FAQS FOR USO’S
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USO Accounts

• Your USO’s financial activity is reflected on an account that has been assigned to you by the Jacobs School of Music (JSoM)
• If you need to know your account number or your balance, please email jsomrc@indiana.edu
How Do We Buy Things?

- Purchase Order  (muspurch@indiana.edu)
- Procurement Card  (mailjsom@indiana.edu)
What is a Purchase Order (PO)?

• An official document issued at the request of you, the buyer. This document commits to paying the seller for the sale of specific products or services to be delivered in the future.
• This is the preferred purchasing method
• Payment comes directly from USO account
• Email muspurch@indiana.edu to initiate a PO
How Do We Pay with a Purchase Order?

• Contact the vendor/company and get a quote
• The quote should include quantity, price, and shipping
• Email the quote to muspurch@indiana.edu
• Include your USO account number in the email
• **NEVER** sign a contract or quote on behalf of IU or your USO. You become liable for any contract or quote that you sign. This authority only rests with the Treasurer’s Office.
What Can We Buy with a Procurement Card?

• You are allowed to purchase approved hospitality expenses like food from Panera Bread, Papa John’s, Kroger, etc.
• Indiana University is tax-exempt
• Always let the supplier know that you are tax-exempt and provide the tax-exempt form prior to making your purchase
How Do We Pay with a Procurement Card?

- P-cards may only be used by the Faculty Advisor, President, and/or Treasurer of the USO
- Located in the JSoM Mailroom (Merrill Hall Room 006, moving soon to Simon C039)
- Cannot be kept overnight
- Must be returned immediately after purchase along with the receipt
Who is Responsible for the P-Card?

- Faculty Advisors are responsible for ensuring that p-card transactions are compliant with university policies.
- Faculty advisor must email a list of approved student leaders to the JSoM Business Office before anyone may pick up a P-Card for use.
Out-of-Pocket Reimbursements

• You must email jsomap@indiana.edu to receive preapproval for out-of-pocket reimbursements
• Reimbursement is rare and not guaranteed
• Indiana University is tax-exempt
• You will not be reimbursed for any sales tax
• It will take roughly 6 weeks to receive your reimbursement
T-shirts

• JSoM Communications must approve any t-shirt design that involves the IU or JSoM logo/text
• You must fill out a Brand Approval Request Form at least 4 weeks in advance
• The request form is located here
T-shirts

• If no profit is being made, you may purchase your t-shirts from an IU-approved vendor directly
• This eliminates any need for you or your members to handle revenue
• You are not permitted to handle revenue in any form without prior approval
• A list of IU-approved vendors can be found here
T-shirts

• If you wish to make a profit, please email muspurch@indiana.edu and a representative will reach out to you with instructions.

• Allow 4-6 weeks lead time for any t-shirt sales.

• T-shirt orders will be shipped to the JSoM Mailroom and USO leadership will be responsible for picking them up and distributing them.
Travel

• All pre-pandemic travel procedures have resumed.
• If you have any questions regarding travel during this time, please email musnempl@indiana.edu
What Travel Expenses Can We Pre-pay?

• Conference Registrations
• Flights (booked through Egencia, Travel Authority or Travel Leaders)
• Hotels (Egencia)
• Per diem (only in Student Group Travel)
• Email musnempl@indiana.edu to pre-pay
Can We Be Reimbursed for Out-of-Pocket USO Travel Expenses?

• Yes, receipts must be in your name and must be submitted after the last day of travel
• You have 60 days after the last day of travel to submit your receipts
• Email your receipts to musnempl@indiana.edu
Hiring an Hourly Employee

• All hires must be approved by the USO’s Faculty Advisor
• Employees are not eligible to work until they complete their new-hire paperwork
How Do We Hire an Hourly Employee?

• Fill out an Intent to Hire form
• Email the form to jsompay@indiana.edu at least two weeks prior to the employee’s start date
• JSoM Payroll will contact the prospective employee(s) with new-hire paperwork
• JSoM Payroll will send them a confirmation email when they are officially hired
What Do Hourly Employees Need to Know?

• Employees record their hours by clocking in and out of Kuali Time
• The USO employee’s supervisor will be the USO Faculty Advisor
• IU minimum wage is $10.15
• Every hourly employee is paid every two weeks (biweekly)
How Do We Pay a Guest Speaker?

- Fill out Non-Employee Payment Request Form (NEPRF) and email to musnempl@indiana.edu at least 4 weeks in advance of the visit.
- Payment is tentative until NEPRF is approved.
- Speaker will receive instructions via email on how to become a vendor in BUY.IU.
- Payment can take up to 6 weeks to process.
What are Approved Methods for Collecting Income/Revenue?

- Office of Conference and Event Registration Services (OCERS)
- Check to Treasurer (All checks must be made payable to Indiana University)
- Bursar Billing (Membership Dues)
- IUF Crowdfunding for donations
How Do We Collect Membership Dues?

• Membership dues are collected through the Office of the Bursar
• USO leadership must complete an Annual USO Membership Dues Request, which must be reviewed and authorized by the Bursar’s Office
• USO members’ Bursar accounts will then be billed
• Revenue will flow into the USO account
How Do We Collect Membership Dues?

- Membership fees can be charged in-full in the Fall (October) or split in half across Fall (October) and Spring (March)
- The Office of the Bursar will bill USO members by using the roster provided on BeINvolved. It is important for USO leadership to always keep this roster current and up-to-date.
What if Someone Wants to Send Us a Gift in the Form of a Check?

- Gifts must be deposited via the IU foundation
- Checks should be made payable to IU with your USO name on the note section
- Cash gifts cannot be received
- If you have questions regarding IUF gifts, please send an email iufgive@indiana.edu
What if Someone Wants to Send Us a Gift in the Form of a Check?

All gift payments should be mailed to:
Indiana University Foundation
Post Office Box 6460
Indianapolis, IN 46206-6460
How Can I Make a Payment to My USO?

• You may donate through IUF Crowdfunding
• Questions regarding crowdfunding donations should be directed to IUFcrowd@iu.edu
Important Contacts

- jsomrc@indiana.edu – Balance and account info
- muspurch@indiana.edu – Purchase Orders
- mailjsom@indiana.edu – Procurement Cards
- jsomap@indiana.edu – Reimbursements
- musnempl@indiana.edu – Travel/Guest Speakers
- jsompay@indiana.edu – Hiring / Payroll
- iufgive@indiana.edu – IUF Gifts
- IUFcrowd@iu.edu – Donate through IUF Crowdfunding