

Cornell Greek Community

FRATERNITY & SORORITY AFFAIRS

MGLC Officers Manual

**Cornell University
Fraternity & Sorority Affairs
538 Willard Straight Hall
Ithaca, New York 14853
607-255-2310**

www.greeks.cornell.edu

Expectations of MGLC Chapters

The following is a list of requirements each chapter must submit either on a semester or yearly basis to be recognized by the university. Any questions about this list should consult with the MGLC Advisor.

1. Submit a signed copy of the Cornell University Fraternity & Sorority Affairs Recognition Policy Form (yearly; 541 Willard Straight Hall)
2. Check to see if your chapter is recognized (ongoing) by Cornell University at <http://sao.cornell.edu/SO/fsa.php>
3. Submit Chapter Facts (semester): <http://www.rso.cornell.edu/fsa/FSAcharter.php>
4. Submit a Certificate of Liability Insurance (yearly) of at least 1 million dollars with Cornell University listed as the additional named insured. You can check on the expiration status of your certificate at <http://www.rso.cornell.edu/fsa/index.php>
5. Submit a signed copy of the MGLC Membership Intake Intent Form (semester) by the due date.
6. If Intake will be conducted the following must be submitted in addition to the MGLC Intake Intent Form (semester; see MGLC Intake Handbook):
 - MGLC Anti-Hazing Compliance Form (semester; signed by all members)
 - Each interest (from the first interest meeting) needs to submit the Anti-Hazing Policy Contract (semester)
 - If any interests discontinues their interest with the chapter, the interest must sign and deliver a Prospective Member Discontinuation Form
 - Submit the Listing of New Members (semester) within 1 week after the initiation deadline or by 4:00pm on the Monday following the office initiation deadline, whichever comes first.

Additional Expectations of Chapters:

7. Submit Chapter Goals by OFSA Deadline (yearly)
8. Submit Chapter Recognition Policy Form (yearly)
9. Submit Event Management Agreement (semester)
10. Submit Social Responsibility Committee (SRC) Form (yearly)
11. Submit Membership Rosters (semester)
12. Submit EOY Report by OFSA deadline (yearly)
13. Attend Intake Training (semester)
14. Attend SHAG Training (yearly)
15. Attend Social Chair Training (semester)
16. Attend Treasurer Training (yearly)

Social Events Using University-Owned Chapter Facilities

Event Management Guidelines Manual

All MGLC Chapters are subject to the guidelines as set forth under the Event Management Guidelines Manual. This list is not to take the place of the manual, rather just highlight lines for consideration. There are some other very important highlights below.

BEFORE ANY EVENT:

- Have submitted and updated Chapter Facts via website:
<http://www.rso.cornell.edu/fsa/FSACHarter.php>
- The chapter President and Social Chair must have attended the Event Management Training provided at the beginning of each semester. The chapter will not be able to host a social event unless these expectations are met.
- The chapter President and Social Chair must sign and submit the Event Management Agreement form to 541 Willard Straight Hall.
- The chapter President must sign and submit the Social Responsibility Committee (SRC) Agreement form to 541 Willard Straight Hall.
- The chapter needs to have adequate insurance coverage (1 million dollars of primary liability coverage for each occurrence; general aggregate coverage of at least 2 million dollars; and Cornell shall be listed as additional named insured).
 - Chapter insurance status can be checked at <http://www.rso.cornell.edu/fsa/index.php>
- The chapter needs to be in good judicial standing. Check with the MGLC VP Judicial if you should have any questions about the chapter standing.
- The chapter and/or provider of the premises are to have a valid: Ithaca Fire Department Operating Permit, Maximum Occupancy Permit for Assembly Space, and Certificate of Compliance (*if applicable*).
 - Chapter compliance status can be checked at <http://www.rso.cornell.edu/fsa/index.php>
- Chapters renting a Greek facility must draft and submit a copy of a signed rental agreement to 541 Willard Straight Hall.
- In the City of Ithaca, a noise permit is recommended for events that feature a live performer or DJ with amplified sound. Chapters must submit their request for a noise permit along with a copy of the approved social registration form (available at 541 Willard Straight Hall) to the City of Ithaca, at least **one week in advance**, in order to receive consideration for approval from the Mayor's office at 108 East Green St., 607-274-6501. In the Village of Cayuga Heights, there is no noise permit application process. It is prudent, however, to personally inform the facilities neighbors of possible nuisances and make every effort to avoid such nuisances.

