Fiscal Policy – Rule 03-150-209

University Student Organizations (USO)

1. Summary

1.1. University Student Organizations (USO) represent a Recognized Student Organization (RSO) that operates under the umbrella of OSU, has a unique fund type and has no legal/tax status outside of the university.

1.2. This policy contains general principles the Oregon State University community must follow when using unrestricted funds identified as Fund Type 70 (funds 7xxxxx).

1.3. All Budget Authorities, Managers, Supervisors, Club Officers and any employee who would be in a position of allocating revenue or expenses for the purposes of accounting for activities pertaining to university business within these funds should be informed and understand this rule.

2. General Requirements

2.1. USOs are subject to all OSU fiscal policies.

2.2. Additional fund use expectations, policies, processes and procedures are outlined in the RSO Finance and Accounting Guidelines available through Student Experiences and Engagement (SEE).

3. Required Process

3.1. Expenditures

3.1.1. All allowable USO costs must post to the FT70, 7xxxxx fund using the appropriate account code, such as supplies, minor equipment and travel.

3.1.2. Purchase of capital equipment for a USO fund should be made in the index of a sponsoring unit.

3.1.3. The following purchases are prohibited and should not be charged to a USO fund:

   a) Alcohol, marijuana or other drugs

   b) Charitable donations to organizations outside the university

   c) Political campaign activities
d) Religious exercise - direct support of religious worship

e) For-profit activity

f) Illegal activity

g) Scholarships

h) Staff salaries

3.2. Revenue

3.2.1. All cash received from fundraising is to be deposited using an income account code 06xxx or sent to Oregon State University Foundation (OSUF) for posting.

3.2.2. Financial support transactions are required to use a 3JV1 rule code and to make the following entry:

a) Debit: Departmental or FS Index/Account Code 24903 Student Org Internal Support Charge

b) Credit: USO Index/Account Code 79303 Student Org Internal Support

• Note: If the funding unit chooses to maintain control of funds for contractual and/or purchasing purposes, the amount of the financial support to the USO fund must be adjusted.

3.2.3. For non-cash recharge activities, use internal sales account code 79xxx. These are completed by journal voucher per fiscal policy-rule #03-150-111 Journal Vouchers.

3.3. Fund Balances

3.3.1. Funds may be carried forward from one fiscal year to the next for continuation of the USO program.

3.3.2. Before year-end closing, FT70 funds, as a whole, must have a positive balance.

a) Negative FT70 fund balances (determined after posting receivables and outstanding payables) must be eliminated as soon as possible.

3.3.3. When closing a USO fund, all the general ledger (GL) account codes (Axxxx and Bxxxx) must show a zero ($0) balance and there can be no encumbrances on the associated index.

3.3.4. When actively closing an index, a USO can choose one of the following ways to disburse remaining funds:
a) RSO Support Index

b) A currently recognized student organization at OSU

c) An existing OSU unit/program
   - The journal voucher is a 3JV1 rule code as follows:
     - Debit: USO Index tied to 7xxxxx Fund (use Account Code 92005 Transfer Out – between different FTYP Lvl 2)
     - Credit: SEE Index tied to 1xxxxx Fund (use Account Code 91005 Transfer In – between different FTYP Lvl 2)

3.3.5. Funds inactive for two consecutive years will be reviewed and potentially closed with remaining funds disbursed to the RSO Support Fund.

4. Related Information

4.1. University Policy 03-100 Fiscal Policy Program Authority

4.2. Please refer to all other policies, standards, fiscal rules and related guidelines that may be applicable, including but not limited to the following:

   4.2.1. Fiscal Policy-Rule 03-150-905 Records Retention

4.3. Please check with your supervisor for unit-level procedures related to this rule.

4.4. Following are forms and other resources related to this policy:

   4.4.1. None

4.5. Fiscal Policy Program Definitions of Terminology

4.6. Fiscal Policy Program Frequently Asked Questions (FAQs)

5. History

5.1. Original Issue Date: NEW

5.2. Last Version: NEW

5.3. Last Review Date: 10/2021

5.4. Next Scheduled Review Date: 10/2024
6. Contacts


6.2. Program: Fiscal Policy Officer, Financial Accounting & Analysis

6.3. Link to full list of Fiscal Policy Program Contacts