



DIVISION OF STUDENT ENGAGEMENT  
**LAMAR UNIVERSITY**  
Student Organization Services

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Student Organization Account Policies & Procedures Manual

2018-2019

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## OFFICE OF STUDENT ORGANIZATION SERVICES (SOS)

### DUTIES AND RESPONSIBILITIES

- Audit Registered Student Organizations (RSOs) accounts for accuracy, and prepares any necessary corrections
- Maintain all financial information pertaining to the on-campus accounts of Lamar University (LU) RSOs
- Process financial transactions for RSOs
- Inform and assist RSO representatives in properly managing on-campus accounts
- Prepare and mail letters of notification to student organizations about outstanding accounts and returned checks
- Prepare monthly delinquent receipts reports
- Prepare monthly balance statements upon request
- Help manage requests, disbursements, and reconciliations of co-sponsorship funding

## PURPOSE & DEFINITIONS

### PURPOSE

This Manual serves as policies and guidelines for Registered Student Organizations (RSOs) to follow and refer to, when managing and requesting funds from their on-campus account.

### DEFINITIONS

1. **Advisor:** means a full-time member of the faculty or staff who advise and counsels the members of an RSO.
2. **Dean of Students:** means the chief Student Code of Conduct officer, his/her designee, or his/her representative.
3. **Coordinator:** means the Coordinator of Student Organizations.
4. **Contract:** an agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit.
5. **Co-Sponsorship:** Funds that are available to assist RSOs with half of the cost for their event or travel expenses. The Registered Student Organization can request a maximum amount up to \$1,500 per academic year.
6. **Fundraising:** an event held by a RSO to generate financial support for a charity, program or other enterprise.
7. **Office of Student Organization Services (SOS):** The University administrative office that oversees the RSO registration, activities and financial accounts.
8. **Off-Campus Account:** an account that is managed and operated by a 3<sup>rd</sup> party organization or agency.
9. **On-Campus Account:** an account managed by the Office of Student Organization Services.
10. **President:** A student elected to represent the interests of the Student Organization mission, purpose, constitution, activities, and financial accounts by the membership.
11. **Registered Student Organization (RSO) or Student Organization:** means a student organization, student RSO or student group holding a valid provisional or permanent recognition certificate from the Office of SOS.
12. **Request for Funds:** a process in which a RSO goes through to fund upcoming activities, travel and financial obligations.
13. **Student Accountant:** A student employee of the SOS who assists with the management and oversight of the Student Organizations' financial accounts at the Lamar University.
14. **Treasurer:** A student elected to represent the interests of the Student Organization mission, purpose, constitution, activities, and financial accounts by the membership.
15. **University:** means Lamar University.
16. **Vendor:** a person or company offering goods for sale or services.
17. **W-9:** is an Internal Revenue Service (IRS) form, also known as a Request for Taxpayer Identification Number and Certification form, which is used to confirm a person's taxpayer identification number (TIN).

## GENERAL POLICIES AND GUIDELINES

All RSOs are responsible for the funds in their RSO accounts. The President and Treasurer are responsible for all transactions. It is important that all RSOs spend their funds in the best interests of their members, their constitution, and in accordance with the University's event policies and financial procedures. Any violation of the following policies or procedures could result in, but not limited to, a hold on all events and transactions, loss of funds, loss of recognition, and a hold on a student's records/transcripts.