REGISTERING A SOCIAL EVENT

- If permitted by the Inter/national governing body, a Greek chapter may rent another Greek facility. The sponsor of the event and the provider of the premises must both register the event at <http://www.rso.cornell.edu/fsa/FSAEvent.php>.
- Greek organizations are strongly advised to consult with their Inter/national headquarters' attorneys and insurance professionals to ensure that appropriate risk transfer measures are in place for any use and/or rental of property. Furthermore, chapters should be aware that willful violations of the law might negate the transfer of the risk of an event

ADDITIONAL REQUIREMENTS

- All chapters will be required for the other measures outlines in the Event Management Guidelines Manual.

Events Using Campus Space

Chapters scheduling events, meetings or general use that is held on campus using such spaces as Robert Purcell Community Center, Willard Straight Hall, etc. is expected to follow the procedures below:

Reserving Space

It is wise to reserve all the rooms you will need by the end of the semesters. Room reservations should be requested online using the R25 Room Reservation System at <http://registrar.sas.cornell.edu/Sched/R25/>. If you are using WSH after hours (anything that goes beyond midnight) you will need to fill out a Late Night Request form.

Should you need more information, please contact the following:

- Campus Life spaces on North or West Campus:
 - cucs@cornell.edu
 - Phone: 607-255-2642
- Carol Tatkon Center:
 - Carol_Tatkon_Center@cornell.edu
- Willard Straight Hall (WSH):
 - WSH_Reservations@cornell.edu
- Central campus classrooms and lecture halls, outdoor events on the college quads (daytime contact):
 - univ_scheduling@cornell.edu
 - Phone: 607-255-9090

Space in most other campus buildings may be reserved by contacting the Office of the University Registrar via e-mail at univ_scheduling-mailbox@cornell.edu.

Other areas often reserved for events are:

Athletic facilities 255-7442
Big Red Barn 254-4723
Cornell Plantations 255-4495
Noyes Center 255-5320
Statler Conference Center 254-2604
Goldwin-Smith (afterhours) 255-9861

Policies regarding use of individual facilities vary. Ask about restrictions, costs, available equipment, and capacity when making reservations.

Use of University Property Form (UUP)

All on-campus events must be registered with the student activities office and approved by the Events Management Planning Team (EMPT) and other university officials. This should be filled out at least 2-3 weeks before the event is to occur.

- If a chapter fails to submit a UUP within 1 week, will be subject to a fine by the Student Activities Office (SAO). This fine must be paid prior to the event is to take place.
- If a chapter fails to submit a UUP at all is subject to a hefty fine by the SAO and will be referred through the Greek Judicial Board. The chapter is also subject to having the event shut down by Cornell Police.

UUP FORM GUIDELINES:

A Use of University Property Form (UUP) must be filled out for the following events:

- Fundraisers
- Any activity that involves the sale or distribution of an item
- Any outdoor event

- Any indoor event that takes place in a venue with a capacity of at least 200 people
- Any event where alcoholic beverages are served
- Any event where food is served
- Any event involving the use of university property by a non-Cornell group or individual

If your event does not include any of the bullets listed above, then a UUP does not need to be completed.

Upon completing the on-line UUP, your event information will be forwarded to a system administrator. The administrator will then contact (via Email) the University personnel who are required to review your event. These reviewers will be able to see all detailed information that you have entered; therefore, it is important to include as many details as possible. If these reviewers have any comments and/or questions, they may contact you by Email or phone (note: some offices review UUP applications in person only, and must see accompanying materials, such as artwork, etc.). You will have access to view your event's status at all times, including the reviewer's comments and approval status. Information on how to access your event's status is included on the page following the UUP.

