NDSA Procedures:

The UND Controller’s Office assists NDSA with fund governance.

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NDSA Procedures for Awarding Scholarships

# NDSA Election Meeting

NDSA will elect officers in March or April and some officers may be appointed closer to the start of the term. Positions that are filled after April 15th need to be submitted to Patty as soon as possible.

1. NDSA President will send scholarship recipient list to Patty in UND Controller’s office as soon as possible after the election in order to meet UND’s deadline of April 15th for scholarship notification.
   1. Award List *must* include:
      1. Name of Student
      2. EMPLID number
      3. The institution where the student is enrolled. (i.e. a student may take collaborative classes at VSCU, but is Enrolled through Dakota College Bottineau)
      4. Position
      5. Annual Amount and Per Semester Amount
2. Send additions/changes of the list to Patty as soon as possible for early awards submission.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Spring 2015 NDSA Scholarship Info | | | |  |  |
| Name | EMPLID | Institution | Position | Annual | Per Semester |
| Jane Doe | :0999999 | NDSU | Lobbyist | $ 3,000.00 | $ 1,500.00 |
| John Doe | :8888888 | BSC | Web Coordinator | $ 1,000.00 | $ 500.00 |

# Award Processing

Upon receipt of the award list:

1. Patty will send the electronic submission to UND Student Financial Aid for UND student representatives. This will cover both Fall and Spring semester.  *(we may not be able to meet this date as some elections will be after )*
2. Patty will prepare the paperwork for UND Accounting Services to cut checks to other institutions for the FALL Semester.
   1. Spring Semester Checks will be cut and sent to institutions prior to December 1st
3. The Fall award check, along with a letter that includes the Fall student information, as well as information asking the institution to enter a “placeholder” on the student’s account for Spring, will be mailed to institutions in April by Patty .
   1. The “placeholder” will show the amount of the expected award for Spring.
   2. Processing and mailing will take about 2 weeks, so it is imperative to have the award list as soon as possible after the elections.
4. Late additions to the award list will be processed immediately upon Patty receiving the notification from NDSA.
   1. All award checks MUST be received by the school by the **last day to add a class** during the semester.
      1. UND’s calendar can be found at <http://und.edu/academics/registrar/calendar-academic.cfm>
         1. Fall 2015 – last day to add is September 2
         2. Spring 2016 – last day to add is January 21

# Disbursement

1. Awards will show on the students account by June.
2. NDSA will advise Patty as soon as possible if a student withdraws from school.
3. Students, who no longer wish to serve on NDSA, are asked to fulfill their obligation until the end of the semester.
   1. Patty will need to know as soon as possible that the student will no longer serve, so the Spring semester award can be revoked. Preferably before December 1st.
4. Students who replace a member during the semester will be serving on a volunteer basis with no award being given until the next semester.

Other Procedures

Departmental Signature Authorization List

Authorized Signers for NDSA: NDSA President, NDSA Vice President of Operations and Finance and UND Controller (Sharon Loiland)

1. When the offices of NDSA President or NDSA Vice President of Operations and Finance change hands, the UND Controller’s office needs to be advised.
2. The new officers must contact the Controller’s Office to obtain a signature authorization form. UND Accounting Services keeps this form on file to verify signing authorization.
3. Only the above three positions may sign payment vouchers for NDSA.

Purchasing Items

1. Large purchases such as computers: consult with UND Purchasing for procedures.
2. Use of university logos, statewide, must be pre-approved by each institution that owns the logo.

MOTORPOOL – Use of State Vehicles

UND allows NDSA to use UND Transportation Department to reserve state vehicles, statewide, for NDSA business.

1. Officers need to contact the NDSA President for reservation approval.
2. NDSA President makes the reservation through UND Transportation Dispatch at 777-4122.
3. UND Dispatch will arrange vehicle pick-up and paperwork with ***other schools*** if the officer is not a UND student.
4. UND Transportation requires vehicle users provide proof of valid driver’s license.
5. UND motorpool billing is sent to the UND Controller’s Office. The Controller’s Office forwards a scanned copy of the billing to NDSA Vice President of Operations and Finance and President.
6. Motorpool billing is automatically deducted from NDSA funds. There is no need to submit a payment voucher.
7. If there is an error on billing, the NDSA President or Vice President of Operations and Finance needs to contact UND Transportation Dispatch.