- I. All RSOs are required to keep their funds in an account established by the Office of SOS, (unless they are federally recognized 501c3 non-profit organization). Any RSOs that has recognition as a 501c3 non-profit organization must submit a copy of their IRS certificate to the Office of SOS. No other bank accounts are permitted. Failure to adhere to this policy will result in the loss of University recognition.
- II. All transactions must go through the RSO account maintained by the Office of SOS. This includes any income for deposit and any expenses requiring payment or reimbursement.
- III. Prior approval from the Office of SOS is required for all expenditures. Please provide the office **10 business days** advance notice for all check requests, payments, purchases, or reimbursements.
- IV. Generally, the President and Treasurer are the individuals authorized to access funds in the RSO account. The Advisor has no authority to access funds from RSO accounts on their own. However, we are asking for the Advisor to be aware of the Request for Funds submitted by the President and Treasurer.
- V. Account balances are available upon request, by the President or Treasurer. The Student Accountant regularly reviews RSO transactions and balances; however, the RSO Treasurer should also keep track of all financial activity for the RSO and available balances.
- VI. Deficits, outstanding balances or invoices should not occur in RSO accounts, the Coordinator of Student Organizations, the Student Accountant and the RSO officers' will work together to prevent any type of deficits. In the instance of a deficit, the Treasurer and/or President must deposit funds to cover the deficit within 48 business hours from the time it occurs.
- VII. The Advisor shall not have control of RSO funds and financial records.
- VIII. **Advisors must not expend their personal funds on behalf of a RSO and request reimbursement.**
- IX. The Advisor must review all request for expenditures by the RSO President and/or Treasurer to ensure that they are following all University policies and procedures as provided in this manual or through the University Finance and Accounting office.
- X. Since the University does not provide RSOs any direct funding, all RSO accounts have one type of funds: RSO Funds. These funds are generated from membership dues, fundraising, and sometimes donations. Spending these funds allows more flexibility, and the funds can carry forward each fiscal year.

- XI. General restrictions on funds:
  - a. No illegal activities, which include gambling, alcohol or drugs
  - b. No purchase of personal items or items intended for personal gain
  - c. No purchase of firearms and tobacco
  - d. No purchase of gift cards
  - e. No funds may be deposited by a RSO into an off-campus bank account except for a 501c3 recognized student organization
  - f. No funds shall be used on or in behalf of any political campaign
  
- XII. RSO funds must be raised and spent in compliance with University Policies and Procedures, Texas State University System Rules and Regulations, and Texas State laws.
  
- XIII. Any alleged acts of fiscal irresponsibility must be reported to the Office of Student Organization Services.

#### PRESIDENT, TREASURER AND ADVISOR REQUIREMENTS AND RESPONSIBILITIES

- I. The President, Treasurer and Advisor are responsible for the proper and LEGAL use of RSO funds. All RSOs are subject to audit by the Office of Student Organization Services, the University and the Texas State University System.
  
- II. Requirements of the President, Treasurer or Advisor:
  - a. Be a full-time LU student, in accordance to University Student Organization Handbook
    - i. Or a full-time, Lamar faculty or staff member as an Advisor
  - b. Attend Office of SOS Financial/Fiscal Training.
  - c. Read and understand the policies and procedures in the Student Organization Handbook and Student Organization Account Policies and Procedures Manual
  - d. Ensure the RSO is acting in accordance with University Policies and Procedures, Texas State University System Rules and Regulations, and Texas State laws.

## SANCTIONS FOR FISCAL IRRESPONSIBILITY

- I. Any alleged acts of financial irresponsibility must be reported to the office of SOS. The following actions can be taken against the President, Treasurer or RSO that demonstrates fiscal irresponsibility:
  - a. The Coordinator for Student Organization Services, or designee, can relieve the President, Treasurer, or Advisor of financial authority/privileges.
  - b. The Coordinator for Student Organization Services, or designee, can temporarily freeze the RSO account.
  - c. The Coordinator for Student Organization Services, or designee, with support from the Director of Setzer Student Center, can request a permanent freezing of the RSO account.

Violations of these policies and laws described herein by an employee or student are grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University and the Texas State University System policies and regulations. Such disciplinary actions also may include reprimand or suspension.

Disciplinary action by the University does not preclude the possibility of criminal charges against a student or employee by the University. Specific sanctions for faculty, administration, staff and students are under the jurisdiction of the following: (i) for faculty: the Office of Academic Affairs; (ii) for administrators and staff: the Office of Human Resources; and (iii) for students: the Office of Dean of Students. Student organizations may be sanctioned for violation of these policies and laws. Sanctions may range from written reprimand to revocation of recognition as a student organization.

## FISCAL TRAINING

- I. **ALL** Registered Student Organization Presidents, Treasurers and Advisors must attend a mandatory training each fall semester to be certified and have access to use their on-campus accounts.
- II. Failure to attend training and obtain SOS Financial Certification will result in the Coordinator for Student Organization Services, or designee, relieving the President and Treasurer of financial authority/privileges to the RSO account. Coordinator for Student Organization Services, or designee, can also temporarily freeze RSO accounts until further notice, or until training is satisfactorily completed.