Once your event has received all necessary approvals, you will be contacted via Email.

Please note the following:

1. If your event includes the printing or sale of any merchandise that contains the Cornell University name, nickname, logo, or artwork, please be prepared to submit an application to the Student Activities Office. The approval form, along with additional information, can be found at <http://www.activities.cornell.edu/Logo>.
2. All those involved with sales activity must be members of the Cornell community.
3. If your event takes place in a fraternity or sorority house (either private or university owned), you do not need to complete a UUP. However, please be sure to register your event with Fraternity and Sorority Affairs (255-2310).
4. In most cases, you must reserve your space with a building reservationist PRIOR TO completing the on-line UUP form. To find out who the building reservationist is for the location you wish to use, go to the "University Scheduling Room Reservation Page" located at <http://registrar.sas.cornell.edu/Sched/roomres.html>. If you are not sure if you should reserve your space prior to completing the form, check with the building reservationist first. If you are still looking for performance/venue space to hold your event, check the available venue spaces at <http://www.activities.cornell.edu/perfspace>.
5. Please use the following or similar statement on any printed and/or electronic advertisements and tickets: "Cornell University is committed to ensuring that students, faculty, staff, and guests with disabilities have equal access to all university programs and activities. If you require special assistance for this event, please contact [enter event contact name, phone number and/or e-mail address]." (If your organization needs assistance with providing service(s) to make your event fully accessible, contact the ADA Facilities Coordinator at accessibility@cornell.edu or 255-5150.)
 - Suggested abbreviated version: Cornell is committed to providing equal access to individuals with disabilities. To request disability accommodation or information, please contact [enter event contact name, phone number and/or e-mail address]."
6. If you are registering an event where alcohol will be served, you must complete the proper UUP form as indicated below. Please be sure you are familiar with Cornell University's Alcohol Policy.
7. Events with open fires, including campfires and bonfires, require an open burning permit in addition to the Use of University Property form. Open burning permits cannot be filed on-line. Open Burning Permits may be obtained at 521 Willard Straight Hall or from Environmental Health and Safety at 201 Palm Road.
8. If your event requires a noise permit, you will be required to complete a paper form and obtain the appropriate signatures. Noise permits are available from the Student Activities Office.
9. If you are having refreshments at your event, and you are self-catering the event, please be prepared to supply detailed information to a Cornell University Food Services representative. This information should include menu, food sources, method of preparation, where the food production will take place,

transportation of the food, style of service, etc.

10. If you are planning on using Appel Fields or the Rawlings Green (North Campus), you must meet with Andrea Dutcher (255-3817) to discuss policies and procedures for using the fields.
11. If any details of your event are changed after you have already submitted the form, please contact Roxanne Edsall immediately (this includes date or location changes, cancellations, change of contact person, etc.). Roxanne can be reached in the Student Activities Office at (607) 255-4169, or via email at rme4@cornell.edu.

Completing A UUP Form:

- Go to <http://www.activities.cornell.edu/eventreg/>

Approvals Needed

Artwork/logos

Cornell, like most major colleges and universities, has a licensing program that regulates the use of its marks (i.e., names, trademarks, insignia, logos, images, and the like) on items such as T-shirts, caps, key chains, mugs, pens, etc. This process helps prevent bootlegging, ensures that Cornell marks are used appropriately only on products approved by the university, and that the products are manufactured under a code of conduct that prohibits sweatshop conditions. All uses of university marks, including those of schools and colleges, departments, programs, and student organizations and projects that are identified with Cornell, must be approved before any item can be ordered and produced.

The application form for obtaining permission to use marks on a manufactured item must be completed and submitted with a copy of the design for which approval is being sought to the Student Activities Office, 521 Willard Straight Hall.

