

## Collecting Funds on Campus

All funds collected on campus must be submitted to the Center for Student Involvement where the funds will be deposited into your university account per the University CUUF Policy\*. Additionally, all funds collected in relation to an on-campus event or university funded activity, including funds collected off campus, must be turned into the Center for Student Involvement.

### Cash & Checks

- The most recommended method for collecting funds as a student organization is cash.
- If your student organization wishes to sell food, merchandise, tickets, or collect donations on campus, a cash box must be checked out from the Center for Student Involvement.
  - A signer will need to request a cash box 24 hours in advance on BuffConnect under Forms > Finance: Cash Box Request Form. Based on the information filled in on the request, the cash box will be supplied with an advance (change) for your organization to break larger bills for customers.
- All donations and proceeds of the sales must be submitted to CSI Finance where it will be deposited into the student organization's CSI account. Sales tax\*\* and GAR/GIR\*\*\* will be deducted at the time of deposit.
- Checks should be written out to the University of Colorado but our office will accept and attempt to deposit checks made out to your student organization.
- Returned checks will be deducted from your organization's account balance and it will be the student organization's responsibility to collect a new payment.



### Online Payments

- The following websites are university approved for online event/ticket sales: Eventbrite, RegOnline, Vendini.
- Because student organizations are not affiliated with the university, the university's tax ID number cannot be provided for tax exemption.
- A sales report from the website will need to be submitted to CSI Finance.
- A student organization must have the check issued to the University of Colorado and mailed to the Center for Student Involvement, 207 UCB, Boulder, CO 80309. The check will be deposited into the student organization's account, any applicable Sales Tax\*\* and GAR/GIR\*\*\* and any will be deducted at the time of deposit.
- P2P, peer to peer, payment systems and money transfer apps—like **Venmo**, **PayPal**, and **Square Cash**, are not permitted for accepting payments on campus or for a an event held on campus.

**Eventbrite**

 **VENDINI**

**RegOnline®**  
by Cvent

## Collecting Funds on Campus (cont.)

### Credit Cards

- Credit card swipe machines are not recommended to student organizations for accepting payments.
- CSI will not accept credit card payments in the office.
- Credit card swipe machines are acceptable on campus if the machine is PCI DSS, Payment Card Industry Data Security Standard, compliant. CSI cannot supply a credit card machine to student organizations.
- The card swipe machine will need to connect to a student organization's bank account separate from their CSI account. The bank account cannot be an individual's personal banking account.
- The machine cannot use the university's network. An individual will need to use their personal cellular network to operate the machine; cell phone fees from the cellular company may apply.
- A sales report will need to be submitted to CSI Finance.
- All donations and proceeds of the sales must be submitted to CSI Finance where it will be deposited into the student organization's CSI account. Sales tax\*\* and GAR/GIR \*\*\*will be deducted at the time of deposit.
- Penalties for non-compliance with PCI DSS can range from \$5,000 to \$100,000 per month. Additionally, if you are found responsible for a data breach, regardless of whether or not you're PCI compliant, you could pay an additional fine for each cardholder compromised and face a possible civil litigation.



**\*Campus Use of University Facilities (CUUF) Policy** see page 3, section II.I and page 8, section V.h.i & ii

<https://www.colorado.edu/policies/campus-use-university-facilities>

**\*\*Sales Tax** is applied to food and non-food sales, as well as, admission to a place or event. Sales taxes are deducted from proceeds and submitted to the city and state.

- Current food sales tax is 8.995%, non-food sales tax is 8.845%, and admission tax is 5%. If a sale will include food/non-food items and admission, food/non-food sales tax will be applied to the value of the items and admission tax will be applied to the remainder of the proceeds.

**Sales Tax Exemption:** If your organization is a nonprofit and you can provide paperwork for 501(c)(3) status, sales taxes will not be deducted from your proceeds. If your organization is associated with a non-profit organization, you will need to supply 501(c)(3) paperwork and written permission from the associated organization that you may use their non-profit status for that purpose. Please give all documents to CSI before turning in proceeds from your sales.

**\*\*\*GAR/GAIR** University administrative and infrastructure recharge fees.

<https://www.colorado.edu/controller/2018/05/01/fiscal-year-2019-gar-and-gir-rates-approved>