## REGISTRATION WITH OFFICE OF STUDENT ORGANIZATION SERVICES

According to the Student Organization Handbook, all student organizations must maintain active registration with SOS. In order to spend RSO funds, student organizations must have registered status with Student Involvement. Annual registration of student organizations is completed every September. It is the responsibility of the student organization officers to register the organization to maintain active status. SOS maintains files of membership, organization status, officers, eligibility and participation.



## OFF-CAMPUS BANK ACCOUNTS

Only RSOs that are registered as a 501c3 organization can have off-campus accounts. **All other RSOs are prohibited to have an off-campus account.**

Follow these guidelines to prevent mismanagement of off-campus accounts for RSOs.

Because the university doesn't regulate off-campus accounts for student organizations, it's important to establish financial controls to limit the risk of mismanaging organization funds, specifically the use of funds for personal gain.

### **Examples of easy-to-implement controls:**

- I. **Require double endorsement of expenses:** For any transaction, an RSO should require two (2) signatures, President and Treasurer, to authorities the use of the funds.
  
- II. **Separate financial duties:** The student organization Treasurer should reconcile the bank's financial statements regularly. While the Treasurer could theoretically be the second signer on a check, he or she should not be the primary purchasing officer or have access to an ATM or check card. If so, another person needs to reconcile the bank statements.
  
- III. **Use a central mailing address:**
  - a. RSOs should use their Lamar University mailing address to receive bank statements and notifications. This way, statements and other notifications that might identify financial mismanagement cannot be hidden from the student organization's membership.
    - i. Student Organization Name  
Lamar University  
PO Box 10018  
Beaumont, TX 77710
    - ii. Checks and paper statements are becoming increasingly rare. If statements are being e-mailed or require Web site access, multiple recipients or users should be authorized.
  
- IV. **Keep records public:** Purposeful mismanagement of funds is difficult to conceal when financial records are made public or readily available to the RSO's members. Public records let members question all expenses, which virtually guarantees generally accepted use of the organization's resources and protects against prolonged collusion. The Treasurer should report the status of their RSO funds at every meeting.
  
- V. **Define consequences for embezzlement**
  - a. Address embezzlement in your RSO's constitution or bylaws. Include:
    - i. Definitions
    - ii. Methods for accountability

iii. Consequences for breaking the rules

- b. By doing so, the RSO states its intentions to police financial management of organization funds.
- c. This acts as a deterrent and leaves no ambiguity about the risk of being caught. The point is to deter the activity and outline a course of action in the rare event an embezzlement occurs.

VI. **Tax Identification Number:** Every bank account is required to have a tax identification number associated with it. RSOs are prohibited to use the University tax ID number to create a student organization bank account. RSOs that are permitted to have an off-campus account must use the [Employer Identification Number \(EIN\) from the IRS](#) for use in the bank's tax reporting requirements. This should be the same EIN on file with the SOS..

VII. **Remove your information from accounts when you leave:** When you are no longer associated with the student organization, due to graduation or any other reason, be sure to communicate with the bank and have your personal information removed from any accounts. If you don't remove yourself from the accounts, you can be held responsible for financial obligations. Also, transferring your account status to a current organization member ensures a smooth transition for the organization.

## DEPOSITS

- I. All money (cash or checks) received from dues, fundraising, donations, etc., **MUST** be deposited into your RSO account on the next business day. You may not have a separate bank account for the RSO without permission from SOS.
- II. To deposit funds to your account please note the following:
  - a. deposits can be made Monday-Friday during the business hours of 8:00 a.m. - 5:00 p.m. at the cashier's office in the Wimberley Building
  - b. to make a deposit fill out a deposit slip, deposit slips are available in the Office of SOS, room 260 in the Setzer Student Center.
  - c. any checks should be made payable to "RSO Name". Checks should not be made payable to a RSO officer's name, such as the Treasurer's name. Also, do not deposit checks made payable to a charity (ex. American Cancer Society), these checks must be forwarded to the charitable organization.
- III. The deposit must be organized and ready when you give it to the cashier.
  - a. All coins must be rolled. Those that do not make up a roll must be placed in an envelope.
  - b. Bills must be organized by face value.
  - c. Two adding machine tapes must be submitted.
    - i. . . . one for the cash
    - ii. . . . one for the checks
- IV. The student RSO fund (account) number of the organization must be written on the back of the checks.
- V. There is a STUDENT RSO DEPOSIT SLIP (SCDS) that must be completed. The SCDS will list all cash, checks, and the total deposit amount.
- VI. A receipt and a copy of the SCDS will be returned at the end of the deposit transaction. Be sure to check the receipt for any errors before leaving the cashier's office.