The application form can be obtained from <http://www.sao.cornell.edu/SO/logo.pdf>

For your request to be approved you must select a manufacturer that is licensed by Cornell University or the Collegiate Licensing Company. A list of licensed manufacturers is available from the Student Activities Office, 521 Willard Straight Hall, the Office of University Communications, in 308 Day Hall, or the Purchasing Department, at East Hill Plaza. The list can also be found on-line at

http://www.cornell.edu/identity/downloads/Licensed_Companies.pdf

- A separate request form must be submitted for each manufacturer selected. Because your signature and artwork are required, this request must be submitted in writing.
- Once approved, please attach a copy of the form to your purchase-order requisition. In addition, a copy of this form and artwork must be presented to the manufacturer before the items can be ordered.
- Please note that an approved design will not require subsequent review and approval provided a licensed manufacturer is used and there is no change in the design.
- Generally, approvals will not place limits on the quantity of goods to be produced.

If you have any questions or need assistance, contact:

Roxanne Edsall-Beebe
Student Activities Office
521 Willard Straight Hall
Ithaca, NY 14853
Telephone: 607 255-4169
Fax: 607 255-1116
email: rme4@cornell.edu

Cornell University Police

For all events on the Cornell campus that involve the use of a major auditorium, multipurpose room or other large facility (for example, Barton Hall, Bailey Hall, or Schoellkopf Stadium), events that result in a large public gathering, events of a controversial nature, or events with attending dignitaries, will be staffed by Cornell Police at the expense of the sponsoring individual or organization. The Director of Cornell Police, or his/her designee, will determine whether, and to what extent general security, and public-safety issues. Cornell Police must be notified of all large events and all potentially controversial events, regardless of their size or other factors.

Organizations are encouraged to register their events at least three weeks in advance, preferably as soon as the date is known. Notification of events and Cornell Police coverage arrangements are to be made with the Special Project Manager's office, at 255-7304. The Director of Cornell Police, and/or Cornell University administrators, will determine the extent and type of involvement of outside law-enforcement agencies, and will act as the university liaison and coordinator for that involvement.

Upon submission of a UUP Form online, the event organizers for the chapter will be notified via email if police will be needed. It is important to submit the UUP Form and notify Cornell Police to make these arrangements 3-4 weeks ahead of time. The chapter will be responsible for the cost associated for coverage. Cornell Police require at least 2 police officers per event. Cost is around \$35 per officer per hour.

Environmental Health and Safety

The Department of Environmental Health and Safety reviews events for matters of health, safety, and code compliance. Event organizers are responsible for insuring that their event complies with all health, safety, and fire codes and regulations, and is conducted in a safe and responsible manner. The Special Events Manager reviews events for safety issues and will determine if a site-safety inspection or on-duty staffing by department personnel are required for an event. Personnel costs associated with site inspections and event staffing are billed to the organization or department sponsoring the event. Department staff members work with event organizers to identify code compliance and safety issues, but the event organizers are responsible for making appropriate corrections to resolve those issues.

Event organizers are encouraged to contact the department by e-mail at ehs_uup@cornell.edu or by calling 254-1634 or 255-8200, well in advance of the event, to discuss safety-related issues. EHS approval is provided through the submission of a UUP Form online.

Grounds Department

The organizers of events that utilize university grounds must gain approval for such events from the university's Grounds Department. This is completed using the online UUP Form. Care must be taken to avoid disturbing the landscape, and/or creating dangerous conditions for pedestrians. Consult with the Grounds Department about setup, cleanup, or grounds-repair costs, or availability of materials like barricades, garbage cans, or fencing. The department offices are located at 307 East Palm Road, 254-1661.

Dining and Retail Services

Events involving food must gain approval from the Food Safety Administrator at Cornell Dining and Retail Services. The purpose of the review is to insure compliance with university, Tompkins County, and New York State health codes. This approval is obtained through the submission of a UUP Form online.

If you need assistance catering an event, Cornell Dining and Retail Services offers two distinctive catering services. For casual functions, Frugal Caterer, at 255-7435, is an excellent choice. For more formal affairs, Cornell Catering, at 255-5555, will be pleased to assist you.

