Student Activities & Hosting Training

REFRESHER & LATEST UPDATES

Introduction & Overview

- What is in this PowerPoint:
  - Student Activities
  - Hosting
  - Event Details Form/Flier
  - Host Form
  - KX software
  - Prizes/Gifts/Awards

Student Activities

- Student Activities are for general student or student resident population

- Food for Premier

- Food for Homecoming

- Food for Festival of Communities

- Food for student program such as Rebel After Dark, Student discussion lunch, Fitness Day, Late Night Breakfast, etc.

- RA Floor Programs

Hosting
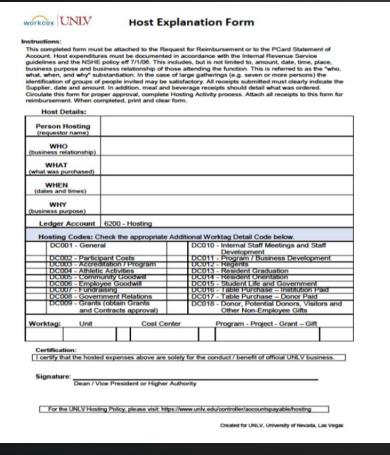
- Hosting is for selected people or groups of people

- Department meeting lunch
- Staff retreat
- Retirement Party
- Employee related event, including student employees
- Community Goodwill event

Preparing Event Detail & Host Forms

▶ When preparing either form, the following information must be included:

   ▶ Organizer Name: requestor's name (not just department or hall complex)

   ▶ Who: items or services to be purchased including an estimated amount or "not to exceed amount"

   ▶ When: date and time

   ▶ Why: purpose of the event

   ▶ Where: locations of the event

▶ Information provided must be comprehendible to the casual observer

Preparing Event Detail & Host Forms (Part 2)

KX Tracking System

- Effective November 1,2018

  - 1. Implementation of KX Software for trips, events or activities where fees are collected

  - 2. CRS will continue to use recreation software

  - 3.Program Coordinators must register an account with KX software

  - 4.Students will register through KX link using credit or debit card and cash

- 5. SLBS will deposit the money to the organizer's department account to offset the expenses. SLBS must be notified in advance when the money is allocated among different departments

- 6. After the activity, the program coordinators need to reconcile their account with SUES for refund and total money collected

- 7. Program coordinator or trip leader is responsible for providing a list of actual attendees.

- 8. The KX account will be closed after the reconciliation

Prizes, Gifts, and Awards Guidelines

- Student Life Business Services is here to help with the required processes, including forwarding required documentation to AP, Payroll, Financial Aid, etc. Please contact us before the process is started

- Contests or opportunity drawings that are not part of an academic course, graduation, or employment requirements are considered a PGA

- Promotional or marketing items (t-shirts, water bottle, swag, etc.) purchased in bulk to be given away without any entry or participation requirements are not considered a PGA

- Because we cannot predict if an individual will participate in and/or receive more than one PGA from UNLV on an annual basis, all PGA's are required to be documented an recorded at the time of receipt. A Misc-1099 report will be distributed by UNLV only in the event that the annual sum of the PGAs along with any other miscellaneous Accounts Payable payments for a particular person exceeds $599

Prizes, Gifts, and Awards Guidelines (Part 2)

- All non-cash PGAs require: (1) a completed and signed W-9 from the recipient within 7 business days, (2) a formal receipt containing the name of the contest, description and cash value of the prize and the dated signature acknowledging receipt of the PGA; and (3) Equipment Release Form

- All cash and non-cash prizes distributed to a foreign national must be authorized through the UNLV Nonresident Alien Tax Specialist Department at nrat@unlv.edu prior to distribution. Departments are responsible for ensuring the approval is obtained prior to distributing non-cash prizes

- SLBS will collect the required documents from our Student Life departmental staff for submission to the required UNLV accounting department at the end of the calendar year

P-card reconciliations

- P-card reconciliation for student activity transactions must include:
  - Original receipts – receipts must contain the following information: Business Name and Phone Number (If available), date and time, address, itemization detail, total amount (NO TAX), card information (last 4 digits of card used)
  - Student Activity flyer or event detail form
  - P-card reconciliation for hosting transaction
  - Host form, agenda, and list of participants

Training Complete

- You have now completed this training:

- For any further questions please contact your Account Manager with Student Life Business Services!

- Have a great day!