues please do not hesitate to ask us.

Attached is the Chapter Financial Account Signature Authorization form and the UTEP Alumni Association Chapter Financial Protocols for establishing required for the UTEP Alumni Association Chapter accounts.

- Chapter Financial Account Signature Authorization
- UTEP Alumni Association Chapter Financial Protocols
  - How to transfer existing funds into new UTEP administered chapter accounts?
  - How to process payments?
  - How to get reimbursed?
  - How to process receipting?
  - Budgeting
  - Scholarships
- Chapter Financial Account Signature Authorization
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- All forms including the signature authorization form and the vendor payee information are accessible online at www.utepalumni.org under the chapter tab of the alumni association website.
UTEP Alumni Association Chapter Financial Protocols

The chapter is an important unit of the UTEP Alumni Association (UTEPAA) therefore, all actions and activities of the chapter are subject to audit compliance; hence a final review by the UTEPAA Board of Directors. To improve risk management practices of all chapter and alumni association funds the following accounting processes have been standardized.

The UTEP Office of Alumni Relations (OAR) staff and the UTEPAA are available as a resource for chapter officers. If there is a question or concern regarding this process or any financial issues please do not hesitate to contact the OAR staff, as indicated on page 3 of this document.

What are the protocols for establishing required chapter accounts?

Once the UTEPAA approves the chapter bylaws and notifies the chapter representative, the OAR staff will work with appropriate parties on the UTEP campus, with the assistance of the chapter officers, to establish income, expense and gift accounts. The accounts are to be held on campus for addressing all chapter events, operations and expenditures.

To be in compliance:

- Each chapter must designate at least 3 officers (preferably including the president and treasurer) for check signing and expenditure authorization. In advance, the chapter officers must complete the Chapter Financial Account Signature Authorization form. It will provide the necessary signature authorizations for transactions involving chapter funds. All transactions will require electronic approval by at least two officers from each chapter that have provided their authorized signature. For some documents, a scanned signature will be necessary, therefore please print, complete, and date this form using black ink only.

- Chapter officers are to have signature authority for the assigned income, expenditure, and gift accounts as housed in the Division of General Accounting Services for the University of Texas El Paso.

- Once the accounts are established the chapter officers will be provided with the account numbers, and told that the three accounts have been activated.

Financial Basics; Account Definitions

- The income account will be used to receive monies.

- The expense account will be used to pay any outstanding chapter expenditure as authorized by the two required signatures.

- The gift account will be used for both receipting and tax purposes.

- Once the accounts have been established the funds will be in compliance with all nonprofit auditing and liability insurance requirements.
How to transfer existing funds into new UTEP administered chapter accounts?

- Chapter officers must transfer all outside funds into newly established accounts via a certified cashier’s check.

- Once the funds have been deposited into the chapter’s income account, a receipt will be sent acknowledging that the funds have been received and deposited. The same process will be used for deposits into the designated gift account.

How to process payments?

- In order to expedite the processing of payments all vendors, individuals and/or organizations must be on file with the UT System in order to be paid. Before payment is requested, please verify the name of the payee is in the system, by contacting the appropriate OAR staff and submitting the vendor or individual’s name, address and any other helpful information to help us identify their status.

- If a vendor, individual or organization is not on file in the UT System, a Payee Information form must be completed and returned by each vendor, individual or organization. Please go to http://www.ia.utep.edu/Default.aspx?tabid=7851 for the Payee Information form. If a vendor is not in the system the Payee Information form can be sent via fax to (915) 747-5502 or through the U.S. Mail.

- Please allow 24-48 hours to process payment once vendor payment authorization has been established.

- An electronic authorization with for payment or reimbursement with at least two authorized chapter officer verifications must be made to the appropriate OAR staff. When email is used, the payment request must be indicated in the subject heading, and at least two authorized chapter officers must be copied.

How to get reimbursed?

- Chapter officers must authorize any payments of funds via email, fax, or in person. At least two chapter officers, preferably the president, as well as the Office of Alumni Relations staff as indicated on page three, must be copied and kept informed of relevant communications.

- In some instances, pre-authorized payments with invoice and/or receipts may be requested. For example, such pre-approved expenditures can be used to make a deposit to hold a venue or to cater an event.

How to process receipting?

- All receipts for charitable gifts or donations are processed by UTEP Office of Institutional Advancement. Once the donation has been received their staff will immediately send a receipt to the donor(s) when mailing addresses are provided. Besides the amount of the donation, the name of the event or scholarship will also be needed for receipting purposes.

- In some cases, receipting for specific events will require a new line item to be created to keep the funds separate. (For example: A Scholarship Dinner – a portion of the cost of the ticket will go towards a designated scholarship, receipted for tax purposes, and then deposited into the chapter’s gift account. The balance, such as the cost of the meal, will be deposited into the chapter’s income account.)
Budgeting

- The Chapter is to prepare an annual budget for the fiscal year.
- Each Chapter is also to prepare a budget for each significant event.
- Each Chapter must also complete an after-action report within 30 days after an event has been held to the Office of Alumni Relations. Please go to http://www.ia.utep.edu/Default.aspx?tabid=7851 for the After Action Report.

Scholarships

- The Office of Scholarships oversees scholarships, endowments, fellowships, professorships, and endowed chairs.
- When a chapter is first considering the establishment any of the aforementioned, they must first contact the Office of Scholarships to ensure the proper procedure is being followed.
- All donations to the various scholarship funds managed by the University of Texas El Paso are tax-deductible. Checks for scholarships should be written to UTEP with the specific name of the scholarship, chapter and/or special interest group indicated on the body of the check. Credit card transactions will require a separate explanation of how the funds are to be applied.

Office of Alumni Relations Team

The UTEP Office of Alumni Relations is dedicated to supporting the UTEP Alumni Association chapters.

Our team is located in the Peter and Margaret de Wetter Center in the heart of the UTEP campus. Please contact us if you have any questions or would like more information about the UTEP Alumni Association.

UTEP Office of Alumni Relations Staff (April 2009)

The following OAR staff must be copied regarding all chapter expense authorizations and vendor verifications:

- Steve Lama, Assistant Director Business Operations & Marketing - works with Margo in Finances and checks on vendor verification, authorizations and financial transactions. slama@utep.edu
- Margo Yanez, Administrative Assistant - Chief Financial Operations myanez@utep.edu
- Margie Brickey, Coordinator Chapter Development - mbrickey@utep.edu

In regard to policy matters please contact Margie Brickey and/or:
Dr. Bill Dethlefs, Associate Director Alumni Programs and Services bdethlefs@utep.edu