

## On-Campus “Charging”

RSOs may use their organization code (six-digit account number starting with “610xxx”) to “charge” on-campus services such as Print Services/Copy Center, Events Services, Catering (Sodexo), and facility rental (i.e., the Corner Pocket or Center for the Arts). When using your organization code to “charge” things, the cost of the expense will be deducted automatically from your RSO account (similar to using a debit card). Make sure there is enough SFB or SGR in your RSO account to cover the charges. Otherwise, your RSO will be required to make a deposit into its account to cover the cost of any overspending. RSOs accounts are not allowed to carry a negative balance.

- a) Print Services/Copy Center: RSOs may use their organization code to pay for print and copy jobs at the Copy Center. The charges will be deducted automatically from the RSO account.
- b) Event Services: RSOs may use their organization code to pay for the rental of audio equipment, microphones, etc., from Event Services. Requests must be submitted to Event Services at least ten (10) days prior to the event. Event Services will prepare an estimate and send it to you. If you do not have enough SGR or SFB to cover the total cost listed on the estimate, you will need to change or cancel your request. If you proceed with the estimate, Event Services will automatically charge the rental fee to your RSO account. If you need to cancel a request, you must do so (directly with Event Services) at least three (3) business days before the scheduled event. If you do not cancel, Event Services will charge your RSO account for its services.
- c) Catering (Sodexo): RSOs may also use their organization code to “charge” catering from the on-campus caterer, Sodexo Special Occasions. (See page 8 and 9 for more information about catering.)
- d) Facility Rental: RSOs may reserve and use rooms in Student Centers free of charge. However, failure to use reserved rooms may result in Student Centers charging “no show” fees. Fees also may be charged if you request a major change in room set-up. If you are notified by Student Centers that you have been charged a “no show” fee or a fee for a major room set-up change, you must bring payment to Student Involvement within three (3) business days. Failure to take care of the fee will result in the release of all reservations held by your RSO, and you will not be able to make any new reservations. You may pay the fee with cash or a check made payable to Student Centers, or if your RSO has SGR, you may request payment be issued via a JV transfer.

To avoid having cancellation and/or “no show” fees charged to your RSO account, be sure to inform all vendors (such as Event Services and Student Centers) at least three (3) business days in advance if your event is cancelled.