**SAMPLE DEPOSIT**



List checks using last name of check writer  
and/ or check number

**STUDENT RSO DEPOSIT SLIP**

-THIS IS NOT A RECEIPT-

Date xx/xx/xx

Fund # 840xxx

Organization  
\_\_\_\_\_

Signature (President, Advisor or  
Treasurer)

CASH AMOUNT \_\_\_\_\_ \$31.00

## CHARITABLE RAFFLES

Most Registered Student Organizations are not qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, CSI suggests that student organizations hold "Free Drawings" in which no money is exchanged.

The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year.

Two types of student organizations may conduct raffles:

- an association organized primarily for religious purposes that has been in existence in Texas for at least 10 years; or
- a nonprofit organization that has existed for at least the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c) , Internal Revenue Code; and does not participate in any political campaign. [A copy of your organization's IRS Letter of Determination verifying 501(c) status will be required.]

Any organization conducting a raffle on campus must complete a booth application and follow university ticketing procedures. Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has a value of over \$10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets.

For further information on raffles, visit [www.oag.state.tx.us/consumer/raffle.shtml](http://www.oag.state.tx.us/consumer/raffle.shtml).

## DONATIONS RECEIVED

- I. You may receive donations from businesses, parents, students or alumni. Deposit these donations as explained above.
- II. To acknowledge a gift, it is necessary to have the following information: Donor's name, mailing address, type and amount of gift, purpose of gift. The gift is not considered tax deductible.

\* Please note that you may accept an unsolicited gift from a donor, however, if you wish to actively campaign for funds from sources outside the University, you must coordinate those efforts with the Office of Student Organization Services and follow the Fundraising Policies and Procedures in the Student Organization Handbook.

## ORGANIZATION REQUEST FOR FUNDS

RSOs can use their funds through the following ways.

- a) Purchase Order

- b) Check Request
- c) Reimbursement
- d) Market Basket Card
- e) Transfer to University Department (i.e. LUPD)

To use any of these methods RSOs will fill out the *Request for Funds* OrgSync Form.

### **Steps to filling out Request for Funds**

Step 1: Log onto OrgSync and submit a *Request for Funds* form and select one (1) of the five (5) options:

1. Check Request
  2. Purchase Order
  3. Reimbursement
  4. Market Basket Card
  5. Transfer to Department
- a. MUST be submitted 14 business days in advance
  - b. Upload quote, vendor name, address, phone number and email address
  - c. If the vendor is new to Lamar University, the RSO must also upload a W-9

Step 2: One of two things may occur;

- d. If the RSO receives an approval
  - i. SOS received all the necessary documents to process the RSO requests
- e. If the RSO receives a denial
  - i. There is a document missing or information on the request is incorrect

Step 3: The SOS will email you information regarding receiving the payment or funds.

**\*\*\* Students and advisors are prohibited to sign contracts on behalf of the RSO. ALL contracts must be submitted to the Office of Student Organizations Services for processing. \*\*\***

### **Check Processing**

Processing time for a check is approximately 5-7 business days from the date that you submit all required documentation. Submit quote, invoice or contract through the *Request for Funds* form on OrgSync containing the following information: full name of payee, complete mailing address, tax identification of the business or social security number of the person, description of event and/or expenses, date of event/expenses, amount due.

PAYMENT BY PURCHASE ORDER

A Purchase Order (PO) is a promise to an individual/vendor that they will receive payment from LU within thirty 30 days of receiving proof (an invoice) that the items/goods were received.

