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 comprehensible 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 and 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!