NDSA Statewide Meetings

1. Previously, NDSA has paid the hosting school a set fee. The hosting school sends an invoice for this amount to NDSA for payment.
2. The payment voucher must include a copy of the NDSA minutes that approves this payment amount.
3. The payment voucher must include a roster of names of all who participated in the meeting.
4. Attach both documents to the payment voucher and turn into UND Accounting Services.
   1. The hosting fee that is reimbursed for 2015-2016 is $15.00 per voting delegate.

Monthly NDSA Fund Documents

On a monthly basis, the trial balance, general ledger and Budget Transaction Detail reports are sent to NDSA by UND Controller’s accounting intern. This information is sent to the NDSA President and NDSA Vice President of Operations and Finance for review.

IMPORTANT To Remember:

* All payment vouchers must include “who, what, when, where & why” information.
* Always turn in ORIGINAL receipts.
* NDSA follows UND’s policies and procedures for payments.

“How to Process Travel”

Travel-Student

Students may be reimbursed for travel expenses incurred while on University business. Allowable reimbursements include mileage, meals, lodging, and airfare/rail.

• **Complete and submit a Non-Employee/Student Travel Expense Worksheet** attaching all ***ORIGINAL*** receipts/supporting documentation. <http://und.edu/finance-operations/accounting-services/travel-non-employee-students.cfm>

• **The business purpose of the travel must be documented**. (who, what, when, where & why)

• **Meals – UND** encourages students to pay the ND employee rate, but the GSA rate for student meals in ND can be used because NDSA students are non-employees.

• **Lodging -** NDSA students are able to obtain the ND in-state lodging rate. Student should ask the hotel for the ND state rate. The current rate is posted on the Accounting Services web page.

1. Lodging is reimbursed at the actual expense amount with a detailed original receipt. Use the Non-Employee/Student Travel Expense Worksheet. Attach ORIGINAL receipt and worksheet to the Voucher.
2. Lodging may also be direct billed to the University by completing a Direct Billing of Lodging form and submitting it to Accounting Services for approval **PRIOR TO TRAVEL**. Contact Patty Sigurdson in the UND Controller’s office (777-2243) for help with this form. She may need to contact and fax information to the hotel on behalf of the NDSA. Not all hotels offer the state rate, and many hotels do not direct bill to UND.
3. If the student is unable to obtain the ND state rate, the actual rate can be reimbursed because NDSA students are not employees.

• **Air/Rail** travel may be reimbursed to the student with an attached itinerary/invoice which details the dollar amount paid. UND only reimburses for economy (formerly coach) class rates. First class and business class upgrades are not reimbursed. The itinerary/invoice should be attached to the Non-Employee/Student Travel Expense Worksheet.

• **Other travel expenses** may be reimbursed.

1. Original receipts are required.
2. Examples are baggage fees, taxi or shuttle fare from/to airport and hotel.

• **Traveler’s Signature is required** on the worksheet (signature stamps are not allowed)

THINGS TO REMEMBER FOR TRAVEL

Use the Non-Employee/Student Travel Expense Worksheet <http://und.edu/finance-operations/accounting-services/travel-non-employee-students.cfm>

1. This form must accompany any travel reimbursement (meals, lodging, mileage, airline, miscellaneous)
2. PURPOSE of trip needs to documented in the upper portion of the form (what, when, where, and why)
3. Worksheet is signed by TRAVELER
4. ***Need ORIGINAL receipts***
5. Attach worksheet and receipts to payment voucher
6. Payment Voucher is signed by authorized NDSA representative (NDSA President, NDSA Secretary or UND Controller)
7. Documents are turned into UND Accounting Services, Twamley Hall 115