PO's are used to initiate payments to off-campus vendors for the purchase of products that will be kept by the group.

Examples of when you should submit a Purchase Order Request are:

- Office supplies
- Decorations/costumes/supplies for an event
- Subscription for a continuous service
- Marketing materials

#### **Purchase Order Guidelines**

- Purchase orders require a minimum of 14 business days for processing.
- The university is a tax-exempt organization so purchases made with university funds are exempt from most sales taxes.
- Before submitting a PO request, contact the vendor to ensure that they accept PO's as a form of payment.
- You will need a signed W-9 form from your vendor unless you have worked with that same vendor during the current academic year. This is to ensure that the information is up-to-date and that there are no delays in payment.
- To begin paying a vendor with a PO, you will fill out and submit the *Request for Funds* form found in the LU Student Life portal under the forms tab.
- You will need to provide the following information on the form:
  - Detailed description of the items/services that you are purchasing
  - Be as detailed as possible
  - Program Name and Line Item
  - Detailed list of the item(s) to be purchased
  - Date that items are needed
- Upon successful completion and submission of this form, your group will be emailed a PO within five (5) business days.
- The PO can then be taken to the vendor and will serve as your payment.
- FYI: The university does not easily approve purchase Orders over \$5000 and if they are, it can take at least 30 days to process! Do not expect to receive this PO within five (5) business days.
- Obtain an invoice from the vendor and EMAIL the invoice to SORC at studentorgs@lamar.edu
  - Your vendor will not receive payment until the Office of SOS has received an official invoice.
  - Invoices must contain certain information for the payment to be approved.
  - Failure to provide an invoice could result in the suspension of your organization's account.

- The vendor will be mailed a check from Lamar University 30 business days after the Accounts Payable Office receives the invoice. Make sure to turn in the invoice as soon as you receive the product or service.

## CHECK REQUEST

- I. You request a check payment when you need to pay a RSO expense to a business or person outside of Lamar University.
- II. Typical RSO expenses requiring check payments are:
  - a. purchase t-shirts from a vendor
  - b. RSO dues to a national office
  - c. conference registration fees
  - d. professional services like a DJ, speaker, performer, or instructor (contract required)
  - e. banquet hall rentals
- III. Checks are printed by the University's accounts payable department and may either be picked up by a member of your organization or the University can mail it to the vendor.
- IV. Checks take approximately 1-2 weeks to process, so plan ahead!

## REIMBURSEMENTS - GET MONEY BACK FOR OUT OF POCKET EXPENSES

- I. Reimbursements are when an out of pocket expense occurs; detailed and itemized receipts must be provided. Request for reimbursement should be done within 30 days of the receipt date or by the end of final exams for that semester, whichever is sooner.
  - a. **Procedures are as follows:**
    - i. Submit a *Request For Funds* form and select Reimbursement
    - ii. Provide a detailed statement, explaining the event expenses/purchase in full detail (items and amount)
    - iii. Upload receipts to the *Request to Funds* form. If you do not have access to a scanner you may bring receipts to the Office of SOS.
- II. **Special Notes:**



- a. Reimbursements are given to the person who incurred the expense, which should be the person whose name appears on the receipt. They cannot be to the advisor of the student organization.
- b. Reimbursements cannot be done for expenses for professional services such as a DJ, speaker, performer, or instructor. These are services that must be paid by a university check; see section on Payment by University check.
- c. Receipts from establishments serving alcohol must be itemized showing that no alcohol was purchased.

## STUDENT ORGANIZATION USE OF MARKET BASKET CARD

The purpose is to REDUCE the use of personal funds for student organization purchases. The practice of using personal funds to expedite student group activities, aside from being less financially transparent, has the potential for creating financial and social barriers to full participation in campus life. The Market Basket card program was created to remove the perceived need for using personal funds.

The Market Basket Card serves as an additional tool designed to assist organizations with purchases from Market Basket. While the program is intended to provide student organizations with more flexibility regarding the timing requirements for making purchases, it is not intended to avoid or bypass appropriate “procurement of payment” procedures.

