

Procedure for Notifying the Controller's Office of an Event or Activity on Campus Involving Payments

Purpose/Need:

To ensure proper financial oversight and compliance, all members of the University campus must notify the Controller's Office of any events or activities on campus that involve collecting payments.

Scope:

This procedure applies to all faculty, staff and student groups organizing events on campus for which payments will be accepted.

Goal:

To assist the Controller's Office in timely identifying and accounting for payments received. The procedure will also assist the Controller's Office to support the campus community by ensuring proper financial routing and reporting of received funds. The procedure will also facilitate the improved use of payment portals, thereby permitting the successful analysis and implementation of the most favorable payment portal to utilize for the campus community.

Procedure:

1. Event Planning Notification:

- Notify the Controller's Office, using the Event Notification Form, at least 14 days before the event.
- Complete the Event Notification Form available on the Controller's Office website and submit to controllersoffice@sjf.edu.

2. Event Details:

- Provide detailed information about the event, including:
 - Event name and description
 - Date(s) of event
 - Why payments are being collected (e.g., ticket sales, fee for attendance, merchandise)

3. Payment Handling:

- Specify the method of payment collection (e.g., cash, check, EFT/ACH (electronic payment), credit card including the payment portal ex. Hometown Ticketing, Nelnet, Stripe).
- Provide the **Banner FOAPA: Fund Org Account Program Code Activity code** (if applicable) into which the payments will be posted.

4. Approval Process:

- The Controller's Office will review the submitted information.
- Approval or feedback will be provided within 3 business days.

Contact Information: For questions or assistance, contact Michael Valicenti in the Controller's Office at controllersoffice@sjf.edu or 585-385-8060.