

# 1 **Sales by Student Organizations**

2 Effective: Moved to Policy Library from UPM)2.3(2)

3 Contact: [Campus Organizations Accounting Office](#)

## 4 **Introduction**

5 Recognized student organizations planning to earn funds through periodic sales in campus buildings  
6 must obtain written authorization and schedule their sale through the Event Authorization  
7 Committee.

## 8 **Policy Statement**

9 Event authorization is initiated with the Student Activities Center. Requirements include completion  
10 of the Event Notification & Authorization form, along with the review and appropriate signature  
11 authorization from ISU representatives such as the dean of the college, department chair, building  
12 supervisor or Facilities Planning and Management. Advertising for an event should not occur prior to  
13 consultation with a member of the Student Activities Center staff.

14 Student groups may be required to obtain health and safety inspections or to provide appropriate  
15 proof of insurance if the university requests. Sales of products, goods or services that may compete  
16 with university contracts such as soft drink and vending may be prohibited or restricted in order not  
17 to conflict with contract obligations. Violations of this policy should be referred to the Office of the  
18 Senior Vice President for Business and Finance.

## 19 **Resources**

### 20 **Links**

- 21 • [Campus Organizations Accounting Office - Collecting Money](#)
- 22 • [Event Authorization](#)
- 23 • [Event Authorization and Notification Form](#)