

ASSOCIATED STUDENT BODY STUDENT ACTIVITY FEE (SAF) THINGS TO KNOW!

THINGS WE CANNOT FUND

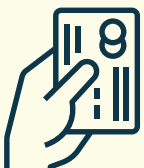
- Alcohol, other drugs, or funding for events where alcohol will be present
- Weapons, firearms, or any paraphernalia related to these items
- Items for faculty members or non-students; all funding must directly benefit students
- Decorations
- Gifts and giveaways (must be promotional materials and include 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 (organizations can only apply for two events with food/semester)
- Salaries for students, staff or faculty
- Storage facilities
- Animals - food or purchase of animals
- Events that occur during University breaks
- Flowers - real or imitation



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 check to process.
- 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 shipment must be shipped to:
 - Ole Miss Student Union, Attn: Will Takewell - SAF 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. Please request this at least two weeks in advance.
- **ALL PURCHASES ARE TAX EXEMPT!** If you fail to get tax taken off your organization must write a check to the SAF for the taxed amount.

SPONSORED & 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 wct@olemiss.edu.