Any chapter using a caterer on campus must use one of the university-approved caterers. The list of approved caterers can be obtained online at <http://www.risk.cornell.edu/catererlist.cfm>

Risk Management and Insurance

The Department of Risk Management and Insurance strives to preserve and protect the university's human, physical, and financial assets. Most clubs, fraternities, and sororities are independent organizations, and as such are responsible for protecting and preserving their own human, physical, and financial assets. Failure to take steps to protect and preserve your organizations' assets may result in the officers and members being held legally responsible for any loss or injury. The department can help identify potential risks and offer advice on techniques for dealing with them. Special handouts on risk management for events are available in 520 WSH. When university property is used, this department may mandate a minimum level of event risk control and/or insurance. They can be contacted at 277-1188. Risk Management approval for events is obtained through the UUP Form online.

Cultural Programming Fund

The Multicultural Greek Letter Council (MGLC) is part of the Office of the Dean of Students. As a university organization, one of the privileges extended by DOS is having a university account. Individual chapters are considered independent and different than that of the MGLC. Income and expenses are recorded in this account through the university accounting office. In order to access funds, chapters must follow university and departmental accounting guidelines.

The university sends out accounting statements once a month. The MGLC VP Finance and MGLC Advisor will review them and organize expenses by chapter and individual events. By submitting your request for funds from the MGLC Cultural Programming Fund, a budget for the event should be submitted. All forms and original itemized receipts should be submitted in a timely fashion.

MGLC receives funding from the Student Activities Fee and is subject to further restrictions on how the money is spent. These restrictions are listed in this document.

About the Cultural Programming Fund

The *Fraternity and Sorority Cultural Programming Fund* has been established to provide financial support to fraternity and sorority chapters who seek to sponsor educational and cultural programming, or to provide philanthropy or community service to the Cornell University and/or Ithaca community. Through this fund, the Office of Fraternity and Sorority Affairs seeks to promote the Cornell University "Open Doors, Open Hearts, Open Minds" philosophy on diversity and inclusiveness by providing financial support to student sponsored programming that will contribute to furthering the "Open Doors" philosophy. Interested chapters may submit proposals for funding to subsidize their educational, cultural, or community service/philanthropic events.

Cultural Programming Fund Restrictions

- All monies from the Student Activity Fee shall only be used for administrative costs and programming that is open to the entire Cornell community.

Prohibited Expenses

There will be no reimbursement for the following items:

- Anything for the exclusive benefit of organization members
- Speaker or performer engagement fees without a proof of contact or a Letter of Intent by the budget application deadline
- Engagement fees for a University employee, current Cornell student, Cornell alum within 5 years, or relative of a Cornell student (defined as mother, father, brother, sister, stepmother, stepfather, step-sibling, half-sibling, spouse or child)
- FOOD or beverages for members
- FOOD preparation items such as sterno candles, utensils, serving dishes, etc.
- Receptions, parties, purely social events, DJ's, or prizes (including trophies or gifts of any sort)
- Letterhead, envelopes, business cards, invitations, or printed tickets

- Pens, markers, pencils, tape, binders, or other non-durable office supply type goods
- Plants or seeds
- Certificates or membership cards
- Student directories
- Co-sponsored events where funding is requested by multiple groups for the same event unless a co-sponsored event budget application was submitted.
- Requests for the purpose of “carrying on propaganda or otherwise attempting to influence public legislation.” Note: see below
- Requests for primarily pre-professional events
- Requests for religious events that have the sole purpose of conversion or pure promotion of one religion over another, such as worship services (educational events may be funded) Note: see below for clarification
- Requests for money going directly to fundraising or charity Note: see below for clarification
- The production or recording of audio visual materials in any form (such as the production of CD’s or video tapes of performances) and the supplies used their recording and production.
- Requests for reimbursement of tax paid out-of-pocket Note: you can avoid paying tax by using the Direct Charge Authorization, Purchase Order Request and other such forms.
- Software (video game software and computer software) and televisions
- Yearbook picture fees
- Purchase of uniforms or costumes Note: the SAFC will provide funding for rentals of costumes only.
- Film developing or disposable cameras. The SAFC will not fund for audio-visual equipment (digital camera, camcorders) which are available through the Cornell library system.
- Online database services
- Movie tickets

