The Student Organization Store

Department of Student Activities & Student Organizations

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What is the Student Org Store

A site for student organizations to collect dues, money for club merchandise (t-shirts, hoodies, etc.), or co-payments for events. Funds paid through the Student Organization Store will automatically be deposited into each organization's Non-SAFAC account (gift account).

www.miami.edu/studentorgstore
How do I find my Program IDs (Account Number)

Search for your organization's name on engage.miami.edu, select Manage Home from the menu, then select About. When you reach the About page, scroll all the way to the bottom to see your SAFAC and non SAFAC program ID.
# Anime Club

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anime Club - Dues (Semester)</td>
<td>$30.00</td>
<td>1</td>
</tr>
<tr>
<td>Anime Club - Registration Fee/Co-Payments</td>
<td>$36.00</td>
<td>1</td>
</tr>
</tbody>
</table>

# Caribbean Student Association

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caribbean Student Association - Carnival Costume</td>
<td>$300.00</td>
<td>1</td>
</tr>
<tr>
<td>Caribbean Student Association - Dues (Year)</td>
<td>$25.00</td>
<td>1</td>
</tr>
</tbody>
</table>

# Club Running

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Running - Dues (Semester)</td>
<td>$30.00</td>
<td>1</td>
</tr>
<tr>
<td>Club Running - Club Running/Running Man Shirt</td>
<td>$5.00</td>
<td>1</td>
</tr>
</tbody>
</table>

# Italian Association

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italian Association - Crewneck Sweatshirt</td>
<td>$43.00</td>
<td>1</td>
</tr>
</tbody>
</table>

**UNIVERSITY OF MIAMI**
How to Utilize the Store

Using the Engage form shown, student organization leaders can request that payment or purchase information to be added, removed, or updated.

https://miami.campuslabs.com/engage/
How to Access the Store

1. Visit Miami.edu/studetorgstore
   • Then click on the orange button that says, “Visit The Student Organization Store”.

2. Click “Undergraduate” or “Graduate”

3. Choose your student organization
How to Determine Who Made a Payment

- The Treasurer, President and Advisor of each organization will be added to a Box folder updated weekly (Fridays) detailing the various transactions conducted via the site through Box.
Report Payments Visualization on Box

Each organization's Treasurer, President, and Advisor will be added to a Box folder that is updated every week on Fridays and lists all the different transactions made on the website using Box. Update the COSO executive board/advisor form on engage if your organization's student leaders change.
Finances

Account Balance

- You can find your organization’s Program IDs (account numbers) on their Engage portal or by searching the organization’s name in the Workday search bar.
- The report we recommend to view your account balance is called: “FIN-ACC-Balance Forward/Balance Available by Worktag”
How to find account info in Engage
How to find account info in Engage
Refund Policy

Payments on the student organization store are considered nonrefundable. In limited circumstances a refund may be issued contingent on the approval of the organization’s president. By making a purchase using this site, you are agreeing to the refund policy listed at the time of purchase.
How to Utilize Funds from the Store

University funds must be utilized through the approved, proper channels including:

- **Purchase orders** (requisition) can be created by your advisor, it is a direct payment from the university (used for services such as catering, food, goods, hotel, shirts/uniforms).

- **Supplier invoice**- should be used for services (i.e., guest speakers, production services etc.)

- **Expense reports**- Advisors can use own personal funds and will be reimbursed, are created whether personal funds or corporate cards are used.

- **P-Cards/ T-Cards** are only given to UM employees, your advisor would need to place any orders utilizing one (i.e.: flights, registration)

- **Student reimbursements**- student submissions for reimbursement
Do’s & Don’t

- The website is updated weekly, so please submit the request form 1-2 weeks in advance if needed for a specific date.

- The store is not intended to be used for small dollar point-of-sale activities such as bake sales in the UC breezeway or selling of raffle tickets.

- Donations and sponsorship funds may not be collected through the store. Instead, donations should be made through the Student Organization Giving Page.

- Payments on the student organization store are considered nonrefundable.

- SAFAC funded items may not be sold through the student org store. SAFAC items and events must be free and open for all.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How can I tell which members have made payments?</td>
<td>Student organizations will be added to a Box folder updated weekly detailing the various transactions conducted via the site through Box.</td>
</tr>
<tr>
<td>Do I have a login for box?</td>
<td>Yes, current active University of Miami faculty, staff, and students can use their credentials to sign into Box. Only Presidents, Treasurers, and Advisors of the organization will have access to the Box Folder.</td>
</tr>
<tr>
<td>What must I do to have an item removed from the store?</td>
<td>To add, remove, or make changes to the student org store, please complete the &quot;Student Organization Store - Request to Add/Remove/Update Item&quot; form on Engage.</td>
</tr>
<tr>
<td>My organization recently gotten a new student leader; how can they access the box folder?</td>
<td>Update the COSO executive board/advisor form on engage if your organization's student leaders change. (<a href="https://miami.campuslabs.com/engage/submitter/form/step/1?Guid=ce73b0bf-2a47-4b80-9ad8-2c311fd5728b">https://miami.campuslabs.com/engage/submitter/form/step/1?Guid=ce73b0bf-2a47-4b80-9ad8-2c311fd5728b</a>)</td>
</tr>
<tr>
<td>When will there be a new paid list for the student org store?</td>
<td>On Fridays of each week, Box is updated.</td>
</tr>
<tr>
<td>As a new student organization, when can I start utilizing the store?</td>
<td>After the student organization receives their non-SAFAC program number.</td>
</tr>
</tbody>
</table>
Questions?

FOR MORE INFORMATION ON ONLINE PAYMENTS, PLEASE EMAIL SASOFINANCE@MIAMI.EDU OR CALL 305-284-6399.
Contacts

- Advisor Responsibilities, contracts, travel waivers, Engage, elections
  - Mercy Lavado - Associate Director, SASO – m.lavado@miami.edu
- Amazon Training in Workday
  - Kimberly Jiminson – Trainer, IT – kxj329@miami.edu
- Committee on Student Organizations (COSO)
  - Coso_chair@miami.edu
- Purchasing Department
  - www.purchasing.miami.edu
- Student Activities and Student Organizations (SASO)
  - saso@miami.edu
- Student Activity Fee Allocation Committee (SAFAC)
  - safac@miami.edu
- Student Org Payment Site, Workday access, Account questions
  - Nadege Nias – Senior Financial Assistant, SASO – n.nias@miami.edu
  - Vanessa Velis Barbieri – Manager, Business and Financial Operations, SASO
  - V.velisbarbieri@miami.edu
Resources

- Advisor Guide to Student Org Finances (Workday step-by-step guide)
- Advisor Resources
- Committee on Student Organizations (COSO) – www.miami.edu/coso
- Common Spend Categories
- Deposit Slip – how to fill it out
- How to Find Organization’s Account Numbers in Engage
- How to Spend Organization Funds
- How to check on a student’s reimbursement status
- Purchasing Resources/Training
- Student Activities and Student Organizations (SASO) – www.miami.edu/saso
- Student Activity Fee Allocation Committee (SAFAC) – www.miami.edu/safac
- Student Organization Handbook
- Student Reimbursement Resources