Sail Points System

Due to legal Requirements SAIL must report all spending to the State. This ensures all organizations spend funds appropriately. If you receive points, you will be notified of how many, why you acquired them, and the total amount of points your org has incurred. You may be able to remedy points based on the severity of the penalty. There are two periods for points, which are cleared at the end of each. Those are

- July 1st - December 31st
- January 1st - June 30th

There are two milestones for acquiring points throughout the semester that will lead to penalties to your organization.

At 10 points:
- Loss all P-Card Privileges
  - Make all purchases out of pocket with reimbursement forms (these still must be approved purchase request)
- Meet with SAIL Pro-staff to discuss spending
- Get a new treasurer

At 20 points:
- Account is Frozen
  - No spending for this period and the next one, basically for a year
Violations

1 Point Violations

- Not getting a club’s treasurer approval before information is turned into SAIL (ie. Reimbursement form without treasurer’s signature, contract brought without permission from your treasurer, etc.)
- Not following fundraising regulations (sales tax information on advertisement, meal is at fair market value for tax purposes, depositing any raised funds within two business days of collection, etc.)
- Not including tip you paid for, on the receipt turned into SAIL
- Purchasing from vendors not listed in purchase request, 1 point per vendor

2 Point Violations

- Giving a tip of over 20% (you will also need to use your own money to reimburse your organization for the excess over 20%)
- Purchase not tax exempt, not itemized, or missing receipt
- If the receipt is not turned in within 2 weeks of purchase, an additional two points will be added to your total for each week after (5 weeks to lose OneCard privileges)
- OneCard not being returned by the Check-In time
  - 2 additional points added per 30 minutes

3 Point Violations

- Incorrect reporting of fundraising/deposits or not enough explanation for non-tangible goods on the deposit form
- An untrained club member makes a purchase with the OneCard
- Incorrectly estimating purchase amount
  - 30% for purchase $0-500
  - 20% for $500-1000
  - 10% for amounts greater than $1000
  - Overestimate
4 Point Violations
- Missing Documentation: Using the OneCard without making a request or not doing the Appropriateness of Expenditures form.
- Not meeting with the SAIL office full time staff at least 4 weeks prior to your trip (at least 8 weeks prior to your trip if you are requesting a cash advance or traveling internationally)
- Not meeting with SAIL to turn in your travel documentation and receipts within 4 weeks of your return date

5 Point Violations
- Not using SAIL’s amazon account when purchasing on Amazon
- Purchase from wholesale store: Costco, Sam’s Club, Restaurant Depot, etc.
- False advertising (on any published materials)

8 Point Violations
- Contract not turned in at least THREE weeks in advance of the event or first payment due date
- Purchasing travel arrangements (registration, hotel, mileage, etc.) before you have gotten your travel approved by the SAIL Office

10 Point Violations
- Using one-card to make personal purchases (intentional or accidental)
- You have made arrangements to pay an invoice that needed a Purchase Order (specifically with trademarked goods)

20 Point Violations
- Signed a contract for a vendor
- Purposely providing false information to the SAIL office (example: having a vendor ring up beverages and getting alcoholic drinks)
- Collecting credit card payments online using anything but CashNet
- Purchasing Gift Cards without talking with SAIL
- Using Venmo to collect money for fundraising or dues
- Purchase of illegal or non allowable items/services: Alcohol, drugs, fireworks, etc.