Specific Restrictions Definitions

- **Religious Events**
According to federal law and Cornell University policy, the SAFC cannot fund religious events in which one religion is promoted over another, conversion or worship ceremonies, etc. The SAFC does fund educational events or activities organized by religiously based organizations.
- **Charitable Events**
The University makes a clear distinction between financial contributions and aiding Cornell students to participate in service activities. This rule prohibits any direct allocation to charitable organizations, but does allow for the funding of recruiting, administration, and travel expense, which would be necessary to make it possible for Cornell students to participate in service projects. Note: the SAFC discourages the use of student activity fee monies for fundraising purposes. The SAFC may, however, fund events with a fundraising component as long as the fundraising aspect of the event is clearly peripheral to its cultural, educational, or artistic value.
- **Political Events**
The SAFC funds cannot be used to support partisan political organizations that are affiliated with a registered public political party or candidate formed for the purpose of supporting or opposing any particular legislation. Partisan political activities are those which are used to support or oppose any particular legislation. Non-partisan activities sponsored by partisan organizations may be funded. According to the IRS, funded organizations may “not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.” (Internal Revenue Code - Section 501©(3)).

Price Quotes and Documentation Requirements

What constitutes a price quote?

- Printout directly from a website that includes the price of the object, fee, etc.
 - Copying and pasting the contents of a website into a Word, Excel, etc. document is NOT considered a price quote.
- Catalogue page including the price of the object

- E-mail printed directly from an e-mail program or a signed note or fax directly from a vendor
 - Copying and pasting the contents of an e-mail into a Word, Excel, etc. document is NOT considered a price quote. Likewise, a typed document or note that is not signed is NOT considered a price quote.
 - If your price quote is in an attachment of an email, you must print out the original email as well as the attachment.
- Official invoice from a vendor

What constitutes documentation?

- Email printed directly from an e-mail program or a hand-signed note or fax directly from the relevant individual (e.g. from the speaker for a “Proof of Contract”, or the university scheduler for a room rental)
- Printout directly from a website that includes the dates of an event (e.g. a conference) and any other relevant event details
- Printout directly from a mileage and directions website such as mapquest.com or yahoo.com
- An official invoice from a service provider, vendor, etc (e.g. to prove that a venue has been secured)
- In cases where a specific document is needed (e.g. a Letter of Intent Form), those successfully completed forms are considered documentation

E-mail printed directly from an on-line web client which includes the URL at the bottom of the page or a hand-signed note or fax directly from the relevant individual (e.g. from the speaker for a “Proof of Contact”, or the university scheduler for a room rental)

Please Note: Copying and pasting the contents of an e-mail into a Word, Excel, etc. document is NOT considered documentation. Printed emails MUST have the web client URL at the bottom of the page (i.e. the Cornell Webmail URL). A typed document or note that is not hand-signed is NOT a valid form of documentation. Electronic signatures are NOT considered valid forms of documentation.

Money and Ethics

The MGLC has been entrusted with a fairly large amount of money for the next two years. We are expected to spend money wisely. Remember that we are the stewards for money from each undergraduate student and from the DOS. This is not our personal money. Be prepared to explain how and why you spent the money in a particular way.

The MGLC VP Finance and MGLC Advisor will be required to give at least one presentation to the Student Assembly as part of the by line funding process. They’ll be explaining how and why last year’s money was spent the way that it was spent. This annual presentation happens every year. The SA can cut the allocation – or raise it – depending on how well they think we managed our resources.