- I. Purchasing: When an organization needs to purchase items from Market Basket for an upcoming activity these steps must be followed:
  - a. Submit a *Request for Funds* form through OrgSync.
  - b. Submit a DETAILED budget proposal
    - i. Specific items intended to purchase
  - c. Cost of items
- II. Once request is received, the organization will have 24 hours to make any changes to budget proposal. After 24 hours, the organization will no longer be able to make changes.
- III. Organization will not be able to deviate from the budget proposal that was submitted and approved. ONLY items submitted in budget proposal may be purchased.
- IV. Organization will be accompanied by the Student Accountant to make purchases.
- V. Student Leaders must schedule a time with the student accountant that works for everyone to go make the purchases.

## TRANSFER TO DEPARTMENT

A Department Transfer is the payment method used to pay most on-campus departments. Examples of where you would be paying via a department transfer (but are not limited to):

- Room rental and AV equipment charges from Setzer Student Center, Event Services

- Flyer, poster and printing costs through Copy Services
- LU Police or Facilities Management services

## GUIDELINES FOR TRAVEL

RSO must follow Travel Policies for Students as provided in the Student Organization Handbook and any related University Travel Policies for Students or Student Organizations. If a RSO uses any of their account funds for travel the following items will apply:

- I. Reimbursements for gas used in personal vehicles for the miles driven are calculated using the current federal mileage rate using LU as the starting point. Gas station receipts are not reimbursed because they are not an accurate calculation.
- II. Travel reimbursements such as airfare, conference registration fees, and other travel expenses cannot be reimbursed until after the attendees return from the trip.
- III. Travel reimbursements for conferences must include a conference agenda and a list of the names of students who attended the conference.
- IV. Travel reimbursements for airfare must include original boarding passes for all flights going and returning, in addition to airfare payment receipts.
- V. Meal reimbursements are only allowed on overnight travel. The meal percentage rates for all travel will be calculated as follows based on the allowable maximum per diem:
  - a. Breakfast 20%
  - b. Lunch 30%
  - c. Dinner 50%
- VI. The Office of Student Organization Services will provide the meal percentage rate that each individual can spend per day.
- VII. Baggage charges (including excessive baggage, e.g. state-owned equipment) that are related to state business are reimbursable. It is assumed that the first checked bag is necessary to complete business travel.
- VIII. All individuals traveling must submit the *Activity Release and Indemnity Agreement* prior to traveling.

## REFERENCES

- Lamar University Manual of Policies and Procedures (MAPP): Procurement and Finance and Accounting
- Lamar University Student Organization Handbook
- Texas State University System Rules and Regulations

- Credit: Florida Atlantic University A&S Fee Accounting and Budget Office Policies; Sam Houston University Office of Student Involvement Policies, and University of Houston Office of Student Involvement Policies

## APPENDIX A: LIST OF RECOMMENDED VENDORS

### Awards

Vendor Name	Address	Phone Number
Beaumont Trophies	2450 N 11th St, Beaumont, TX 77703	(409) 898 - 2309

### Food

Chartwells	211 Redbird Lane, #10065 Beaumont Texas, 77710	(409) 880 - 8925
Domino's Pizza	1395 College St, Beaumont, TX 77701	(409) 832 - 0000
Chick- Fil- A	3825 College St, Beaumont, TX 77701	(409) 835 - 8114
Jason's Deli	112 Gateway St, Beaumont, TX 77701	(409) 833 - 5914
McAlister's Deli	3050 Dowlen Road, Suite A Beaumont, TX 77706	(409) 861 - 3354
Fuzzy's Taco	5655 Eastex Fwy, Beaumont, TX 77706	(409) 924 - 8226
Rotolo's	3015 N. Dowlen Rd., Beaumont, TX 77706	(409) 434 - 1267
Courville's Catering	1744 Rose Ln, Beaumont, TX 77713	(409) 860 - 9811
Subway	1074 E Virginia St, Beaumont, TX 77705	(409) 832 - 6889

### T-Shirts

Cotton Cargo	2400 Gulf St, Beaumont, TX 77703	(409) 833 - 0922
Cocomo Joe's	2024 Calder St, Beaumont, TX 77701	(409) 860 - 5448

### Printing

Kirksey's	3865 W Lucas Dr, Beaumont, TX 77706	(409) 899 - 1771
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