

Guidelines for Preparing Documentation for OSO Funding Hearings

To be approved for funds from the Office of Student Organizations, Recognized Student Organizations are to provide documentation of the expenses that they are requesting for funding. Expenses from outside vendors must be priced from the proposed outside vendors and legitimizing these expenses can be done in the following ways including but are not limited to:

Screenshot of Items in a cart from an online vendor

For example:

The screenshot shows an Amazon shopping cart with the following details:

- Important messages about items in your Cart:** 1 item in your Cart has changed price. Logitech M510 Wireless Mouse (Blue) has increased from \$24.99 to \$999.99.
- Gift Card Savings:** Get \$20-Off \$40 Off Instantly upon approval for the Amazon.com Store Card. Current subtotal: \$999.99, Gift Card savings: -\$40.00, Cost after savings: \$959.99.
- Shopping Cart:** Logitech M510 Wireless Mouse (Blue) by Logitech, Price: \$999.99, Quantity: 1.
- Subtotal (1 item): \$999.99**
- Shipping:** Your order qualifies for FREE Shipping. Proceed to checkout button.

Invoices from vendor

For example:

[Company Name] **INVOICE**

[Street Address]
[City, ST ZIP]
Phone: (000) 000-0000

INVOICE #	DATE
2034	2/21/2018

BILL TO	CUSTOMER ID	TERMS
[Name] [Company Name] [Street Address] [City, ST ZIP] [Phone] [Email Address]	564	Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Service Fee	1	200.00	200.00
Labor: 5 hours at \$75/hr	5	75.00	375.00
New client discount		(50.00)	(50.00)
			-
			-
			-

A negotiated but NOT SIGNED contract from an outside vendor

For example:

LOCATION CONTRACT

Date _____

Permission is hereby granted to _____
(hereinafter referred to as the "Producer/Director"), to use the property and the adjacent
area located at _____

for the purpose of photographing and recording scenes (interior and/or exterior) for
motion pictures with the right to exhibit, as well as license others to exhibit all or any part
of said scenes in motion pictures throughout the world; said permission shall include the
right to bring personnel and equipment (including props and temporary sets) onto said
property, and to remove the same therefrom after completion of work.

The above permission is granted for a period of _____
from _____ to _____

Producer/Director hereby agrees to hold the undersigned harmless of and from any and
all liability and loss which the undersigned may suffer, or incur by reason of any
accidents, on or about the above-mentioned premises, ordinary wear and tear of the
premises in accordance with this agreement excepted.

The undersigned does hereby warrant and represent that the undersigned has full right
and authority to enter into this agreement concerning the above-described premises, and
that the consent or permission of no other person, firm, or corporation is necessary in
order to enable Producer/Director to enjoy full rights to the use of said premises,
hereinafter mentioned, and that the undersigned does hereby indemnify and agree to
hold Producer/Director free and harmless from and against any and all loss, costs,
liability, damages or claims of any nature, including but not limited to attorney's fees,
arising from growing out of, or concerning a breach of the above warranty.

Signed _____ Title/Relationship _____

Address _____

Reminder that student organizations are able to negotiate contracts, but they are not to be signed by student organizations, only approved and signed by the Business Services Offices located on the 2nd Floor of the University Center.

Copies of these documents needs to be brought, in paper form, to their scheduled funding hearing. Funds will not be released for use until these forms are produced and discrepancies in proposed funding amounts and expenses verified by vendors will be adjusted as deemed necessary by the Office of Student Organizations