Ethical Conduct Form

The MGLC President and VP Finance must complete the Statement on Ethical Conduct Form for the organization to be eligible for SAFC funding or for the organization to use funding already present in its Assemblies-administered account. The form can be found online at <http://assembly.cornell.edu/uploads/SAFC/EthicalConductForm.pdf>. The test is also available online during certain times at <http://assembly.cornell.edu/SAFC/OnlineTest>.

Qualification for Funds

To qualify for funding, the program(s) must meet the following criteria:

1. The program must serve an educational, cultural or philanthropic/community service objective.
2. The program must address or relate to issues involving diversity, multiculturalism, inclusiveness and/or students of color.
3. The program must be held on campus
4. The program must be an alcohol-free event.

5. The chapter must not make a profit off of the event, unless the profit is to be used for a philanthropic cause (i.e. scholarship, donation to community center/homeless shelter, etc.).

Social events, even those with the objective of raising money for philanthropy/community service, do not qualify for this funding.

Request for Funds

The procedure for obtaining funding requires:

1. A COMPLETE budget for each event that includes all expenses, honorariums, co-sponsorships, etc.
2. A detailed proposal that describes the event/program, the planning necessary, and a specific timeline for the event.
3. The budget and proposal must be submitted by the deadline. Late submissions will NOT be accepted.

Application for the Cultural Program Funding may be obtained through the MGLC VP Finance. The chapter representative will be required to present the proposal to the MGLC Finance Committee for approval.

Transferring Funds

If your organization will be receiving funds from outside departments, please make sure to coordinate with MGLC Advisor to have these funds deposited into your account before your event is to take place. Since Greek organizations do not have an SAO account, Treasurers should coordinate with Advisor to see that these funds are properly deposited into chapter bank accounts or the Cultural Programming Fund that will then be used to go towards the costs of the program. **NO CHECKS SHOULD BE CUT TO THE CHAPTER.** All funds must go through the Cultural Programming Account.

To request a transfer of funds from your programming account to a building or another university account, use the following procedure:

- What program you are giving the money for
- Date of program
- Exact dollar amount you want transferred
- What account to be transferred from
- Account number to be transferred into

NOTE: If requesting multiple transfers for different programs please list each program separately, using the same format for each program.

Co-Sponsorship Procedures

If more than one organization is requesting funds for a joint program, then both organizations will need to present to the Cultural Funding Board

Sales Tax/Tax Exempt Forms

Cornell University is tax exempt. MGLC is a university organization and does not pay sales tax. Please use the various forms of payment below to avoid being charged sales tax on items and services. If you need a tax exempt form for any reason, please consult with the MGLC Advisor. If you submit a receipt for reimbursement and have paid sales tax, be aware that you will not be reimbursed for the amount of the tax

Purchase Orders

Some merchants can only be paid by the university via a Purchase Order # (i.e.: AD-minders). To request a PO form, submit a request with details of what is being purchased and from what business from the VP Finance or MGLC Advisor. Upon approval from finance committee, it takes at least one day to get a PO number.

Forms to Use

Catering Contract is used for caterers that do not provide their own service contract and not currently recognized by the university. This form must include the telephone number and address information. You should always use a university-approved caterer for your events, which can be found at <http://risk.cornell.edu/catererlist.cfm>. Caterers that provide a service to the campus must have insurance coverage on file and this contract should be submitted ahead of time for approval. Consult the MGLC Advisor if you plan to use a non-recognized university caterer.

Direct Charge Authorization Form (DCAF) is used for campus department or Ithaca vendor expenses including campus room rental and campus services, rental, copying, etc. This form can be obtained from the MGLC VP Finance.

Engagement Agreement is a legally binding contract between a speaker, performer, or service provider and your organization (not Cornell or the SAFC). Consult with the Student Activities Office before signing any contract over \$1,000.

Vocal Agreements can also be legally binding at Cornell University. Please consult with the VP Finance or MGLC Advisor before contract negotiations.

Financial Reimbursement Form (*used as a last resort*) is used to reimburse student out-of-pocket expenses, payments of less than \$500 to vendors who have provided invoices. This form requires two signatures, the payee and the approved departmental signature (OFSA Associate Dean of Students). This form can be obtained from the MGLC VP Finance or MGLC Advisor.

- Review the instructions carefully and complete the entire form. Requests with missing or incomplete information will be returned to the organization unpaid.
- Only the organization who incurred the expense can be reimbursed.
- Include advertisement from local event (i.e. flyer, program, etc.).
- Only original and itemized receipts or invoices will be accepted.

Important notes

- If you plan to spend more than \$500 on a particular item, **contact the MGLC Advisor before purchasing the item**. There are purchasing regulations at Cornell that must be followed and we can help you be sure everything is in order for large purchases. **Cornell will not pay a vendor or reimburse out-of-pocket expenses in excess of \$500.**
- **According to University and federal regulations, reimbursements can only be made from original itemized receipts or invoices. Restaurant tear tab or credit card total slips cannot be accepted.**
- **Fee payments to independent contractors (i.e., speakers, lecturers, performers) can only be generated by Cornell.** Cornell cannot reimburse an independent contractor fee if it is paid out of pocket directly to the vendor. Complete an *Engagement Agreement* if the vendor does not provide their own contract. **Caution:** If you have engaged the services of an independent contractor, travel expenses should be part of the overall fee reflected on the vendor's contract.

Funding Transfer Request Form is used for funds to be transferred from a CU department for your specific event. CU departments complete the top and bottom portion of form and return it to the MGLC Advisor so the transfer can be initiated.

Forms of Payment

Wegman's

- Purchases done through Wegman's should be done with a card
- The card and 4-digit authorization pin # should be signed out by the chapter designee responsible and returned within 24 hours
- There will only be 2 cards held by the MGLC VP Finance
- All original and itemized receipts will be due at the time the card is returned

- The event name and chapter name should be printed on top of the receipt
- Chapter's or individuals who make purchases at Wegman's will not be reimbursed the sales tax

Card Custodian Responsibilities

1. Keep card locked in a secure area at all times when not in use.
2. Keep Personal Identification Number (PIN) confidential at all times.
3. Do not make any personal purchases using the Wegmans card.
4. Record the event name and chapter name on the receipt. Tape or staple receipts to Wegmans Business Purpose Form (Copy attached) and record information in appropriate fields for each purchase.
5. All original itemized receipts are due to the VP Finance within 24 hours.

Purchaser Responsibilities

1. Do not make any personal purchases using the Wegmans card.
2. After purchase has been made, ensure card and receipt have been returned
3. Do not disclose Personal Identification Number (PIN).
4. In the event the card is lost, report immediately to VP Finance.

Vendors

- Any vendor listed on the Approved Vendors List will accept a blanket purchase order (PO)
 - This includes any copy center for printing services
- Chapter's using these vendors must receive a Direct Authorization Form (DAF) from the MGLC VP Finance to make their purchase from these vendors
- The vendor will provide an invoice and keep the DAF. The invoice should be returned to the MGLC VP Finance within 24 hours.

Contracts

- If there is a service being provided on campus, the provider must have insurance filed with the university. Anyone seeking a service provider should meet with the MGLC Advisor.
- If a contract needs to be signed for a rental and the total cost is \$500 or more, then the Associate Dean of Students for Student Activities, Catherine Holmes, must review it before it is signed. Make an appointment through Marie Roller, 525 WSH.
- If the vendor does not have a contract and will need one (under \$500), please consult the MGLC VP Finance to obtain an Engagement Agreement.

Catering

- Any chapter requesting to have food catered on campus for an event must use a university-approved caterer in order to be reimbursed or funded. <http://risk.cornell.edu/catererlist.cfm>

Other Purchases

- If a purchase can be made using a university procurement card, please contact the MGLC Advisor to make the purchase on the chapter's behalf.

Web Purchase Documentation

A receipt printed from the web will NOT suffice as a stand-alone receipt for payment or reimbursement. In addition to the receipt you will need a packing slip or other documentation supporting receipt of goods or a copy of your credit card bill.